



City of La Vernia
REGULAR CITY COUNCIL MEETING
City Council Chambers of La Vernia City Hall
102 E. Chihuahua Street, La Vernia, Texas 78121

April 14, 2016
6:30 PM

AGENDA

1. Call to Order

2. Invocation, Pledge of Allegiance, and Texas Pledge (*Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible*).

3. Citizens to be Heard

(At this time, citizens who have filled out a registration form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body so long as that topic is not on the agenda for this meeting. Citizens may speak on specific agenda items when that item is called for discussion. During the Citizens to be Heard section no council action may take place and no council discussion or response is required to the speaker. A time limit of three minutes per speaker is permitted; the council may extend this time at their discretion)

4. Consent Agenda

(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)

- A. Minutes from the March 10, 2016 Regular City Council Meeting
- B. Minutes from the March 16, 2016 Joint City Council & Planning & Zoning Workshop
- C. La Vernia Police Department – Reports, Traffic Violations & Arrests; and Number of Occurrences by Offense for the month of March 2016;
- D. Check Register and financial report for the month of March 2016

5. Presentation

- A. Presentation from the La Vernia Citizens Introducing Community Band concept to La Vernia

6. Discussion/Action

- A. Discuss and consider awarding contract for Well #7 on the Calloway property.
- B. Discuss and consider action on a mid-year budget review for the 2015 – 2016 Fiscal Year to include street maintenance project.
- C. Discuss and consider action on a City Personnel Policy.
- D. Discuss and consider entering into a contract with Linebarger for Warrant Collection.

7. Ordinances

- A. Discuss and consider action approving of an ordinance amending the 2014 – 2015 Fiscal Year Budget.
- B. Discuss and consider action approving an ordinance to change distance for fire hydrants from 300 to 500 ft.

8. Resolutions

- A. Resolution for authorization to assess a collection charge.
- B. Discuss and consider approval of a Resolution to appoint a Trustee to the Canyon Regional Water Authority Board of Trustees to serve a two year term.

9. Discussion Only

- A. Discussion on Water/Sewer Rates, Operation & Maintenance Fee (O&M) and changing of bill due date.
- B. Discuss amendment to the garbage contract to include additional commercial weekly pickup option and weekly recycling.
- C. Discussion on a potential ordinance for junk vehicles.
- D. Discussion on re-zoning procedures.

10. Items Specific to Future Line Items on the Agenda

11. Adjourn

DECORUM REQUIRED

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

The City Council for the City of La Vernia reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act, Texas Governmental Code §551.071 (Consultation with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices), and §551.086 (Economic Development), and any other provisions under Texas law that permits a governmental body to discuss a matter in closed executive session.

The City of La Vernia City Council meetings are available to all persons regardless of disability. This facility is wheelchair accessible parking spaces are available. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary at (830) 779-4541 or email bporter@lavernia-tx.gov.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named La Vernia City Council is a true and correct copy of said Notice and that I posted true and correct copy of said Notice on the bulletin boards, of the City Hall of said City of La Vernia, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on **April 11, 2016 at 4:30 P.M.** and remained so posted continuously for at least 72 hours proceeding the scheduled time of said meeting.



Brittani Porter, City Secretary



City of La Vernia
REGULAR CITY COUNCIL MEETING
City Council Chambers of La Vernia City Hall
102 E. Chihuahua Street, La Vernia, Texas 78121

March 10, 2016
6:30 PM

Minutes

1. Call to Order – Mayor Gregory called the meeting to order at 6:30 PM. All members of the council were present.

2. Invocation, Pledge of Allegiance, and Texas Pledge (*Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*)

Invocation was given by Councilwoman Moczygemba. All in attendance cited the Pledge of Allegiance and Texas Pledge.

3. Citizens to be Heard – There were no citizens to be heard.

4. Consent Agenda

(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)

- A. Minutes from the March 11, 2016 Regular City Council Meeting
- B. Minutes from the March 16, 2016 City Council & Planning & Zoning Commission Joint Workshop
- C. La Vernia Police Department – Reports, Traffic Violations & Arrests; and Number of Occurrences by Offense for the month of March 2016;
- D. Check Register and financial report for the month of March 2016

MOTION: Councilwoman Moczygemba made the motion to approve the consent agenda as presented. Seconded by Councilwoman Watson. Motion passed: 5-0

5. Presentation

- A. **Presentation of new Public Works Employee, Richard Robins.**

Public Works Director, Jason Mills, briefed the council regarding our newest employee, Richard Robins. Mr. Robins currently holds a D license in water and will be going for his C in a few weeks. Richard brings previous water background to the city and will be a great asset to the crew.

6. Public Hearings

- A. **Public Hearing to receive public comments regarding granting a Special Use Permit request for a proposed automotive retailer located at 14101 US Hwy 87 W., La Vernia, Texas 78121.**

The public hearing was opened at 6:33 PM and with no one to speak it was closed at 6:34 PM.

B. Public Hearing to receive public comments regarding the proposed change of zoning district classification from present classification of R-A (Single Family Residence) to C-1 (Retail) for City of La Vernia, Lot #168 & 169, located at 309 Seguin Rd., La Vernia, Texas 78121.

The public hearing was opened at 6:35 PM.

Mr. Rackler stood up and spoke before the public and council. He stated he has been living in the city since 1980. He has done a bit of extensive work to the existing structure and has remodeled additional homes throughout the City of La Vernia. He has done his work with pride to make the city look nice. Whether its' commercial, industrial or residential, he stated the City of La Vernia co-exists everywhere. "I'm not asking for anything that is not already happening. Plans will be for a professional building with a business operation from 8 AM – 5 PM. I go by the city motto "live vibrantly" and believe the house expresses the live vibrantly logo. What I am asking is nothing more than what exists."

Julie Mattke commented by saying "she lives on Kimball and Hackberry and has lived there for 40 years. We watch one another and have never had problems. His cement is coming out on Hackberry which enables them passing one another because they have to pull over to let the other by and cut off the flow of water at the corner of Hackberry and FM 775. It's been R-A for years and we don't believe it's right. We want to stay residential and we would not like to have a change if we can. We don't want a business down there we want to keep it residential."

The public hearing was closed at 6:46 PM

7. Ordinances

A. Discuss and consider an ordinance to cancel the May 7, 2016 General Election.

Motion: Councilman Schott made the motion to accept an ordinance to cancel the May 7, 2016 General Election. Seconded by Councilman Cormier.

Motion passed: 5-0

B. Discuss and consider an ordinance approving a Special Use Permit request for a proposed automotive retailer located at 14101 US Hwy 87 W., La Vernia, Texas 78121.

Motion: Councilwoman Moczygamba made the motion to approve a Special Use Permit request for a proposed automotive retailer located at 14101 US Hwy 87 W., La Vernia, Texas 78121. Seconded by Councilman Schott. Motion passed: 5-0

C. Discuss and consider an ordinance approving the proposed change of zoning district classification from present classification of R-A (Residential Single Family Agriculture) to C-1 (Retail) for City of La Vernia, Lot #168 & 169, located at 309 Seguin Rd., La Vernia, Texas 78121.

Councilwoman Watson asked Mr. Rackler what his future plans were going to be on Lot 169. Mr. Rackler stated there were none. He also stated going forward it would not be offensive to the neighborhood nor city. Mr. Rackler briefed the council by stating he took into consideration the unknown to the known. He decorated the inside and it's been set up for future offices. This commercial building will be a great asset, not to be offensive by anyone and/or the business that will be conducted there. Mr. Rackler stated he is not asking for anything that doesn't already exist or co-exist within the current placement of the structure off of Seguin Rd.

Councilwoman Watson asked Mr. Bake what were the negatives and why the Planning & Zoning Commission declined Mr. Rackler's request? Were there any positives? Gordon Bake, Chairman of the Planning & Zoning Commission stood up and spoke on behalf of the Planning & Zoning. Mr. Bake's response was that he was not sure they had any. The two dissenting votes were not necessarily no and also explained that it was not presented to us in 2014 that is was going to be a business therefore we opposed to the recommending C-1.

Motion: Councilwoman Watson made a motion to accept an ordinance approving the proposed change of zoning district classification from present R-A (Residential Single Family Agriculture) to C-1 (Retail) for City of La Vernia, Lot #168 & 169 located at 309 Seguin Rd., La Vernia, Texas 78121. Seconded by Councilwoman Moczygemba. Councilman Schott abstained. Motion passed: 4-0-1.

8. Resolutions

A. Discuss and consider approval of a Resolution to contribute matching funds to the Floresville Electric Light and Power System for the 2016 Summer Youth Program.

Councilwoman Moczygemba recommended the matching funds go towards the La Vernia Youth Advisory Council (YAC). This is a new organization that could certainly use the funds. Mayor Gregory made a recommendation to contribute matching funds to the La Vernia Challengers League. Challenger league is near and dear to his heart and they could always use additional funds for certain types of equipment. This would be for a very worthy cause. The 2016 Summer Youth Program, which we have also participated in in the past, offers monies per meter and the city matches it. It goes towards a youth program during the summer time. Every year the city choose a different group and we try to spread it out.

Motion: Councilwoman Moczygemba made the motion to approve a Resolution to contribute matching funds to the Floresville Electric Light and Power System for the 2016 Summer Youth Program and it go towards the La Vernia Little League Challengers. Seconded by Councilman Doege. Motion passed: 5-0.

B. Discuss and consider action on appointing a representative to a one-year term on the Canyon Regional Water Authority Board of Managers.

Motion: Councilwoman Moczygemba made the motion to appoint Public Works Director Jason Mills, to the one-year term on the Canyon Regional Water Authority Board of Managers. Seconded by Councilwoman Watson. Motion passed: 5-0

9. Discussion/Action

A. Discuss and consider approving Andrew Flores as the Code Enforcement Officer. Mayor Gregory stated City Secretary, Brittani Porter, work load has increasingly progressed and I believe Andrew Flores, Fire Inspector, would be a great strength to us.

Motion: Councilman Schott made the motion to approve Andrew Flores as the Code Enforcement Officer. Seconded by Councilman Cormier. **Motion passed: 5-0**

10. Capital Project Update

A. Water Meter replacement – Meters are currently being replaced in the city.

- B. Water Line Upgrade
- C. Well # 7 – Currently working on getting easements signed – April 7th @ 2:00 PM- bid opening
- D. Street Projects

11. Items Specific to Future Line Items on the Agenda

- **Personnel Policy**
- **Sign Workshop**
- **Councilman Schott recommended that he would like to see “In God we Trust above our City Seal”**

12. Adjourn - With no further business Councilman Cormier made the motion to adjourn and seconded by Councilman Doege. The meeting was adjourned at 7:12 PM.

Robert Gregory, Mayor

Brittani Porter, City Secretary



**City of La Vernia
CITY COUNCIL AND PLANNING & ZONING COMMISSION
JOINT WORKSHOP**

City Council Chambers of La Vernia City Hall
102 E. Chihuahua Street, La Vernia, Texas 78121

March 16, 2016
5:00 PM

Minutes

1. **Call to Order** – Mayor Gregory called the meeting to order at 5:00 PM. All were in attendance with the exception of Commissioner Robles, Commissioner Tanneberger.
2. **Pledge of Allegiance and Invocation** - *Invocation was given by Mayor Gregory. All in attendance cited the Pledge of Allegiance and Texas Pledge.*
3. **Discussion**
 - A. **Presentation from City Attorney on Meeting Decorum.**

City Attorney, Dan Santee, brought a handout for all members to review and discuss regarding meeting decorum.
 - B. **Discussion with City Attorney regarding the City Sign Ordinance, Section 26.**

City Attorney Dan Santee brought our existing ordinance to the table with corrections to reflect the legislative update.
 - C. **Discussion regarding amending the permitted chart to include outdoor fitness.**

This item was tabled for discussion at a later date.
4. **Adjourn** – With no further business to discuss the Councilman Schott made the motion to adjourn and seconded by Councilman Cormier. The meeting was adjourned at 6:58 PM.

Robert Gregory, Mayor

Brittani Porter, City Secretary

La Vernia Police Department
Enforcement Statistics
Mar 2016

Case Type		
Criminal Complaints	12	20.00%
Incident	48	80.00%
Total	60	100.00%

CRIMINAL COMPLAINT - Offense Code

ACCIDENT INVOLVING INJURY	1	8.33%
ASSAULT CAUSES BODILY INJ	1	8.33%
ASSAULT CAUSES BODILY INJURY FAMILY VIOLENCE	1	8.33%
CRIMINAL MISCHIEF >=\$100<\$750	1	8.33%
FORGERY - TO DEFRAUD OR HARM OF ANOTHER	1	8.33%
INTERFER W/CHILD CUSTODY	2	16.66%
OPEN CONTAINER	1	8.33%
RACING ON HIGHWAY	1	8.33%
THEFT PROP >=\$100<\$750	2	16.66%
THEFT PROP >=\$2,500<\$30K	1	8.33%
Total	12	100.00%

INCIDENT - Offense Code

ACCIDENT INVOLVING DAMAGE TO V	4	8.33%
ALARM	9	18.75%
ASSIST OTHER AGENCY	8	16.66%
DISOBEYED POLICE OFFICER	1	2.08%
DISTURBANCE	4	8.33%
FOUND PROPERTY	1	2.08%
FUNERAL ESCORT	1	2.08%
INFO	10	20.83%
LOST PROPERTY	1	2.08%
MOTOR VEHICLE ACCIDENT (PUBLIC ROAD)	1	2.08%
NATURAL DEATH	1	2.08%
PRIVATE PROPERTY ACCIDENT	4	8.33%
SUSPICIOUS VEHICLE/PERSON	1	2.08%
WARRANT ARREST	2	4.16%
Total	48	100.00%

Citations

VIOLATIONS	37	46.25%
WARNINGS	43	53.75%
Total	80	100.00%



Bruce Ritchey
Chief of Police

City of Lavernia
Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
6 3330	DEC 2015 REPRINT FOR LAST CHECK	03/03/2016	2754.05	2	03/02/2016
CANYON REGIONAL WATER AUTHORITY*	No	03/03/2016	20419 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120004104.pdf					
40-540-880	BULK WATER PURCHASE		2,754.05	Expense	
*** Check-Number= 20419 Vendor Name= CANYON REGIONAL WATER AUTHORITY* Check Date= 03/03/2016 Check Amount= 2,754.05***					
315 20160302-1	REFUND WATER DEPOSIT ACC#171	03/03/2016	183.23	2	03/02/2016
COWBOYS AND ANGELS SALON*	No	03/03/2016	20420 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120249457.pdf					
40-540-281	DEPOSIT REFUND		183.23	Expense	
*** Check-Number= 20420 Vendor Name= COWBOYS AND ANGELS SALON* Check Date= 03/03/2016 Check Amount= 183.23***					
40 0772999	PARTS AND SUPPLIES	03/03/2016	283.00	2	03/02/2016
FERGUSON*	No	03/03/2016	20421 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120057706.pdf					
40-540-810	SUPPLIES AND REPAIRS		283.00	Expense	
40 0773763	PARTS AND SUPPLIES	03/03/2016	20.40	2	03/02/2016
FERGUSON*	No	03/03/2016	20421 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120051957.pdf					
40-540-810	SUPPLIES AND REPAIRS		20.40	Expense	
*** Check-Number= 20421 Vendor Name= FERGUSON* Check Date= 03/03/2016 Check Amount= 303.40***					
102 5093	SCADA WORK	03/03/2016	1156.36	2	03/02/2016
HIERHOLZER ENGINEERING, INC.*	No	03/03/2016	20422 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120121802.pdf					
40-540-901	WELL PROJECTS		1,156.36	Expense	
*** Check-Number= 20422 Vendor Name= HIERHOLZER ENGINEERING, INC.* Check Date= 03/03/2016 Check Amount= 1,156.36***					
316 20160302-1	REFUND WATER DEPOSIT ACC#512	03/03/2016	98.82	2	03/02/2016
JENNA HEUBAUM*	No	03/03/2016	20423 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120303182.pdf					
40-540-281	DEPOSIT REFUND		98.82	Expense	
*** Check-Number= 20423 Vendor Name= JENNA HEUBAUM* Check Date= 03/03/2016 Check Amount= 98.82***					
149 0036474	SUPPLIES AND REPAIRS	03/03/2016	495.14	2	03/02/2016
POLLARDWATER*	No	03/03/2016	20424 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120045841.pdf					
40-540-810	SUPPLIES AND REPAIRS		495.14	Expense	
*** Check-Number= 20424 Vendor Name= POLLARDWATER* Check Date= 03/03/2016 Check Amount= 495.14***					

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description		Amount	Action	Project-Number
45 1039-032	WATER ANALYSIS LAB	03/03/2016	374.00	2	03/02/2016
POLLUTION CONTROL SERVICES*	No	03/03/2016	20425 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120106239.pdf					
40-540-830	WATER ANALYSIS LAB		374.00	Expense	
*** Check-Number= 20425 Vendor Name= POLLUTION CONTROL SERVICES* Check Date= 03/03/2016 Check Amount= 374.00***					
24 20160303-2	TMRS PAYABLE	03/03/2016	140.32	2	03/03/2016
TEXAS MUNICIPAL RETIREMENT SYSTEM*	No	03/03/2016	20426 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303091851311.pdf					
40-200-155	TMRS PAYABLE		140.32	Liability	
*** Check-Number= 20426 Vendor Name= TEXAS MUNICIPAL RETIREMENT SYS Check Date= 03/03/2016 Check Amount= 140.32***					
209 20160303-1	WATER DEPOSIT REFUND ACC 37	03/03/2016	59.42	2	03/03/2016
WORTHINGTON HOMES*	No	03/03/2016	20427 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303092034264.pdf					
40-540-281	DEPOSIT REFUND		59.42	Expense	
*** Check-Number= 20427 Vendor Name= WORTHINGTON HOMES* Check Date= 03/03/2016 Check Amount= 59.42***					
1 935912-2	MONTHLY INVOICE	03/03/2016	27.72	2	03/04/2016
AFLAC*	No	03/03/2016	20428 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160304090222375.pdf					
40-200-125	AFLAC PAYABLE		27.72	Liability	
*** Check-Number= 20428 Vendor Name= AFLAC* Check Date= 03/03/2016 Check Amount= 27.72***					
1 362645-2	EMPLOYEE BENIFITS	03/10/2016	27.72	2	03/10/2016
AFLAC*	No	03/10/2016	20429 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160310120645060.pdf					
40-200-125	AFLAC PAYABLE		27.72	Liability	
*** Check-Number= 20429 Vendor Name= AFLAC* Check Date= 03/10/2016 Check Amount= 27.72***					
2 20160307-1	PARTS AND SUPPLIES	03/10/2016	90.56	2	03/07/2016
BIG BEAR FEED & SUPPLY*	No	03/10/2016	20430 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143759597.pdf					
40-540-810	SUPPLIES AND REPAIRS		90.56	Expense	
*** Check-Number= 20430 Vendor Name= BIG BEAR FEED & SUPPLY* Check Date= 03/10/2016 Check Amount= 90.56***					
6 3424	WATER PURCHASE	03/10/2016	8596.80	2	03/07/2016
CANYON REGIONAL WATER AUTHORITY*	No	03/10/2016	20431 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143835333.pdf					
40-540-880	BULK WATER PURCHASE		8,596.80	Expense	
*** Check-Number= 20431 Vendor Name= CANYON REGIONAL WATER AUTHORIT Check Date= 03/10/2016 Check Amount= 8,596.80***					

City of Lavernia
Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description		Amount	Action	Project-Number

14	20160307-2	UTILITIES			
FELPS*		No	4002.38	2	03/07/2016
			03/10/2016	20432 C	03/2016

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143930084.pdf
 40-540-290 UTILITIES 107.69 Expense
 40-540-290 UTILITIES 72.18 Expense
 40-540-290 UTILITIES 2,056.97 Expense
 40-540-290 UTILITIES 298.92 Expense
 40-540-290 UTILITIES 1,466.62 Expense

*** Check-Number= 20432 Vendor Name= FELPS* Check Date= 03/10/2016 Check Amount= 4,002.38***

40	0771891	METER PARTS FOR PROJECT			
FERGUSON*		No	1963.90	2	03/10/2016
			03/10/2016	20433 C	03/2016

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160310113650122.pdf
 41-500-100 WATER METERS 1,963.90 Expense

40	0774399	ADDITIONAL METERS			
FERGUSON*		No	3200.00	2	03/07/2016
			03/10/2016	20433 C	03/2016

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143711949.pdf
 41-500-100 WATER METERS 3,200.00 Expense

*** Check-Number= 20433 Vendor Name= FERGUSON* Check Date= 03/10/2016 Check Amount= 5,163.90***

149	36474	PARTS			
POLLARDWATER*		No	495.14	2	03/07/2016
			03/10/2016	20434 C	03/2016

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143825633.pdf
 40-540-810 SUPPLIES AND REPAIRS 495.14 Expense

*** Check-Number= 20434 Vendor Name= POLLARDWATER* Check Date= 03/10/2016 Check Amount= 495.14***

319	20160304-1	REFUND WATER DEPOSIT ACCT#1107			
RUIZ, SANTIAGA*		No	5.46	2	03/04/2016
			03/10/2016	20435 C	03/2016

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304164300374.pdf
 40-540-281 DEPOSIT REFUND 5.46 Expense

*** Check-Number= 20435 Vendor Name= RUIZ, SANTIAGA* Check Date= 03/10/2016 Check Amount= 5.46***

143	137892	WATER /PAST DUE BILLS			
RVS SOFTWARE*		No	416.86	2	03/10/2016
			03/10/2016	20436 C	03/2016

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160310113558788.pdf
 40-540-210 OFFICE EXPENSE 416.86 Expense

*** Check-Number= 20436 Vendor Name= RVS SOFTWARE* Check Date= 03/10/2016 Check Amount= 416.86***

21	5895	MONTHLY SERVICE			
SAN ANTONIO RIVER AUTHORITY*		No	4700.00	2	03/04/2016
			03/10/2016	20437 C	03/2016

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304164048231.pdf
 40-540-820 WWTP OPERATION 4,700.00 Expense

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
*** Check-Number= 20437 Vendor Name= SAN ANTONIO RIVER AUTHORITY* Check Date= 03/10/2016 Check Amount= 4,700.00***					
320	20160307-1 WATER DEPOSIT ACCT 469	03/10/2016	112.78	2	03/07/2016
SECRET, LEONARD*	No	03/10/2016	20438 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143945399.pdf					
40-540-281	DEPOSIT REFUND		112.78	Expense	
*** Check-Number= 20438 Vendor Name= SECRET, LEONARD* Check Date= 03/10/2016 Check Amount= 112.78***					
30	8307793300-3 TELEPHONE	03/10/2016	46.06	2	03/07/2016
VERIZON SOUTHWEST*	No	03/10/2016	20439 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143912565.pdf					
40-540-240	TELEPHONE		46.06	Expense	
*** Check-Number= 20439 Vendor Name= VERIZON SOUTHWEST* Check Date= 03/10/2016 Check Amount= 46.06***					
209	20160304-1 WATER DEPOSIT REFUND ACCT # 252	03/10/2016	96.68	2	03/04/2016
WORTHINGTON HOMES*	No	03/10/2016	20440 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304094358149.pdf					
40-540-281	DEPOSIT REFUND		96.68	Expense	
*** Check-Number= 20440 Vendor Name= WORTHINGTON HOMES* Check Date= 03/10/2016 Check Amount= 96.68***					
8	201602544500 2016 BOND PROJECTS	03/17/2016	1412.50	2	03/16/2016
CIVIL ENGINEERING CONSULTANTS*	No	03/17/2016	20441 C	03/2016	2015-1
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160316093013608.pdf					
41-510-115	ENGINEERING - WATER LINE		1,412.50	Expense	
*** Check-Number= 20441 Vendor Name= CIVIL ENGINEERING CONSULTANTS* Check Date= 03/17/2016 Check Amount= 1,412.50***					
39	857000446-16 CHLORINE	03/17/2016	509.80	2	03/16/2016
DPC INDUSTRIES INC*	No	03/17/2016	20442 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160316093007872.pdf					
40-540-840	CHEMICALS		509.80	Expense	
39	DE85000290-16 CHLORINE	03/17/2016	110.00	2	03/15/2016
DPC INDUSTRIES INC*	No	03/17/2016	20442 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135132523.pdf					
40-540-840	CHEMICALS		110.00	Expense	
39	DE85000508-16 CHLORINE	03/17/2016	70.00	2	03/15/2016
DPC INDUSTRIES INC*	No	03/17/2016	20442 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135125046.pdf					
40-540-840	CHEMICALS		70.00	Expense	

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description		Amount	Action	Project-Number
39 DE85000517-16	CHLORINE	03/17/2016	10.00	2	03/15/2016
DPC INDUSTRIES INC*	No	03/17/2016	20442 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135119174.pdf					
40-540-840	CHEMICALS		10.00	Expense	
*** Check-Number= 20442 Vendor Name= DPC INDUSTRIES INC* Check Date= 03/17/2016 Check Amount= 699.80***					
40 0771891-1	METER PROJECT	03/17/2016	76.13	2	03/15/2016
FERGUSON*	No	03/17/2016	20443 C	03/2016	2015-3
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135138121.pdf					
41-500-100	WATER METERS		76.13	Expense	
40 0776286	PARTS FOR THE LIFT STATION	03/17/2016	726.63	2	03/16/2016
FERGUSON*	No	03/17/2016	20443 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135151315.pdf					
40-540-810	SUPPLIES AND REPAIRS		726.63	Expense	
40 0776606	METER PROJECT	03/17/2016	242.93	2	03/15/2016
FERGUSON*	No	03/17/2016	20443 C	03/2016	2015-3
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135144059.pdf					
41-500-100	WATER METERS		242.93	Expense	
40 0776677	PARTS	03/15/2016	26.20	2	03/15/2016
FERGUSON*	No	03/17/2016	20443 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160315150148989.pdf					
40-540-810	SUPPLIES AND REPAIRS		26.20	Expense	
40 0777130	PARTS	03/15/2016	28.88	2	03/15/2016
FERGUSON*	No	03/17/2016	20443 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160315150156396.pdf					
40-540-810	SUPPLIES AND REPAIRS		28.88	Expense	
*** Check-Number= 20443 Vendor Name= FERGUSON* Check Date= 03/17/2016 Check Amount= 1,100.77***					
15 150654001-3/16	UTILITIES	03/17/2016	13.00	2	03/15/2016
GVEC*	No	03/17/2016	20444 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135238794.pdf					
40-540-290	UTILITIES		13.00	Expense	
15 62401001-3/16	UTILITIES	03/17/2016	225.00	2	03/15/2016
GVEC*	No	03/17/2016	20444 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135238794.pdf					
40-540-290	UTILITIES		225.00	Expense	

City of Lavernia
Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
15 GVEC*	62401011-3/16 UTILITIES No	03/17/2016 03/17/2016	92.00 20444 C	2 03/2016	03/15/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135259695.pdf 40-540-290 UTILITIES 92.00 Expense					
*** Check-Number= 20444 Vendor Name= GVEC* Check Date= 03/17/2016 Check Amount= 330.00***					
45 POLLUTION CONTROL SERVICES*	1040-754 SAMPLES No	03/17/2016 03/17/2016	456.00 20445 C	2 03/2016	03/15/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135201730.pdf 40-540-830 WATER ANALYSIS LAB 456.00 Expense					
*** Check-Number= 20445 Vendor Name= POLLUTION CONTROL SERVICES* Check Date= 03/17/2016 Check Amount= 456.00***					
20 PROGRESSIVE WASTE SOLUTIONS OF TX *	1501324452 GARBAGE COLLECTION No	03/17/2016 03/17/2016	18516.34 20446 C	2 03/2016	03/11/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160311123932325.pdf 40-540-710 GARBAGE COLLECTION EXPENSE 18,516.34 Expense					
*** Check-Number= 20446 Vendor Name= PROGRESSIVE WASTE SOLUTIONS OF Check Date= 03/17/2016 Check Amount= 18,516.34***					
143 RVS SOFTWARE*	137941 EZREADER INTERFACE No	03/17/2016 03/17/2016	750.00 20447 C	2 03/2016	03/15/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160315102412118.pdf 40-540-270 TECHNOLOGY/SOFTWARE UPGRADES 750.00 Expense					
*** Check-Number= 20447 Vendor Name= RVS SOFTWARE* Check Date= 03/17/2016 Check Amount= 750.00***					
321 STEWART, STEPHANIE*	20160311-1 WATER DEPOSIT REFUND ACCT# 134 No	03/17/2016 03/17/2016	139.26 20448 C	2 03/2016	03/11/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160311123840612.pdf 40-540-281 DEPOSIT REFUND 139.26 Expense					
*** Check-Number= 20448 Vendor Name= STEWART, STEPHANIE* Check Date= 03/17/2016 Check Amount= 139.26***					
49 USA BLUEBOOK*	891411 SAMPLE SUPPLIES No	03/15/2016 03/17/2016	388.13 20449 C	2 03/2016	03/15/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160315150202749.pdf 40-540-810 SUPPLIES AND REPAIRS 388.13 Expense					
*** Check-Number= 20449 Vendor Name= USA BLUEBOOK* Check Date= 03/17/2016 Check Amount= 388.13***					
40 FERGUSON*	WS016096 HOT ROD STARTER KIT FOR METERS No	03/24/2016 03/24/2016	10825.01 20450 C	2 03/2016	03/16/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160316164619744.pdf 41-500-100 WATER METERS 10,825.01 Expense					
*** Check-Number= 20450 Vendor Name= FERGUSON* Check Date= 03/24/2016 Check Amount= 10,825.01***					

City of Lavernia
 Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number	
Account Number	Account Description	Amount	Action		Project-Number	
15	1768-3-2016	UTILITIES	03/24/2016	724.00	2	03/18/2016
GVEC*	No	03/24/2016	20451 C	03/2016		
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160318141354432.pdf						
40-200-010	ACCOUNTS PAYABLE	52.00	Liability			
40-200-010	ACCOUNTS PAYABLE	672.00	Liability			
*** Check-Number= 20451 Vendor Name= GVEC* Check Date= 03/24/2016 Check Amount= 724.00***						
264	628224445 PW	EMPLOYEE BENIFITS	03/24/2016	1530.89	2	03/18/2016
HUMANA*	No	03/24/2016	20452 C	03/2016		
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160318141438936.pdf						
40-200-150	MEDICAL PAYABLE	1,530.89	Liability			
*** Check-Number= 20452 Vendor Name= HUMANA* Check Date= 03/24/2016 Check Amount= 1,530.89***						
30	197-130-3/16W/S	TELEPHONE	03/24/2016	179.46	2	03/21/2016
VERIZON SOUTHWEST*	No	03/24/2016	20453 C	03/2016		
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160321092539847.pdf						
40-540-240	TELEPHONE	179.46	Expense			
*** Check-Number= 20453 Vendor Name= VERIZON SOUTHWEST* Check Date= 03/24/2016 Check Amount= 179.46***						
29	20160329-1	APRIL WATER BILL POSTAGE	03/29/2016	173.98	2	03/29/2016
UNITED STATES POSTAL SERVICE*	No	03/29/2016	20454 C	03/2016		
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160329113405128.pdf						
40-540-260	POSTAGE	173.98	Expense			
*** Check-Number= 20454 Vendor Name= UNITED STATES POSTAL SERVICE* Check Date= 03/29/2016 Check Amount= 173.98***						
324	20160324-1	WATER DEPOSIT REFUND ACCT # 27	03/31/2016	12.02	2	03/24/2016
COVER, SHERI*	No	03/31/2016	20455 C	03/2016		
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160324160853904.pdf						
40-540-281	DEPOSIT REFUND	12.02	Expense			
*** Check-Number= 20455 Vendor Name= COVER, SHERI* Check Date= 03/31/2016 Check Amount= 12.02***						
40	0776256	PARTS	03/31/2016	2458.08	2	03/24/2016
FERGUSON*	No	03/31/2016	20456 C	03/2016		
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145830341.pdf						
40-540-810	SUPPLIES AND REPAIRS	2,458.08	Expense			
40	0776681	PARTS	03/31/2016	26.20	2	03/24/2016
FERGUSON*	No	03/31/2016	20456 C	03/2016		
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145825484.pdf						
40-540-810	SUPPLIES AND REPAIRS	26.20	Expense			

City of Laverania
Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description		Amount	Action	Project-Number
40 0776817 FERGUSON*	ADDITIONAL 3" METERS No	03/31/2016 03/31/2016	2700.00 20456 C	2 03/2016	03/28/2016 2015-3
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145841754.pdf 41-500-100 WATER METERS 2,700.00 Expense					
40 0778031 FERGUSON*	PARTS AND SUPPLIES No	03/31/2016 03/31/2016	216.78 20456 C	2 03/2016	03/30/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160330110416869.pdf 40-540-810 SUPPLIES AND REPAIRS 216.78 Expense					
40 0779658 FERGUSON*	PARTS No	03/31/2016 03/31/2016	367.39 20456 C	2 03/2016	03/28/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145835923.pdf 40-540-810 SUPPLIES AND REPAIRS 367.39 Expense					
*** Check-Number= 20456 Vendor Name= FERGUSON* Check Date= 03/31/2016 Check Amount= 5,768.45***					
326 20160329-1 KESLAR, JAMES*	WATER DEPOSIT REFUND ACCT 518 No	03/31/2016 03/31/2016	128.62 20457 C	2 03/2016	03/29/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160329143140262.pdf 40-540-281 DEPOSIT REFUND 128.62 Expense					
*** Check-Number= 20457 Vendor Name= KESLAR, JAMES* Check Date= 03/31/2016 Check Amount= 128.62***					
325 20160324-1 PIPAL, JENNIFER*	WATER DEPOSIT REFUND ACCT # 375 No	03/31/2016 03/31/2016	142.58 20458 C	2 03/2016	03/24/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160324160908142.pdf 40-540-281 DEPOSIT REFUND 142.58 Expense					
*** Check-Number= 20458 Vendor Name= PIPAL, JENNIFER* Check Date= 03/31/2016 Check Amount= 142.58***					
7 46726089 CHEVRON AND TEXACO BUSINESS CARD SE	VEHICLE FUEL No	03/03/2016 03/03/2016	108.94 30870 C	1 03/2016	03/02/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120021084.pdf 10-520-610 VEHICLE FUEL 54.47 Expense 10-530-610 VEHICLE FUEL 54.47 Expense					
*** Check-Number= 30870 Vendor Name= CHEVRON AND TEXACO BUSINESS CA Check Date= 03/03/2016 Check Amount= 108.94***					
4 20160303-1 CRASHER, BRYAN*	LVISD Yes	03/03/2016 03/03/2016	1167.50 30871 C	1 03/2016	03/03/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303092017610.pdf 10-520-479 COPS LVISD CONTRACT PAY 1,167.50 Expense					
*** Check-Number= 30871 Vendor Name= CRASHER, BRYAN* Check Date= 03/03/2016 Check Amount= 1,167.50***					

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description		Amount	Action	Project-Number
11 21535	LEGAL SERVICES	03/03/2016	3227.39	1	03/02/2016
DENTON, NAVARRO, ROCHA, BERNAL, HYD	1099 Yes	03/03/2016	30872 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120234007.pdf					
10-510-420	LEGAL & PROFESSIONAL - LEGAL		3,227.39	Expense	
*** Check-Number= 30872 Vendor Name= DENTON, NAVARRO, ROCHA, BERNAL Check Date= 03/03/2016 Check Amount= 3,227.39***					
16 20160303-1	LVISD	03/03/2016	320.00	1	03/03/2016
FAHNERT, HENRY*	Yes	03/03/2016	30873 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303092017610.pdf					
10-520-479	COPS LVISD CONTRACT PAY		320.00	Expense	
16 20160303-2	TRAINING	03/03/2016	162.60	1	03/03/2016
FAHNERT, HENRY*	Yes	03/03/2016	30873 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303091938017.pdf					
10-520-450	EMPLOYEE TRAINING		162.60	Expense	
*** Check-Number= 30873 Vendor Name= FAHNERT, HENRY* Check Date= 03/03/2016 Check Amount= 482.60***					
55 20160303-1	LVISD	03/03/2016	410.00	1	03/03/2016
IAPICHINO, CHRISTOPHER P*	Yes	03/03/2016	30874 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303092017610.pdf					
10-520-479	COPS LVISD CONTRACT PAY		410.00	Expense	
55 20160303-2	TRAINING	03/03/2016	245.59	1	03/03/2016
IAPICHINO, CHRISTOPHER P*	Yes	03/03/2016	30874 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303091938017.pdf					
10-520-450	EMPLOYEE TRAINING		245.59	Expense	
*** Check-Number= 30874 Vendor Name= IAPICHINO, CHRISTOPHER P* Check Date= 03/03/2016 Check Amount= 655.59***					
13 20160303-1	LVISD	03/03/2016	160.00	1	03/03/2016
KEIL, DONALD*	Yes	03/03/2016	30875 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303092017610.pdf					
10-520-479	COPS LVISD CONTRACT PAY		160.00	Expense	
*** Check-Number= 30875 Vendor Name= KEIL, DONALD* Check Date= 03/03/2016 Check Amount= 160.00***					
41 65614	07 FORD INSPECTION	03/03/2016	7.00	1	03/03/2016
LUBE WORKS #2*	No	03/03/2016	30876 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303092049876.pdf					
10-530-620	VEHICLE REPAIR		7.00	Expense	
*** Check-Number= 30876 Vendor Name= LUBE WORKS #2* Check Date= 03/03/2016 Check Amount= 7.00***					

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action	Project-Number	
254 46-20160301-1	TECHNOWLEDGE/SOFTWARE UPGRADES	03/03/2016	50.00	1	03/02/2016
LVWIFI.COM*	No	03/03/2016	30877 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120138275.pdf					
10-510-270	TECHNOWLEDGE/SOFTWARE UPGRADES		50.00	Expense	
*** Check-Number= 30877 Vendor Name= LVWIFI.COM* Check Date= 03/03/2016 Check Amount= 50.00***					
78 824579972001	SCANSNAP	03/03/2016	440.95	1	03/02/2016
OFFICE DEPOT*	No	03/03/2016	30878 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120034468.pdf					
10-510-220	OFFICE SUPPLIES		440.95	Expense	
*** Check-Number= 30878 Vendor Name= OFFICE DEPOT* Check Date= 03/03/2016 Check Amount= 692.79***					
9 20160303-1	LVISD	03/03/2016	770.00	1	03/03/2016
PITTS, DANNY*	Yes	03/03/2016	30879 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303092017610.pdf					
10-520-479	COPS LVISD CONTRACT PAY		770.00	Expense	
*** Check-Number= 30879 Vendor Name= PITTS, DANNY* Check Date= 03/03/2016 Check Amount= 770.00***					
3 20160303-1	LVISD	03/03/2016	345.00	1	03/03/2016
RITCHEY, BRUCE*	Yes	03/03/2016	30880 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303092017610.pdf					
10-520-479	COPS LVISD CONTRACT PAY		345.00	Expense	
*** Check-Number= 30880 Vendor Name= RITCHEY, BRUCE* Check Date= 03/03/2016 Check Amount= 345.00***					
56 20160303-1	LVISD	03/03/2016	600.00	1	03/03/2016
RODRIGUEZ, ROBERT*	Yes	03/03/2016	30881 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303092017610.pdf					
10-520-479	COPS LVISD CONTRACT PAY		600.00	Expense	
*** Check-Number= 30881 Vendor Name= RODRIGUEZ, ROBERT* Check Date= 03/03/2016 Check Amount= 600.00***					
24 20160303-1	TMRS PAYABLE	03/03/2016	3993.28	1	03/03/2016
TEXAS MUNICIPAL RETIREMENT SYSTEM*	No	03/03/2016	30882 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303091851311.pdf					
10-215-155	TMRS PAYABLE		3,993.28	Liability	
*** Check-Number= 30882 Vendor Name= TEXAS MUNICIPAL RETIREMENT SYS Check Date= 03/03/2016 Check Amount= 3,993.28***					

City of Lavernia
Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
289 20160303-1	TLO INVESTIGATION INFORMATION SYSTEM	03/03/2016	70.00	1	03/03/2016
TRANSUNION RISK AND ALTERNATIVE*	No	03/03/2016	30883 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303091955767.pdf					
10-520-270	TECHNOLOGY/SOFTWARE UPGRADES		70.00	Expense	
*** Check-Number= 30883 Vendor Name= TRANSUNION RISK AND ALTERNATIV Check Date= 03/03/2016 Check Amount= 70.00***					
106 20160303-1	EXTERMINATING SERVICE	03/03/2016	125.00	1	03/03/2016
BUG WORLD EXTERMINATING*	No	03/03/2016	30884 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160303103253123.pdf					
10-510-210	OFFICE EXPENSE		125.00	Expense	
*** Check-Number= 30884 Vendor Name= BUG WORLD EXTERMINATING* Check Date= 03/03/2016 Check Amount= 125.00***					
317 20160303-1	TABLE CLOTHS	03/03/2016	110.00	1	03/03/2016
ALWAYS & FOREVER*	No	03/03/2016	30885 C	03/2016	
10-510-920	MISCELLANEOUS EXPENSE		110.00	Expense	
*** Check-Number= 30885 Vendor Name= ALWAYS & FOREVER* Check Date= 03/03/2016 Check Amount= 110.00***					
1 935912	MONTHLY INVOICE	03/03/2016	507.12	1	03/04/2016
AFLAC*	No	03/03/2016	30886 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160304090222375.pdf					
10-200-145	AFLAC POST TAX PAYABLE		184.20	Liability	
10-200-146	AFLAC PRE TAX PAYABLE		322.92	Liability	
*** Check-Number= 30886 Vendor Name= AFLAC* Check Date= 03/03/2016 Check Amount= 507.12***					
1 362645		03/10/2016	507.12	1	03/10/2016
AFLAC*	No	03/10/2016	30887 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160310120645060.pdf					
10-200-145	AFLAC POST TAX PAYABLE		184.20	Liability	
10-200-146	AFLAC PRE TAX PAYABLE		322.92	Liability	
*** Check-Number= 30887 Vendor Name= AFLAC* Check Date= 03/10/2016 Check Amount= 507.12***					
318 12628	REFUND COURT PAYMENT	03/10/2016	296.00	1	03/04/2016
BOYLE, DAWN*	No	03/10/2016	30888 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304094417266.pdf					
10-415-372	ARREST FEE		5.00	Revenue	
10-415-315	INDINGENT DEFENSE FUND (IDF)		2.00	Revenue	
10-415-392	TRUANCY PREVENTION FEE		2.00	Revenue	
10-415-320	LOCAL VIOLATION		3.00	Revenue	
10-415-325	MOVING VIOLATION FEE (MVF)		.10	Revenue	
10-415-330	STATE JURY FEE (JRF)		4.00	Revenue	
10-415-335	STATE JUDICIAL SUPPORT FUND (J		6.00	Revenue	
10-415-340	STATE CONSOLIDATED COURT COST		40.00	Revenue	
10-415-345	STATE TRAFFIC FINE (STF)		30.00	Revenue	

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number

10-415-385	DEFERRED FEE	196.90	Revenue		
10-200-210	DUE TO COURT SECURITY	3.00	Liability		
10-200-270	DUE TO TECHNOLOGY	4.00	Liability		

*** Check-Number= 30888 Vendor Name= BOYLE, DAWN* Check Date= 03/10/2016 Check Amount= 296.00***

5	1311504 WESTOVER UNIT 111	03/10/2016	1436.25	1	03/07/2016
	BUREAR VERITAS NORTH AMERICA INC*	03/10/2016	30889 C	03/2016	

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143806877.pdf
10-500-300 CONTRACT SERVICES - BV 1,436.25 Expense

5	1311505 SILVERADO HILLS	03/10/2016	1100.25	1	03/07/2016
	BUREAR VERITAS NORTH AMERICA INC*	03/10/2016	30889 C	03/2016	

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143812856.pdf
10-500-300 CONTRACT SERVICES - BV 1,100.25 Expense

*** Check-Number= 30889 Vendor Name= BUREAR VERITAS NORTH AMERICA I Check Date= 03/10/2016 Check Amount= 2,536.50***

14	20160307-1 TELEPHONE	03/10/2016	569.91	1	03/07/2016
	FELPS*	03/10/2016	30890 C	03/2016	

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143930084.pdf
10-510-290 UTILITIES 569.91 Expense

*** Check-Number= 30890 Vendor Name= FELPS* Check Date= 03/10/2016 Check Amount= 569.91***

72	37301 PARTS	03/10/2016	69.00	1	03/10/2016
	LA VERNIA MILLS INC*	03/10/2016	30891 C	03/2016	

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160310113616631.pdf
10-530-655 REPAIR AND MAINTENANCE 69.00 Expense

*** Check-Number= 30891 Vendor Name= LA VERNIA MILLS INC* Check Date= 03/10/2016 Check Amount= 69.00***

44	80110218 PUBLIC NOTICE	03/10/2016	180.00	1	03/07/2016
	LA VERNIA NEWS*	03/10/2016	30892 C	03/2016	

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143855512.pdf
10-520-499 ADS - PUBLICATIONS 180.00 Expense

*** Check-Number= 30892 Vendor Name= LA VERNIA NEWS* Check Date= 03/10/2016 Check Amount= 180.00***

135	6 HEALTH INSPECTIONS FEB 2016	03/10/2016	500.00	1	03/07/2016
	MCGUFFIN, MONTY*	03/10/2016	30893 C	03/2016	

Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143717775.pdf
10-510-435 FOOD LICENSE EXPENSE 500.00 Expense

*** Check-Number= 30893 Vendor Name= MCGUFFIN, MONTY* Check Date= 03/10/2016 Check Amount= 500.00***

City of Laverania
Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
78 825757845001	OFFICE SUPPLIES	03/10/2016	27.53	1	03/04/2016
OFFICE DEPOT*	No	03/10/2016	30894 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304164212011.pdf					
10-510-220	OFFICE SUPPLIES		27.53	Expense	
78 825757952001	OFFICE SUPPLIES	03/10/2016	77.49	1	03/04/2016
OFFICE DEPOT*	No	03/10/2016	30894 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304164206354.pdf					
10-510-220	OFFICE SUPPLIES		55.65	Expense	
10-520-220	OFFICE SUPPLIES		21.84	Expense	
78 825757952002	OFFICE SUPPLIES	03/10/2016	29.99	1	03/04/2016
OFFICE DEPOT*	No	03/10/2016	30894 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304164243371.pdf					
10-510-220	OFFICE SUPPLIES		29.99	Expense	
78 826197891001	OFFICE SUPPLIES	03/10/2016	9.68	1	03/04/2016
OFFICE DEPOT*	No	03/10/2016	30894 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304164248707.pdf					
10-510-220	OFFICE SUPPLIES		9.68	Expense	
*** Check-Number= 30894 Vendor Name= OFFICE DEPOT* Check Date= 03/10/2016 Check Amount= 144.69***					
46 91444	CUST ID 5861 UNIFORMS/ TOOLS	03/10/2016	194.83	1	03/04/2016
PRODUCERS COOPERATIVE MARKETING ASS	No	03/10/2016	30895 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304164350235.pdf					
10-530-660	TOOLS		24.84	Expense	
10-530-250	UNIFORMS		169.99	Expense	
*** Check-Number= 30895 Vendor Name= PRODUCERS COOPERATIVE MARKETIN Check Date= 03/10/2016 Check Amount= 194.83***					
80 20160307-1	2010 FORD CROWN VIC	03/10/2016	222.97	1	03/07/2016
ROAD SIDE ASSISTANCE*	No	03/10/2016	30896 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143729131.pdf					
10-520-620	VEHICLE REPAIR		222.97	Expense	
*** Check-Number= 30896 Vendor Name= ROAD SIDE ASSISTANCE* Check Date= 03/10/2016 Check Amount= 222.97***					
47 78521	08 CHEV SILVERADO	03/10/2016	17.00	1	03/04/2016
SNOWS VEHICLE CENTER*	No	03/10/2016	30897 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304164149313.pdf					
10-530-620	VEHICLE REPAIR		17.00	Expense	
*** Check-Number= 30897 Vendor Name= SNOWS VEHICLE CENTER* Check Date= 03/10/2016 Check Amount= 17.00***					

City of Lavernia
Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description		Amount	Action	Project-Number
31 623410655	TELEPHONE	03/10/2016	437.40	1	03/04/2016
VERIZON WIRELESS*	No	03/10/2016	30898 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304094320439.pdf					
10-510-240	TELEPHONE		147.48	Expense	
10-520-240	TELEPHONE		289.92	Expense	
31 623410655-2	TELEPHONE	03/10/2016	544.16	1	03/04/2016
VERIZON WIRELESS*	No	03/10/2016	30898 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304094217604.pdf					
10-510-270	TECHNOLEDGE/SOFTWARE UPGRADES		261.07	Expense	
10-520-270	TECHNOLOGY/SOFTWARE UPGRADES		283.09	Expense	
*** Check-Number= 30898 Vendor Name= VERIZON WIRELESS* Check Date= 03/10/2016 Check Amount= 981.56***					
71 083713785	OFFICE EQUIPMENT RENTALS	03/10/2016	189.15	1	03/07/2016
XEROX CORPORATION*	No	03/10/2016	30899 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160307143819426.pdf					
10-510-212	OFFICE EQUIPMENT RENTALS		189.15	Expense	
*** Check-Number= 30899 Vendor Name= XEROX CORPORATION* Check Date= 03/10/2016 Check Amount= 189.15***					
291 3118	LV YTH ADV COUNSEL T SHIRTS	03/17/2016	108.00	1	03/15/2016
KRISTIN'S KUSTOM T'S AT LV SPIRIT S	No	03/17/2016	30900 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160315084856006.pdf					
10-510-920	MISCELLANEOUS EXPENSE		108.00	Expense	
*** Check-Number= 30900 Vendor Name= KRISTIN'S KUSTOM T'S AT LV SPI Check Date= 03/17/2016 Check Amount= 108.00***					
214 IB87239	PARTS	03/17/2016	21.42	1	03/15/2016
BILL'S TRACTOR & EQUIPMENT*	No	03/17/2016	30901 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135113169.pdf					
10-530-655	REPAIR AND MAINTENANCE		21.42	Expense	
*** Check-Number= 30901 Vendor Name= BILL'S TRACTOR & EQUIPMENT* Check Date= 03/17/2016 Check Amount= 21.42***					
10 49383406	OFFICE EQUIPMENT RENTALS	03/17/2016	427.00	1	03/15/2016
DE LAGE LANDEN*	No	03/17/2016	30902 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135314699.pdf					
10-520-270	TECHNOLOGY/SOFTWARE UPGRADES		101.51	Expense	
10-510-212	OFFICE EQUIPMENT RENTALS		325.49	Expense	
*** Check-Number= 30902 Vendor Name= DE LAGE LANDEN* Check Date= 03/17/2016 Check Amount= 427.00***					
12 28015415926	MONTHLY STATEMENT	03/17/2016	52.99	1	03/15/2016
DIRECT TV*	No	03/17/2016	30903 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160315102419723.pdf					
10-520-270	TECHNOLOGY/SOFTWARE UPGRADES		52.99	Expense	

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
*** Check-Number= 30903 Vendor Name= DIRECT TV* Check Date= 03/17/2016 Check Amount= 52.99***					
15	1767-3/16 UTILITIES	03/17/2016	252.00	1	03/15/2016
GVEC*	No	03/17/2016	30904 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135220723.pdf					
10-510-290	UTILITIES		95.00	Expense	
10-510-755	CITY PARK		157.00	Expense	
*** Check-Number= 30904 Vendor Name= GVEC* Check Date= 03/17/2016 Check Amount= 252.00***					
65	23106 2016 STREET MAINTENANCE PROJECT	03/17/2016	3000.00	1	03/15/2016
M&S ENGINEERING*	No	03/17/2016	30905 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135207452.pdf					
10-500-410	LEGAL & PROFESSIONAL - ENGINEE		3,000.00	Expense	
*** Check-Number= 30905 Vendor Name= M&S ENGINEERING* Check Date= 03/17/2016 Check Amount= 3,000.00***					
60	20160311-1 KEIL/ FAHNERT BOND THROUGH 2017	03/17/2016	100.00	1	03/11/2016
MERCHANTS BONDING COMPANY*	No	03/17/2016	30906 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160311123900890.pdf					
10-520-330	BONDING		50.00	Expense	
10-520-330	BONDING		50.00	Expense	
*** Check-Number= 30906 Vendor Name= MERCHANTS BONDING COMPANY* Check Date= 03/17/2016 Check Amount= 100.00***					
23	8131400429603 VEHICLE FUEL	03/17/2016	1940.41	1	03/15/2016
SHELL FLEET PLUS*	No	03/17/2016	30907 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160314135314699.pdf					
10-530-610	VEHICLE FUEL		1,037.93	Expense	
10-520-610	VEHICLE FUEL		902.48	Expense	
*** Check-Number= 30907 Vendor Name= SHELL FLEET PLUS* Check Date= 03/17/2016 Check Amount= 1,940.41***					
322	NP46914416 VEHICLE FUEL	03/17/2016	10.43	1	03/15/2016
TEXAS FLEET FUEL*	No	03/17/2016	30908 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160315113905036.pdf					
10-520-610	VEHICLE FUEL		10.43	Expense	
*** Check-Number= 30908 Vendor Name= TEXAS FLEET FUEL* Check Date= 03/17/2016 Check Amount= 10.43***					
86	49751 GENERAL ACCOUNT CHECK REORDER	03/17/2016	225.00	1	03/15/2016
THE PRINT SHOP*	No	03/17/2016	30909 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-17-16\20160315102452531.pdf					
10-510-210	OFFICE EXPENSE		225.00	Expense	
*** Check-Number= 30909 Vendor Name= THE PRINT SHOP* Check Date= 03/17/2016 Check Amount= 225.00***					

City of Lavernia
Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
98	20160315-1	TX MUNICIPAL LAW MANUAL	03/17/2016	46.50	1
TMCCP*		No	03/17/2016	30910 C	03/2016
10-510-450	EMPLOYEE TRAINING	46.50	Expense		
*** Check-Number= 30910 Vendor Name= TMCCP* Check Date= 03/17/2016 Check Amount= 46.50***					
8	201602305900	PROFESSIONAL SERVICES	03/24/2016	385.00	1
CIVIL ENGINEERING CONSULTANTS*		No	03/24/2016	30911 C	03/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160321145856865.pdf					
10-500-410	LEGAL & PROFESSIONAL - ENGINEE	385.00	Expense		
*** Check-Number= 30911 Vendor Name= CIVIL ENGINEERING CONSULTANTS* Check Date= 03/24/2016 Check Amount= 385.00***					
4	20160317-1	LVISD	03/24/2016	690.00	1
CRASHER, BRYAN*		Yes	03/24/2016	30912 C	03/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160317114903442.pdf					
10-520-479	COPS LVISD CONTRACT PAY	690.00	Expense		
*** Check-Number= 30912 Vendor Name= CRASHER, BRYAN* Check Date= 03/24/2016 Check Amount= 690.00***					
257	NSE2219	E-MAIL ACCOUNT SETUP	03/24/2016	319.00	1
EZTASK.COM, INC.*		No	03/24/2016	30913 C	03/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160318141334790.pdf					
10-510-270	TECHNOWLEDGE/SOFTWARE UPGRADES	319.00	Expense		
*** Check-Number= 30913 Vendor Name= EZTASK.COM, INC.* Check Date= 03/24/2016 Check Amount= 319.00***					
16	20160317-1	LVISD	03/24/2016	555.00	1
FAHNERT, HENRY*		Yes	03/24/2016	30914 C	03/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160317114903442.pdf					
10-520-479	COPS LVISD CONTRACT PAY	555.00	Expense		
*** Check-Number= 30914 Vendor Name= FAHNERT, HENRY* Check Date= 03/24/2016 Check Amount= 555.00***					
264	628224445	EMPLOYEE BENIFITS	03/24/2016	6501.04	1
HUMANA*		No	03/24/2016	30915 C	03/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160318141438936.pdf					
10-215-145	MEDICAL PAYABLE	5,542.63	Liability		
12-215-146	MEDICAL PAYABLE	958.41	Liability		
*** Check-Number= 30915 Vendor Name= HUMANA* Check Date= 03/24/2016 Check Amount= 6,501.04***					
17	20160321-1	OFFICE CLEANING	03/24/2016	500.00	1
HYATT, JANET*		Yes	03/24/2016	30916 C	03/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160321100033514.pdf					
10-510-215	OFFICE CLEANING	500.00	Expense		
*** Check-Number= 30916 Vendor Name= HYATT, JANET* Check Date= 03/24/2016 Check Amount= 500.00***					

City of Lavernia
Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
55 20160317-1	LVISD	03/24/2016	497.50	1	03/17/2016
IAPICHINO, CHRISTOPHER P*	Yes	03/24/2016	30917 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160317114903442.pdf					
10-520-479	COPS LVISD CONTRACT PAY		497.50	Expense	
*** Check-Number= 30917 Vendor Name= IAPICHINO, CHRISTOPHER P* Check Date= 03/24/2016 Check Amount= 497.50***					
13 20160317-1	LVISD	03/24/2016	767.50	1	03/17/2016
KEIL, DONALD*	Yes	03/24/2016	30918 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160317114903442.pdf					
10-520-479	COPS LVISD CONTRACT PAY		767.50	Expense	
*** Check-Number= 30918 Vendor Name= KEIL, DONALD* Check Date= 03/24/2016 Check Amount= 767.50***					
78 828411979001	OFFICE SUPPLIES	03/24/2016	90.87	1	03/18/2016
OFFICE DEPOT*	No	03/24/2016	30919 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160318141340446.pdf					
10-510-220	OFFICE SUPPLIES		90.87	Expense	
78 828412032001	OFFICE SUPPLIES	03/24/2016	16.39	1	03/18/2016
OFFICE DEPOT*	No	03/24/2016	30919 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160318141345989.pdf					
10-520-220	OFFICE SUPPLIES		16.39	Expense	
*** Check-Number= 30919 Vendor Name= OFFICE DEPOT* Check Date= 03/24/2016 Check Amount= 107.26***					
122 20160321-1	STORAGE PAYMENT FOR 2016	03/24/2016	500.00	1	03/21/2016
PAK RAT STORAGE*	No	03/24/2016	30920 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160321092518245.pdf					
10-200-010	ACCOUNTS PAYABLE		500.00	Liability	
*** Check-Number= 30920 Vendor Name= PAK RAT STORAGE* Check Date= 03/24/2016 Check Amount= 500.00***					
9 20160317-1	LVISD	03/24/2016	715.00	1	03/17/2016
PITTS, DANNY*	Yes	03/24/2016	30921 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160317114903442.pdf					
10-520-479	COPS LVISD CONTRACT PAY		715.00	Expense	
*** Check-Number= 30921 Vendor Name= PITTS, DANNY* Check Date= 03/24/2016 Check Amount= 715.00***					
56 20160317-1	LVISD	03/24/2016	512.00	1	03/17/2016
RODRIGUEZ, ROBERT*	Yes	03/24/2016	30922 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160317114903442.pdf					
10-520-479	COPS LVISD CONTRACT PAY		512.00	Expense	
*** Check-Number= 30922 Vendor Name= RODRIGUEZ, ROBERT* Check Date= 03/24/2016 Check Amount= 512.00***					

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
322 NP46960334	VEHICLE FUEL	03/24/2016	537.94	1	03/22/2016
TEXAS FLEET FUEL*	No	03/24/2016	30923 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160322085136671.pdf					
10-500-610	VEHICLE FUEL		42.09	Expense	
10-530-610	VEHICLE FUEL		318.66	Expense	
10-520-610	VEHICLE FUEL		177.19	Expense	
*** Check-Number= 30923 Vendor Name= TEXAS FLEET FUEL* Check Date= 03/24/2016 Check Amount= 537.94***					
125 C-1040	2016 SUBSCRIPTIONS	03/24/2016	536.00	1	03/21/2016
TEXAS MUNICIPAL LEAGUE*	No	03/24/2016	30924 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160321092618302.pdf					
10-510-230	DUES AND SUBSCRIPTIONS		536.00	Expense	
*** Check-Number= 30924 Vendor Name= TEXAS MUNICIPAL LEAGUE* Check Date= 03/24/2016 Check Amount= 536.00***					
27 G000027977-3/16	EMPLOYEE BENIFITS	03/24/2016	112.36	1	03/21/2016
TRANSAMERICA EMPLOYEE BENEFITS*	No	03/24/2016	30925 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160321092605055.pdf					
10-200-147	TRANSAMERICA PAYABLE		112.36	Liability	
*** Check-Number= 30925 Vendor Name= TRANSAMERICA EMPLOYEE BENEFITS Check Date= 03/24/2016 Check Amount= 112.36***					
30 197-0130-3/16	TELEPHONE	03/24/2016	538.36	1	03/21/2016
VERIZON SOUTHWEST*	No	03/24/2016	30926 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160321092539847.pdf					
10-510-240	TELEPHONE		538.36	Expense	
*** Check-Number= 30926 Vendor Name= VERIZON SOUTHWEST* Check Date= 03/24/2016 Check Amount= 538.36***					
323 20160322-1	REFUND FUEL PAYMENT ON 3/21/16	03/24/2016	27.40	1	03/22/2016
KAPPELMANN, STACEY*	No	03/24/2016	30927 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160322094650561.pdf					
10-520-610	VEHICLE FUEL		27.40	Expense	
*** Check-Number= 30927 Vendor Name= KAPPELMANN, STACEY* Check Date= 03/24/2016 Check Amount= 27.40***					
126 20160331-1	VEHICLE REGISTRATION	03/31/2016	15.00	1	03/31/2016
WILSON COUNTY TAX ACCESSOR-COLLECTO	No	03/31/2016	30928 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160331111201434.pdf					
10-510-620	VEHICLE REPAIR		15.00	Expense	
*** Check-Number= 30928 Vendor Name= WILSON COUNTY TAX ACCESSOR-COL Check Date= 03/31/2016 Check Amount= 15.00***					
270 8510	SOFTWARE	03/31/2016	5563.08	1	03/28/2016
COPSYNC, INC.*	No	03/31/2016	30929 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145906304.pdf					
10-520-270	TECHNOLOGY/SOFTWARE UPGRADES		5,563.08	Expense	

City of Lavernia
 Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
*** Check-Number= 30929	Vendor Name= COPSYNC, INC.*	Check Date= 03/31/2016	Check Amount=		5,563.08***
4	20160330-1 LVISD	03/31/2016	360.00	1	03/30/2016
CRASHER, BRYAN*	Yes	03/31/2016	30930 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160330151456442.pdf					
10-520-479	COPS LVISD CONTRACT PAY		360.00	Expense	
*** Check-Number= 30930	Vendor Name= CRASHER, BRYAN*	Check Date= 03/31/2016	Check Amount=		360.00***
11	21596 LEGAL SERVICES	03/31/2016	1995.05	1	03/29/2016
DENTON, NAVARRO, ROCHA, BERNAL, HYD	Yes	03/31/2016	30931 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160329143101491.pdf					
10-510-420	LEGAL & PROFESSIONAL - LEGAL		1,995.05	Expense	
*** Check-Number= 30931	Vendor Name= DENTON, NAVARRO, ROCHA, BERNAL	Check Date= 03/31/2016	Check Amount=		1,995.05***
250	2016-39372 SONIC WALL	03/31/2016	80.00	1	03/28/2016
DREAMING TREE TECHNOLOGY, INC.*	No	03/31/2016	30932 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145811832.pdf					
10-510-270	TECHNOLOGY/SOFTWARE UPGRADES		80.00	Expense	
*** Check-Number= 30932	Vendor Name= DREAMING TREE TECHNOLOGY, INC.	Check Date= 03/31/2016	Check Amount=		80.00***
16	20160330-1 LVISD	03/31/2016	360.00	1	03/30/2016
FAHNERT, HENRY*	Yes	03/31/2016	30933 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160330151456442.pdf					
10-520-479	COPS LVISD CONTRACT PAY		360.00	Expense	
*** Check-Number= 30933	Vendor Name= FAHNERT, HENRY*	Check Date= 03/31/2016	Check Amount=		360.00***
113	20160330-1 2014 TAHOE	03/31/2016	517.12	1	03/30/2016
GOODYEAR AUTO SERVICE CENTER*	No	03/31/2016	30934 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160330151445067.pdf					
10-520-620	VEHICLE REPAIR		517.12	Expense	
*** Check-Number= 30934	Vendor Name= GOODYEAR AUTO SERVICE CENTER*	Check Date= 03/31/2016	Check Amount=		517.12***
55	20160330-1 LVISD	03/31/2016	160.00	1	03/30/2016
IAPICHINO, CHRISTOPHER P*	Yes	03/31/2016	30935 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160330151456442.pdf					
10-520-479	COPS LVISD CONTRACT PAY		160.00	Expense	
*** Check-Number= 30935	Vendor Name= IAPICHINO, CHRISTOPHER P*	Check Date= 03/31/2016	Check Amount=		160.00***
13	20160330-1 LVISD	03/31/2016	480.00	1	03/30/2016
KEIL, DONALD*	Yes	03/31/2016	30936 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160330151456442.pdf					
10-520-479	COPS LVISD CONTRACT PAY		480.00	Expense	

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action	Project-Number	
*** Check-Number= 30936 Vendor Name= KEIL, DONALD* Check Date= 03/31/2016 Check Amount= 480.00***					
78	829150293001 OFFICE SUPPLIES	03/31/2016	43.90	1	03/28/2016
OFFICE DEPOT*	No	03/31/2016	30937 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145750598.pdf 10-510-220 OFFICE SUPPLIES 43.90 Expense					
78	829150378001 OFFICE SUPPLIES	03/31/2016	70.47	1	03/28/2016
OFFICE DEPOT*	No	03/31/2016	30937 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145755494.pdf 10-510-220 OFFICE SUPPLIES 70.47 Expense					
78	829150379001 OFFICE SUPPLIES	03/31/2016	13.67	1	03/28/2016
OFFICE DEPOT*	No	03/31/2016	30937 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145801036.pdf 10-510-220 OFFICE SUPPLIES 13.67 Expense					
78	830543661001 OFFICE SUPPLIES	03/31/2016	351.50	1	03/28/2016
OFFICE DEPOT*	No	03/31/2016	30937 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145806212.pdf 10-510-220 OFFICE SUPPLIES 351.50 Expense					
*** Check-Number= 30937 Vendor Name= OFFICE DEPOT* Check Date= 03/31/2016 Check Amount= 479.54***					
9	20160330-1 LVISD	03/31/2016	740.00	1	03/30/2016
PITTS, DANNY*	Yes	03/31/2016	30938 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160330151456442.pdf 10-520-479 COPS LVISD CONTRACT PAY 740.00 Expense					
*** Check-Number= 30938 Vendor Name= PITTS, DANNY* Check Date= 03/31/2016 Check Amount= 740.00***					
3	20160330-1 LVISD	03/31/2016	395.00	1	03/30/2016
RITCHEY, BRUCE*	Yes	03/31/2016	30939 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160330151456442.pdf 10-520-479 COPS LVISD CONTRACT PAY 395.00 Expense					
*** Check-Number= 30939 Vendor Name= RITCHEY, BRUCE* Check Date= 03/31/2016 Check Amount= 395.00***					
80	20160328-1 2011 CHEVY CAPRICE	03/31/2016	1091.63	1	03/28/2016
ROAD SIDE ASSISTANCE*	No	03/31/2016	30940 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160328145849141.pdf 10-520-620 VEHICLE REPAIR 1,091.63 Expense					
*** Check-Number= 30940 Vendor Name= ROAD SIDE ASSISTANCE* Check Date= 03/31/2016 Check Amount= 1,091.63***					

City of Lavernia
 Check Register History

Vendor # Invoice # Vendor Name	Description PO Number	1099	Date Due Date Paid	Total Amount Transaction #	Check-Acct Trans-MMY	Inv Date Claim-Number Project-Number
Account Number	Account Description			Amount	Action	
56 20160330-1 RODRIGUEZ, ROBERT*	LVISD	Yes	03/31/2016 03/31/2016	700.00 30941 C	1 03/2016	03/30/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160330151456442.pdf						
10-520-479	COPS LVISD CONTRACT PAY			700.00	Expense	
*** Check-Number= 30941 Vendor Name= RODRIGUEZ, ROBERT* Check Date= 03/31/2016 Check Amount= 700.00***						
22 686941 SECURITY ONE*	ALARM SERVICE	No	03/31/2016 03/31/2016	54.00 30942 C	1 03/2016	03/24/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160324160836784.pdf						
10-510-495	ALARM SERVICES			54.00	Expense	
*** Check-Number= 30942 Vendor Name= SECURITY ONE* Check Date= 03/31/2016 Check Amount= 54.00***						
322 NP46993738 TEXAS FLEET FUEL*	FUEL	No	03/31/2016 03/31/2016	464.68 30943 C	1 03/2016	03/29/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160329143124382.pdf						
10-530-610	VEHICLE FUEL			182.25	Expense	
10-520-610	VEHICLE FUEL			282.43	Expense	
*** Check-Number= 30943 Vendor Name= TEXAS FLEET FUEL* Check Date= 03/31/2016 Check Amount= 464.68***						
28 8212904014 UNIFIRST HOLDINGS INC*	UNIFORM SERVICE	No	03/31/2016 03/31/2016	128.81 30944 C	1 03/2016	03/02/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-03-16\20160302120156737.pdf						
10-510-212	OFFICE EQUIPMENT RENTALS			48.70	Expense	
10-530-250	UNIFORMS			80.11	Expense	
28 8212906270 UNIFIRST HOLDINGS INC*	UNIFORMS/OFFICE RENTAL	No	03/31/2016 03/31/2016	128.81 30944 C	1 03/2016	03/04/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160304094343540.pdf						
10-510-212	OFFICE EQUIPMENT RENTALS			51.30	Expense	
10-530-250	UNIFORMS			77.51	Expense	
28 8212908605 UNIFIRST HOLDINGS INC*	UNIFORM	No	03/31/2016 03/31/2016	89.81 30944 C	1 03/2016	03/10/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-10-16\20160310115213846.pdf						
10-510-212	OFFICE EQUIPMENT RENTALS			12.30	Expense	
10-530-250	UNIFORMS			77.51	Expense	
28 8212910852 UNIFIRST HOLDINGS INC*	WEEKLY FEE	No	03/31/2016 03/31/2016	128.81 30944 C	1 03/2016	03/17/2016
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-24-16\20160317145132948.pdf						
10-510-212	OFFICE EQUIPMENT RENTALS			51.30	Expense	
10-530-250	UNIFORMS			77.51	Expense	

Check Register History

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number
Account Number	Account Description	Amount	Action		Project-Number
28 8212913136	RENTAL	03/31/2016	89.81	1	03/24/2016
UNIFIRST HOLDINGS INC*	No	03/31/2016	30944 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160324160814169.pdf					
10-510-212	OFFICE EQUIPMENT RENTALS		9.70	Expense	
10-530-250	UNIFORMS		80.11	Expense	
*** Check-Number= 30944 Vendor Name= UNIFIRST HOLDINGS INC* Check Date= 03/31/2016 Check Amount= 566.05***					
214 IB87659	PARTS	03/31/2016	382.85	1	03/31/2016
BILL'S TRACTOR & EQUIPMENT*	No	03/31/2016	30945 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160331102217419.pdf					
10-530-655	REPAIR AND MAINTENANCE		382.85	Expense	
*** Check-Number= 30945 Vendor Name= BILL'S TRACTOR & EQUIPMENT* Check Date= 03/31/2016 Check Amount= 382.85***					
176 ID-62746	PARTS	03/31/2016	611.38	1	03/31/2016
FLORESVILLE AUTO SUPPLY 511*	No	03/31/2016	30946 C	03/2016	
Image: \\SERVER2014\Frey\BUCS\DATA\Images\2016 Checks\03-31-16\20160331102224530.pdf					
10-530-620	VEHICLE REPAIR		611.38	Expense	
*** Check-Number= 30946 Vendor Name= FLORESVILLE AUTO SUPPLY 511* Check Date= 03/31/2016 Check Amount= 611.38***					

City of Lavernia
Check Register History

Vendor # Invoice # Vendor Name	Description PO Number	1099	Date Due Date Paid	Total Amount Transaction #	Check-Acct Trans-MMY	Inv Date Claim-Number Project-Number
Account Number	Account Description			Amount	Action	
*** Bank Account Activity By Fund ***						
Fund Description	Cash-Account-Number					Total
Utilities Fund	40-100-150					52,204.14
*** Bank Account Activity By Fund ***						
Fund Description	Cash-Account-Number					Total
UTILITIES CAPITAL PROJECTS	41-100-100					20,420.47
*** Bank Account Activity By Fund ***						
Fund Description	Cash-Account-Number					Total
General Fund	10-100-100					53,523.02
*** Bank Account Activity By Fund ***						
Fund Description	Cash-Account-Number					Total
MDD Account Fund	12-100-100					958.41
*** Grand Totals ***						127,106.04

REVENUE REPORT - ALL FUNDS
March 2016

Account Title Number	BUDGET	NET REVISIONS TOTAL BUDGET	MTD REVENUE YTD REVENUE	PREV YR MTD PREV YR YTD	% COL YTD % COL LYTD	UNCOLLECTED BAL
AD VALORUM TAXES - CURRENT 10-400-010	180,705.00	.00 180,705.00	2,696.69 161,781.52	3,299.88 152,873.02	89.53 95.47	18,923.48
AD VALORUM TAXES - DELINQUENT 10-400-015	5,000.00	.00 5,000.00	44.80 888.79	28.10 2,515.48	17.78 70.84	4,111.21
AD VALORUM TAXES - ATT FEES 10-400-020	600.00	.00 600.00	9.37 202.83	4.29 476.78	33.81 37.48	397.17
AD VALORUM TAXES - PEN & INT 10-400-025	2,000.00	.00 2,000.00	227.81 592.85	276.29 642.73	29.64 31.53	1,407.15
AD VALORUM TAXES - TAX CERT 10-400-030	125.00	.00 125.00	.00 75.00	30.00 60.00	60.00 100.00	50.00
PARK USE INCOME 10-400-050	4,000.00	.00 4,000.00	2,415.00 5,307.35	175.00 645.00	132.68 27.62	-1,307.35
CUSTOMER SERVICE INSPECTIONS 10-400-055	100.00	.00 100.00	.00 .00	.00 .00	.00 .00	100.00
FOOD LICENSE INCOME 10-400-060	9,000.00	.00 9,000.00	650.00 9,270.00	200.00 430.00	103.00 4.70	-270.00
PERMITS 10-400-065	50,000.00	.00 50,000.00	2,360.46 34,854.16	946.62 11,377.04	69.71 32.43	15,145.84
VARIANCE, ZONING, SUP REQUEST 10-400-066	.00	.00 .00	.00 100.00	.00 .00	.00 .00	-100.00
CREDIT CARD CHARGE FEE 10-400-070	.00	.00 .00	.00 .00	.00 -11.86	.00 100.00	.00
CONTRACTOR REGISTRATION 10-400-071	4,000.00	.00 4,000.00	750.00 1,725.00	450.00 2,925.00	43.13 59.65	2,275.00
FELPS REBATE REVENUE 10-400-075	.00	.00 .00	.00 .00	.00 2,017.58	.00 40.38	.00
INTEREST INCOME 10-400-080	1,500.00	.00 1,500.00	23.79 251.80	855.45 1,007.06	16.79 47.14	1,248.20
RESTITUTION 10-400-090	350.00	.00 350.00	.00 10.00	160.00 280.00	2.86 13.21	340.00
MISC INCOME 10-400-095	2,500.00	.00 2,500.00	6.00 656.42	103.92 996.99	26.26 3.58	1,843.58
STATE SALES TAX 10-400-110	609,000.00	.00 609,000.00	42,507.84 223,744.99	41,482.57 189,073.08	36.74 33.61	385,255.01

REVENUE REPORT - ALL FUNDS
March 2016Revenue- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	BUDGET	NET REVISIONS TOTAL BUDGET	MTD REVENUE YTD REVENUE	PREV YR MTD PREV YR YTD	% COL YTD % COL LYTD	UNCOLLECTED BAL
PROPERTY RELEIF SALES TAX 10-400-115	149,504.00	.00 149,504.00	10,626.96 55,936.25	10,370.64 47,268.26	37.41 33.61	93,567.75
MIXED BEVERAGE TAX 10-400-120	500.00	.00 500.00	.00 2,059.27	.00 44.71	411.85 9.75	-1,559.27
NSF CHECK FEE 10-400-125	100.00	.00 100.00	.00 .00	.00 25.00	.00 100.00	100.00
FRANCHISE TAX 10-400-150	50,000.00	.00 50,000.00	10.02 35,898.45	.00 32,387.21	71.80 53.15	14,101.55
AMERICAN TOWER LEASE 10-400-151	12,360.00	.00 12,360.00	12,730.81 42,730.81	.00 .00	345.72 .00	-30,370.81
CERTIFICATE OF OCCUPANCY 10-400-155	500.00	.00 500.00	25.00 125.00	.00 50.00	25.00 50.00	375.00
LEOSE TRAINING INCOME 10-400-451	1,200.00	.00 1,200.00	.00 971.00	974.75 1,198.74	80.92 100.00	229.00
MISCELLANEOUS POLICE INCOME 10-400-901	4,000.00	.00 4,000.00	.00 .00	.00 2,274.00	.00 100.00	4,000.00
MISC INCOME 10-410-285	500.00	.00 500.00	.00 2.05	.00 .00	.41 .00	497.95
COPS LVISD 10-410-296	100,000.00	.00 100,000.00	.00 24,927.19	23,477.50 76,892.96	24.93 61.58	75,072.81
LVISD ADMINISTRATION FEES 10-410-297	12,000.00	.00 12,000.00	.00 26,278.85	4,695.50 9,414.00	218.99 47.54	-14,278.85
POLICE REPORTS 10-410-298	700.00	.00 700.00	30.00 288.00	66.00 5,002.00	41.14 694.72	412.00
LEASE PROCEED INCOME 10-410-299	12,127.00	.00 12,127.00	.00 .00	.00 .00	.00 .00	12,127.00
INDINGENT DEFENSE FUND (IDF) 10-415-315	750.00	.00 750.00	62.15 656.17	48.00 306.56	87.49 48.97	93.83
LOCAL VIOLATION 10-415-320	1,000.00	.00 1,000.00	93.23 930.25	77.00 485.41	93.03 46.24	69.75
MOVING VIOLATION FEE (MVF) 10-415-325	50.00	.00 50.00	2.05 21.65	2.00 5.10	43.30 35.54	28.35
STATE JURY FEE (JRF) 10-415-330	1,400.00	.00 1,400.00	120.30 1,196.34	96.00 609.13	85.45 48.80	203.66

REVENUE REPORT - ALL FUNDS
 March 2016

Account Title Number	BUDGET	NET REVISIONS TOTAL BUDGET	MTD REVENUE YTD REVENUE	PREV YR MTD PREV YR YTD	% COL YTD % COL LYTD	UNCOLLECTED BAL
STATE JUDICIAL SUPPORT FUND (J 10-415-335	2,000.00	.00 2,000.00	190.45 1,802.51	132.00 907.69	90.13 48.53	197.49
STATE CONSOLIDATED COURT COST 10-415-340	14,000.00	.00 14,000.00	1,243.01 12,003.37	960.00 6,131.26	85.74 48.81	1,996.63
STATE TRAFFIC FINE (STF) 10-415-345	9,000.00	.00 9,000.00	644.86 6,495.14	630.00 3,450.00	72.17 55.20	2,504.86
FINE 10-415-355	28,000.00	.00 28,000.00	2,945.30 20,006.20	910.90 9,173.30	71.45 45.38	7,993.80
TIME PAYMENT FEE 10-415-360	1,000.00	.00 1,000.00	100.00 650.00	50.00 375.00	65.00 29.41	350.00
WARRANT FEE 10-415-365	3,000.00	.00 3,000.00	400.00 2,500.00	200.00 1,165.08	83.33 32.76	500.00
ADMINISTRATIVE FEE 10-415-370	1,000.00	.00 1,000.00	90.00 864.80	70.00 464.90	86.48 51.04	135.20
DISMISSAL FEE 10-415-371	350.00	.00 350.00	20.00 180.00	40.00 180.00	51.43 56.25	170.00
ARREST FEE 10-415-372	1,200.00	.00 1,200.00	130.38 1,335.42	100.00 660.00	111.29 34.49	-135.42
COLLECTION FEE (AMS) 10-415-375	1,000.00	.00 1,000.00	.00 .00	139.52 596.25	.00 46.65	1,000.00
OMNI COLLECTION FEE 10-415-380	1,000.00	.00 1,000.00	240.00 1,440.00	30.00 546.00	144.00 36.12	-440.00
DEFERRED FEE 10-415-385	9,000.00	.00 9,000.00	592.80 11,649.40	962.18 5,692.58	129.44 50.31	-2,649.40
CHILD SAFETY FINE 10-415-390	100.00	.00 100.00	.00 20.00	.00 .00	20.00 .00	80.00
SCHOOL ZONE VIOLATION FEE 10-415-391	400.00	.00 400.00	175.00 1,075.00	25.00 100.00	268.75 80.00	-675.00
TRUANCY PREVENTION FEE 10-415-392	750.00	.00 750.00	58.15 556.17	40.00 276.00	74.16 51.16	193.83
RESTITUTION INCOME 10-415-395	750.00	.00 750.00	.00 160.00	.00 380.00	21.33 8.15	590.00
MUNICIPAL DEVELOPMENT DISTRICT 10-420-403	.00	.00 .00	.00 .00	7,453.71 40,928.90	.00 .00	.00

REVENUE REPORT - ALL FUNDS
 March 2016

Account Title Number	BUDGET	NET REVISIONS TOTAL BUDGET	MTD REVENUE YTD REVENUE	PREV YR MTD PREV YR YTD	% COL YTD % COL LYTD	UNCOLLECTED BAL
MUNICIPAL DEVELOPMENT DISTRICT 12-400-100	111,650.00	.00 111,650.00	8,046.30 51,021.21	.00 .00	45.70 .00	60,628.79
STREET MAINTENANCE TAX 14-400-010	148,462.00	.00 148,462.00	10,626.96 55,936.25	10,370.64 47,268.27	37.68 33.61	92,525.75
INTEREST INCOME 14-400-080	30.00	.00 30.00	17.25 63.69	.00 12.51	212.30 10.41	-33.69
AD VALORUM TAXES - CURRENT 20-400-010	18,600.00	.00 18,600.00	289.84 17,706.18	381.16 17,637.51	95.19 95.04	893.82
AD VALORUM TAXES - PEN & INT 20-400-025	350.00	.00 350.00	5.18 108.80	2.67 232.43	31.09 61.50	241.20
INTEREST INCOME 20-400-080	.00	.00 .00	3.05 3.05	.00 .00	.00 .00	-3.05
COURTHOUSE SECURITY FEES 25-410-210	.00	.00 .00	90.22 900.24	72.00 450.84	.00 48.79	-900.24
STATE COURT COST - TECH FEE 35-410-270	.00	.00 .00	120.30 1,200.34	96.00 609.13	.00 48.49	-1,200.34
INTEREST INCOME 40-400-080	300.00	.00 300.00	11.44 290.14	30.62 191.56	96.71 67.57	9.86
MISC INCOME 40-400-095	100.00	1,900.00 2,000.00	634.54 1,705.23	.00 2.00	85.26 80.00	294.77
NSF CHECK FEE 40-400-125	500.00	.00 500.00	.00 50.00	.00 469.65	10.00 86.23	450.00
SALES TAX INCOME 40-400-505	15,000.00	.00 15,000.00	1,335.36 7,463.83	1,283.44 7,386.34	49.76 .00	7,536.17
WATER SALES 40-400-510	481,715.00	.00 481,715.00	42,384.53 251,906.27	36,965.75 232,409.00	52.29 48.84	229,808.73
SEWER SALES 40-400-520	172,783.00	.00 172,783.00	16,195.29 90,725.33	14,742.02 88,299.11	52.51 49.59	82,057.67
PENALTIES 40-400-530	15,000.00	-4,000.00 11,000.00	695.14 5,316.05	1,351.28 6,806.43	48.33 49.56	5,683.95
OPER & MAINTENANCE 40-400-540	23,000.00	.00 23,000.00	1,951.86 11,256.94	1,863.95 11,257.54	48.94 49.55	11,743.06
GARBAGE SALES 40-400-550	236,600.00	.00 236,600.00	21,141.92 119,305.38	19,923.34 115,591.72	50.42 48.63	117,294.62

REVENUE REPORT - ALL FUNDS
March 2016Revenue- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	BUDGET	NET REVISIONS TOTAL BUDGET	MTD REVENUE YTD REVENUE	PREV YR MTD PREV YR YTD	% COL YTD % COL LYTD	UNCOLLECTED BAL
OVERPAYMENT 40-400-555	1,000.00	500.00 1,500.00	-304.34 992.34	106.99 494.37	66.16 .00	507.66
NEW WATER HOOKUP FEES 40-400-560	1,200.00	300.00 1,500.00	.00 813.08	228.27 684.81	54.21 60.00	686.92
NEW SEWER HOOKUP FEES 40-400-565	1,200.00	.00 1,200.00	.00 .00	.00 .00	.00 .00	1,200.00
RECONNECTIONS 40-400-570	6,000.00	.00 6,000.00	22.17 22.17	451.47 4,145.09	.37 104.94	5,977.83
WATER DEPOSITS 40-400-590	10,000.00	.00 10,000.00	1,850.00 7,300.00	750.00 5,650.00	73.00 .00	2,700.00
GREASE TRAP PERMITS 40-400-592	500.00	.00 500.00	.00 .00	.00 .00	.00 .00	500.00
ADJUSTMENTS 40-400-595	1,500.00	1,300.00 2,800.00	184.97 2,719.32	202.07 799.19	97.12 21.86	80.68
WELL PROJECTS 2009 40-400-901	.00	.00 .00	.00 .00	44,824.00 345,356.00	.00 512.05	.00
2016 SERIES COO PROCEEDS 41-400-010	.00	.00 .00	.00 3,185,533.32	.00 .00	.00 .00	-3,185,533.32
INTEREST INCOME 41-400-080	.00	.00 .00	115.94 126.83	.00 .00	.00 .00	-126.83
INTEREST INCOME 50-400-080	16.00	.00 16.00	2.59 15.33	1.85 10.83	95.81 33.32	.67
WATER IMPACT FEES 50-400-585	.00	.00 .00	.00 6,906.86	.00 3,429.09	.00 19.74	-6,906.86
INTEREST INCOME 51-400-080	16.00	.00 16.00	2.60 15.32	1.86 10.83	95.75 62.67	.68
SEWER IMPACT FEES 51-400-580	1,500.00	.00 1,500.00	.00 255.67	.00 2,104.12	17.04 8.38	1,244.33
*** GRAND TOTAL	2,535,143.00	.00 2,535,143.00	187,645.34 4,511,879.17	233,212.20 1,503,606.31	177.97 58.13	-1,976,736.17

City of Lavernia
 EXPENSE REPORT - ALL FUNDS
 March 2016

A12010 Page 1
 Expense- ALL FUNDS
 04/04/2016 04:01 PM
 YG Period 03/2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
Expenses:						
WAGES - CODE ENFORCEMENT 10-500-010	35,000.00 .00	.00 35,000.00	915.00 4,079.80	-2,074.26 3,840.00	.00 11.66	30,920.20 30,920.20
SOCIAL SECURITY 10-500-110	2,700.00 .00	.00 2,700.00	70.00 266.22	96.46 289.38	.00 9.86	2,433.78 2,433.78
TMRS 10-500-115	900.00 .00	.00 900.00	15.50 15.50	104.45 536.35	.00 1.72	884.50 884.50
EMPLOYEE INSURANCE 10-500-150	5,350.00 .00	.00 5,350.00	314.44 314.44	541.44 1,295.60	.00 5.88	5,035.56 5,035.56
DUES AND SUBSCRIPTIONS 10-500-230	.00 .00	200.00 200.00	.00 128.00	.00 .00	.00 64.00	72.00 72.00
TELEPHONE 10-500-240	.00 .00	300.00 300.00	.00 .00	.00 .00	.00 .00	300.00 300.00
UNIFORMS 10-500-250	.00 .00	.00 .00	.00 137.50	.00 .00	.00 .00	-137.50 -137.50
TECHNOLOGY/SOFTWARE UPGRADES 10-500-270	5,000.00 .00	1,000.00 6,000.00	.00 5,800.00	.00 37.99	.00 96.67	200.00 200.00
MEDIA 10-500-271	1,000.00 .00	.00 1,000.00	.00 .00	.00 45.00	.00 .00	1,000.00 1,000.00
CONTRACT SERVICES - BV 10-500-300	30,000.00 .00	-1,800.00 28,200.00	.00 9,405.20	4,893.50 5,798.40	.00 33.35	18,794.80 18,794.80
WORKERS COMP INSURANCE 10-500-320	160.00 .00	.00 160.00	.00 104.64	.00 .00	.00 65.40	55.36 55.36
LEGAL & PROFESSIONAL - ENGINEE 10-500-410	80,000.00 .00	.00 80,000.00	385.00 24,230.89	5,705.00 35,593.72	.00 30.29	55,769.11 55,769.11
LEGAL & PROFESSIONAL - LEGAL 10-500-420	5,000.00 .00	.00 5,000.00	.00 .00	1,407.84 477.84	.00 .00	5,000.00 5,000.00
MUNI CODES 10-500-425	4,500.00 .00	.00 4,500.00	.00 56.00	.00 .00	.00 1.24	4,444.00 4,444.00
EMPLOYEE TRAINING 10-500-450	1,500.00 .00	.00 1,500.00	.00 .00	.00 .00	.00 .00	1,500.00 1,500.00
VEHICLE FUEL 10-500-610	.00 .00	300.00 300.00	42.09 128.10	.00 .00	.00 42.70	171.90 171.90
VEHICLE REPAIR 10-500-620	.00 .00	.00 .00	.00 .00	35.95 35.95	.00 .00	.00 .00

EXPENSE REPORT - ALL FUNDS
March 2016Expense- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
WAGES - GENERAL 10-510-010	124,000.00 .00	.00 124,000.00	9,990.02 65,434.95	8,198.40 64,495.38	.00 52.77	58,565.05 58,565.05
PAYROLL TAXES 10-510-110	9,500.00 .00	1,500.00 11,000.00	733.52 5,685.03	598.00 4,608.69	.00 51.68	5,314.97 5,314.97
TMRS 10-510-115	3,300.00 .00	700.00 4,000.00	271.72 2,169.82	446.00 3,304.43	.00 54.25	1,830.18 1,830.18
EMPLOYEE INSURANCE 10-510-150	12,300.00 .00	700.00 13,000.00	1,000.28 7,448.50	1,424.84 15,445.40	.00 57.30	5,551.50 5,551.50
AFLAC 10-510-159	.00 .00	.00 .00	.00 .00	-272.16 .00	.00 .00	.00 .00
OFFICE EXPENSE 10-510-210	3,000.00 .00	.00 3,000.00	.00 1,408.26	189.64 1,981.78	.00 46.94	1,591.74 1,591.74
OFFICE EQUIPMENT RENTALS 10-510-212	2,500.00 .00	5,500.00 8,000.00	73.30 4,631.84	1,048.25 4,962.84	.00 57.90	3,368.16 3,368.16
OFFICE CLEANING 10-510-215	7,000.00 .00	.00 7,000.00	500.00 3,864.76	802.49 3,693.73	.00 55.21	3,135.24 3,135.24
OFFICE SUPPLIES 10-510-220	3,000.00 .00	.00 3,000.00	570.41 2,525.33	117.02 1,268.10	.00 84.18	474.67 474.67
DUES AND SUBSCRIPTIONS 10-510-230	4,000.00 .00	.00 4,000.00	536.00 2,611.00	600.95 3,791.87	.00 65.28	1,389.00 1,389.00
TELEPHONE 10-510-240	6,500.00 .00	2,500.00 9,000.00	729.96 6,989.52	1,188.79 5,739.74	.00 77.66	2,010.48 2,010.48
UNIFORMS 10-510-250	1,000.00 .00	1,000.00 2,000.00	.00 1,512.81	.00 605.40	.00 75.64	487.19 487.19
POSTAGE 10-510-260	2,000.00 .00	.00 2,000.00	.00 970.88	200.00 1,213.61	.00 48.54	1,029.12 1,029.12
TECHNOWLEDGE/SOFTWARE UPGRADES 10-510-270	23,000.00 .00	5,000.00 28,000.00	714.93 26,731.65	237.99 15,839.26	.00 95.47	1,268.35 1,268.35
UTILITIES 10-510-290	7,500.00 .00	.00 7,500.00	.00 4,285.98	645.64 4,654.55	.00 57.15	3,214.02 3,214.02
PROPERTY & LIABILITY INSURANCE 10-510-310	2,086.00 .00	.00 2,086.00	.00 1,244.00	577.70 1,570.47	.00 59.64	842.00 842.00
WORKERS COMP INSURANCE 10-510-320	500.00 .00	400.00 900.00	.00 850.32	33.26 795.92	.00 94.48	49.68 49.68

EXPENSE REPORT - ALL FUNDS
March 2016Expense- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
BONDING	100.00	.00	.00	.00	.00	100.00
10-510-330	.00	100.00	.00	.00	.00	100.00
LEGAL & PROFESSIONAL - ENGINEE	3,000.00	-3,000.00	.00	.00	.00	.00
10-510-410	.00	.00	.00	2,666.75	.00	.00
LEGAL & PROFESSIONAL - LEGAL	10,000.00	3,000.00	1,995.05	292.41	.00	2,357.98
10-510-420	.00	13,000.00	10,642.02	2,730.79	81.86	2,357.98
LEGAL & PROFESSIONAL - COLLECT	2,000.00	.00	.00	44.52	.00	1,500.46
10-510-421	.00	2,000.00	499.54	469.19	24.98	1,500.46
FOOD LICENSE EXPENSE	5,000.00	.00	.00	600.00	.00	2,250.00
10-510-435	.00	5,000.00	2,750.00	1,450.00	55.00	2,250.00
EMPLOYEE TRAINING	9,500.00	.00	.00	104.72	.00	6,819.01
10-510-450	.00	9,500.00	2,680.99	5,246.10	28.22	6,819.01
WCAD COLLECTION FEE	7,200.00	.00	.00	.00	.00	3,168.00
10-510-451	.00	7,200.00	4,032.00	3,724.00	56.00	3,168.00
WCAC QUARTERLY PAYMENT	3,800.00	.00	.00	.00	.00	2,025.52
10-510-452	.00	3,800.00	1,774.48	1,764.34	46.70	2,025.52
AUDIT EXPENSE	9,300.00	.00	.00	9,250.00	.00	4,800.00
10-510-460	.00	9,300.00	4,500.00	9,250.00	48.39	4,800.00
ELECTION EXPENSE	4,500.00	.00	.00	.00	.00	4,500.00
10-510-465	.00	4,500.00	.00	180.00	.00	4,500.00
BANK SERVICE CHARGES	6,000.00	.00	690.55	472.28	.00	3,574.06
10-510-470	.00	6,000.00	2,425.94	3,675.01	40.43	3,574.06
MERCHANT CREDIT CARD FEES	2,500.00	.00	.00	325.42	.00	1,988.97
10-510-471	.00	2,500.00	511.03	1,702.02	20.44	1,988.97
CONTRACT LABOR	.00	2,500.00	.00	.00	.00	400.00
10-510-475	.00	2,500.00	2,100.00	.00	84.00	400.00
CONTRACT SERVICES - CSI	500.00	-400.00	.00	100.00	.00	100.00
10-510-476	.00	100.00	.00	215.00	.00	100.00
ADS	750.00	.00	.00	.00	.00	444.00
10-510-490	.00	750.00	306.00	106.00	40.80	444.00
ALARM SERVICES	500.00	250.00	54.00	108.00	.00	372.00
10-510-495	.00	750.00	378.00	324.00	50.40	372.00
VEHICLE FUEL	750.00	-500.00	.00	36.09	.00	250.00
10-510-610	.00	250.00	.00	507.61	.00	250.00

EXPENSE REPORT - ALL FUNDS
March 2016Expense- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
VEHICLE REPAIR 10-510-620	.00 .00	50.00 50.00	15.00 19.19	.00 .00	.00 38.38	30.81 30.81
GENERAL SUPPLIES 10-510-670	2,000.00 .00	.00 2,000.00	.00 38.00	107.38 872.66	.00 1.90	1,962.00 1,962.00
EQUIPMENT PURCHASE 10-510-690	1,000.00 .00	.00 1,000.00	.00 .00	.00 .00	.00 .00	1,000.00 1,000.00
CITY PARK 10-510-755	6,000.00 .00	2,000.00 8,000.00	.00 4,292.99	177.00 2,416.62	.00 53.66	3,707.01 3,707.01
CONTINGENCY FUND 10-510-900	8,600.00 .00	-4,200.00 4,400.00	.00 .00	.00 .00	.00 .00	4,400.00 4,400.00
MISCELLANEOUS EXPENSE 10-510-920	20,000.00 .00	-17,000.00 3,000.00	.00 857.54	89.00 49,456.56	.00 28.58	2,142.46 2,142.46
HEB SALES TAX EXPENSE 10-510-930	.00 .00	.00 .00	.00 .00	.00 21,314.54	.00 .00	.00 .00
WAGES - COURT 10-515-010	35,900.00 .00	1,100.00 37,000.00	3,042.78 19,680.60	5,499.76 24,616.71	.00 53.19	17,319.40 17,319.40
PAYROLL TAXES 10-515-110	2,800.00 .00	.00 2,800.00	200.64 1,307.91	362.43 1,593.15	.00 46.71	1,492.09 1,492.09
TMRS 10-515-115	1,000.00 .00	.00 1,000.00	74.24 467.11	282.13 1,014.24	.00 46.71	532.89 532.89
EMPLOYEE INSURANCE 10-515-150	4,900.00 .00	.00 4,900.00	391.64 2,299.43	1,424.84 5,673.64	.00 46.93	2,600.57 2,600.57
OFFICE EXPENSE 10-515-210	500.00 .00	.00 500.00	.00 .00	.00 .00	.00 .00	500.00 500.00
DUES AND SUBSCRIPTIONS 10-515-230	100.00 .00	.00 100.00	.00 40.00	.00 40.00	.00 40.00	60.00 60.00
COURT TECHNOLOGY 10-515-270	.00 .00	.00 .00	.00 .00	.00 160.00	.00 .00	.00 .00
TECHNOLOGY/SOFTWARE UPGRADES 10-515-271	2,600.00 .00	.00 2,600.00	.00 .00	2,610.00 2,610.00	.00 .00	2,600.00 2,600.00
WORKERS COMP INSURANCE 10-515-320	160.00 .00	.00 160.00	.00 120.75	20.22 40.44	.00 75.47	39.25 39.25
PROSECUTOR SERVICES 10-515-415	3,000.00 .00	.00 3,000.00	.00 783.00	.00 200.00	.00 26.10	2,217.00 2,217.00

EXPENSE REPORT - ALL FUNDS
March 2016Expense- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
JURY EXPENSE 10-515-420	500.00 .00	.00 500.00	.00 .00	.00 .00	.00 .00	500.00 500.00
EMPLOYEE TRAINING 10-515-450	3,500.00 .00	.00 3,500.00	.00 583.35	200.00 1,367.15	.00 16.67	2,916.65 2,916.65
OMNI COLLECTION 10-515-474	1,000.00 .00	-100.00 900.00	.00 204.00	95.00 181.90	.00 22.67	696.00 696.00
STATE COURT COSTS 10-515-550	37,000.00 .00	-1,000.00 36,000.00	12,876.59 27,862.26	5,313.90 11,280.54	.00 77.40	8,137.74 8,137.74
WAGES - POLICE 10-520-010	267,000.00 .00	.00 267,000.00	20,107.61 137,715.60	18,482.94 126,786.01	.00 51.58	129,284.40 129,284.40
CONTRACT LABOR 10-520-011	5,000.00 .00	-200.00 4,800.00	.00 688.00	360.00 3,990.00	.00 14.33	4,112.00 4,112.00
SHIFT DIFFERENTIAL 10-520-012	7,500.00 .00	.00 7,500.00	200.00 1,300.00	200.00 3,307.08	.00 17.33	6,200.00 6,200.00
OVERTIME 10-520-015	7,500.00 .00	.00 7,500.00	792.75 6,878.43	75.47 2,201.57	.00 91.71	621.57 621.57
CELL PHONE ALLOWANCE 10-520-020	4,800.00 .00	.00 4,800.00	230.80 1,500.20	276.96 1,730.88	.00 31.25	3,299.80 3,299.80
PAYROLL TAXES 10-520-110	21,000.00 .00	.00 21,000.00	1,544.15 10,767.54	1,374.06 9,222.17	.00 51.27	10,232.46 10,232.46
TMRS 10-520-115	7,200.00 .00	.00 7,200.00	580.23 4,009.28	1,034.93 5,080.73	.00 55.68	3,190.72 3,190.72
EMPLOYEE INSURANCE 10-520-150	34,500.00 .00	.00 34,500.00	1,946.04 10,756.08	2,849.68 23,603.06	.00 31.18	23,743.92 23,743.92
AFLAC 10-520-159	.00 .00	.00 .00	.00 .00	-958.80 .00	.00 .00	.00 .00
MEDICAL COST 10-520-160	2,500.00 .00	.00 2,500.00	.00 .00	.00 .00	.00 .00	2,500.00 2,500.00
OFFICE EXPENSE 10-520-210	2,500.00 .00	.00 2,500.00	.00 963.27	.00 267.10	.00 38.53	1,536.73 1,536.73
OFFICE SUPPLIES 10-520-220	1,500.00 .00	.00 1,500.00	16.39 351.45	.00 238.94	.00 23.43	1,148.55 1,148.55
TELEPHONE 10-520-240	1,000.00 .00	500.00 1,500.00	289.94 1,549.64	.00 .00	.00 103.31	-49.64 -49.64

EXPENSE REPORT - ALL FUNDS
March 2016Expense- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
UNIFORMS 10-520-250	3,540.00 .00	.00 3,540.00	.00 207.96	264.97 498.92	.00 5.87	3,332.04 3,332.04
TECHNOLOGY/SOFTWARE UPGRADES 10-520-270	20,000.00 .00	.00 20,000.00	5,804.54 12,904.22	5,341.09 13,548.34	.00 64.52	7,095.78 7,095.78
PROPERTY & LIABILITY INSURANCE 10-520-310	7,800.00 .00	.00 7,800.00	.00 4,654.00	2,435.54 7,224.94	.00 59.67	3,146.00 3,146.00
WORKERS COMP INSURANCE 10-520-320	11,000.00 .00	.00 11,000.00	.00 8,036.64	1,165.50 3,384.79	.00 73.06	2,963.36 2,963.36
BONDING 10-520-330	500.00 .00	.00 500.00	.00 150.00	50.00 200.00	.00 30.00	350.00 350.00
PROFESSIONAL FEES 10-520-400	2,000.00 .00	.00 2,000.00	.00 502.79	150.00 300.00	.00 25.14	1,497.21 1,497.21
EMPLOYEE TRAINING 10-520-450	6,000.00 .00	.00 6,000.00	.00 1,477.34	347.00 1,920.50	.00 24.62	4,522.66 4,522.66
LEOSE TRAINING EXPENSE 10-520-451	1,198.00 .00	.00 1,198.00	.00 .00	.00 .00	.00 .00	1,198.00 1,198.00
LAB TEST 10-520-477	500.00 .00	.00 500.00	.00 .00	.00 .00	.00 .00	500.00 500.00
COPS LVISD CONTRACT PAY 10-520-479	100,000.00 .00	.00 100,000.00	6,932.00 35,965.45	7,392.50 58,200.00	.00 35.97	64,034.55 64,034.55
ADS - PUBLICATIONS 10-520-499	100.00 .00	200.00 300.00	.00 207.00	.00 36.00	.00 69.00	93.00 93.00
VEHICLE PURCHASE 10-520-600	12,127.00 .00	.00 12,127.00	.00 641.72	.00 .00	.00 5.29	11,485.28 11,485.28
VEHICLE FUEL 10-520-610	22,000.00 .00	.00 22,000.00	487.02 7,527.25	1,240.15 10,350.30	.00 34.21	14,472.75 14,472.75
VEHICLE REPAIR 10-520-620	10,000.00 .00	.00 10,000.00	1,608.75 5,447.07	832.00 2,812.51	.00 54.47	4,552.93 4,552.93
GENERAL SUPPLIES 10-520-670	1,000.00 .00	.00 1,000.00	.00 592.00	100.00 310.53	.00 59.20	408.00 408.00
EQUIPMENT PURCHASES 10-520-690	7,500.00 .00	.00 7,500.00	.00 589.85	2,158.00 7,437.24	.00 7.86	6,910.15 6,910.15
WCSD DISPATCH 10-520-910	4,000.00 .00	.00 4,000.00	.00 .00	.00 3,000.00	.00 .00	4,000.00 4,000.00

EXPENSE REPORT - ALL FUNDS
March 2016Expense- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
MICELLAENOUS 10-520-920	1,200.00 .00	-500.00 700.00	.00 65.00	.00 477.95	.00 9.29	635.00 635.00
WAGES - PUBLIC WORKS 10-530-010	55,000.00 .00	.00 55,000.00	4,198.16 27,353.52	4,544.00 32,542.43	.00 49.73	27,646.48 27,646.48
CONTRACT LABOR 10-530-011	2,000.00 .00	.00 2,000.00	.00 624.50	.00 .00	.00 31.23	1,375.50 1,375.50
OVERTIME 10-530-015	2,500.00 .00	750.00 3,250.00	937.13 2,775.24	.00 1,012.42	.00 85.39	474.76 474.76
PAYROLL TAXES 10-530-110	4,600.00 .00	.00 4,600.00	389.16 2,281.29	343.18 2,587.60	.00 49.59	2,318.71 2,318.71
TMRS 10-530-115	1,600.00 .00	-200.00 1,400.00	139.69 415.91	212.38 1,710.09	.00 29.71	984.09 984.09
EMPLOYEE INSURANCE 10-530-150	7,400.00 .00	-200.00 7,200.00	2,082.16 2,082.16	541.44 7,447.52	.00 28.92	5,117.84 5,117.84
AFLAC 10-530-159	.00 .00	.00 .00	.00 .00	-70.56 .00	.00 .00	.00 .00
OFFICE EXPENSE 10-530-210	200.00 .00	.00 200.00	.00 .00	.00 .00	.00 .00	200.00 200.00
OFFICE SUPPLIES 10-530-220	200.00 .00	.00 200.00	.00 33.32	73.93 73.93	.00 16.66	166.68 166.68
TELEPHONE 10-530-240	2,500.00 .00	-350.00 2,150.00	.00 43.29	306.69 1,623.81	.00 2.01	2,106.71 2,106.71
UNIFORMS 10-530-250	6,000.00 .00	.00 6,000.00	235.13 3,016.88	227.52 2,217.43	.00 50.28	2,983.12 2,983.12
PROPERTY & LIABILITY INSURNACE 10-530-310	4,500.00 .00	.00 4,500.00	.00 2,684.00	1,264.36 3,222.22	.00 59.64	1,816.00 1,816.00
WORKERS COMP INSURANCE 10-530-320	2,800.00 .00	.00 2,800.00	.00 2,635.03	741.19 1,832.61	.00 94.11	164.97 164.97
EMPLOYEE TRAINING 10-530-450	.00 .00	1,000.00 1,000.00	.00 944.42	.00 .00	.00 94.44	55.58 55.58
VEHICLE FUEL 10-530-610	15,000.00 .00	-1,000.00 14,000.00	500.91 5,974.47	1,159.81 6,837.48	.00 42.67	8,025.53 8,025.53
VEHICLE REPAIR 10-530-620	5,000.00 .00	.00 5,000.00	611.38 2,851.85	492.00 780.93	.00 57.04	2,148.15 2,148.15

EXPENSE REPORT - ALL FUNDS
March 2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
REPAIR AND MAINTENANCE 10-530-655	8,000.00 .00	.00 8,000.00	-343.78 7,343.18	246.55 964.12	.00 91.79	656.82 656.82
TOOLS 10-530-660	3,000.00 .00	.00 3,000.00	.00 115.04	.00 .00	.00 3.83	2,884.96 2,884.96
STREET REPAIR 10-530-665	.00 .00	.00 .00	.00 .00	-98,659.63 .00	.00 .00	.00 .00
GENERAL SUPPLIES 10-530-670	5,000.00 .00	.00 5,000.00	.00 622.86	.00 56.15	.00 12.46	4,377.14 4,377.14
LANDSCAPE 10-530-680	500.00 .00	.00 500.00	.00 .00	.00 .00	.00 .00	500.00 500.00
EQUIPMENT 10-530-690	1,000.00 .00	.00 1,000.00	.00 .00	.00 617.00	.00 .00	1,000.00 1,000.00
EQUIPMENT - BIG ITEMS 10-530-791	10,000.00 .00	-4,000.00 6,000.00	.00 .00	.00 .00	.00 .00	6,000.00 6,000.00
MISCELLANEOUS EXPENSE 10-530-920	600.00 .00	4,000.00 4,600.00	.00 4,195.69	15.00 332.64	.00 91.21	404.31 404.31
WAGES 10-550-010	.00 .00	.00 .00	.00 .00	.00 15,425.60	.00 .00	.00 .00
PAYROLL TAXES 10-550-110	.00 .00	.00 .00	.00 .00	.00 1,417.05	.00 .00	.00 .00
TMRS 10-550-115	.00 .00	.00 .00	.00 .00	.00 1,062.11	.00 .00	.00 .00
EMPLOYEE INSURANCE 10-550-150	.00 .00	.00 .00	-1,734.12 .00	341.96 7,188.68	.00 .00	.00 .00
PROPERTY & LIABILITY INSURANCE 10-550-310	.00 .00	.00 .00	.00 .00	.00 174.06	.00 .00	.00 .00
WORKERS COMP 10-550-320	.00 .00	.00 .00	.00 .00	.00 350.23	.00 .00	.00 .00
WAGES - MDD 12-500-010	84,000.00 .00	.00 84,000.00	5,717.02 39,837.52	5,886.40 17,659.22	.00 47.43	44,162.48 44,162.48
CAR & CELL PHONE ALLOWANCE 12-500-020	7,500.00 .00	.00 7,500.00	526.16 3,420.04	1,015.40 761.55	.00 45.60	4,079.96 4,079.96
SOCIAL SECURITY TAXES 12-500-110	7,000.00 .00	.00 7,000.00	439.30 3,093.58	486.18 1,303.18	.00 44.19	3,906.42 3,906.42

EXPENSE REPORT - ALL FUNDS
 March 2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
TMRS 12-500-115	2,400.00 .00	.00 2,400.00	169.83 1,176.63	521.76 1,002.11	.00 49.03	1,223.37 1,223.37
EMPLOYEE INSURANCE 12-500-150	9,900.00 .00	.00 9,900.00	457.94 2,631.66	2,758.12 4,125.96	.00 26.58	7,268.34 7,268.34
PROPERTY & LIABILITY INSURANCE 12-500-310	600.00 .00	.00 600.00	.00 537.00	.00 92.54	.00 89.50	63.00 63.00
WORKERS COMP INSURANCE 12-500-320	250.00 .00	.00 250.00	.00 306.14	.00 .00	.00 122.46	-56.14 -56.14
STREET REPAIR 14-500-100	125,000.00 .00	.00 125,000.00	.00 .00	98,659.63 98,659.63	.00 .00	125,000.00 125,000.00
STREET CONTINGENCY 14-500-110	7,992.00 .00	.00 7,992.00	.00 .00	.00 .00	.00 .00	7,992.00 7,992.00
PROFESSIONAL - ENGINEERING 14-500-410	15,000.00 .00	.00 15,000.00	.00 .00	.00 .00	.00 .00	15,000.00 15,000.00
MISCELLANEOUS EXPENSE 14-500-920	500.00 .00	.00 500.00	.00 .00	.00 .00	.00 .00	500.00 500.00
BOND OBLIG 2003 SERIES - PRIN 20-800-800	16,000.00 .00	.00 16,000.00	.00 16,000.00	30,000.00 30,000.00	.00 100.00	.00 .00
BOND OBLIG 2003 SERIES - INT 20-800-810	2,577.00 .00	.00 2,577.00	.00 2,577.40	6,732.80 6,732.80	.00 100.02	-.40 -.40
BOND OBLIG 2003 SERIES - ADMIN 20-800-820	350.00 .00	.00 350.00	.00 .00	350.00 350.00	.00 .00	350.00 350.00
MISCELLANEOUS 20-800-840	23.00 .00	.00 23.00	.00 .00	.00 .00	.00 .00	23.00 23.00
ALARM SERVICES 25-900-100	650.00 .00	.00 650.00	.00 .00	.00 54.00	.00 .00	650.00 650.00
MISCELLANEOUS EXPENSE 25-900-920	.00 .00	.00 .00	.00 492.00	.00 .00	.00 .00	-492.00 -492.00
ANNUAL SOFTWARE MAINTENANCE 35-900-100	1,500.00 .00	.00 1,500.00	.00 .00	.00 .00	.00 .00	1,500.00 1,500.00
WAGES 40-540-010	103,000.00 .00	.00 103,000.00	7,487.74 47,599.11	4,359.36 29,530.83	.00 46.21	55,400.89 55,400.89
OVERTIME 40-540-015	.00 .00	6,000.00 6,000.00	1,170.00 3,509.92	.00 .00	.00 58.50	2,490.08 2,490.08

EXPENSE REPORT - ALL FUNDS
March 2016Expense- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
PAYROLL TAXES	8,400.00	.00	656.44	326.12	.00	4,549.52
40-540-110	.00	8,400.00	3,850.48	2,164.95	45.84	4,549.52
TMRS	2,900.00	.00	235.50	229.62	.00	1,535.62
40-540-115	.00	2,900.00	1,364.38	1,523.28	47.05	1,535.62
EMPLOYEE INSURANCE	14,725.00	-6,300.00	896.98	1,595.82	.00	4,396.24
40-540-150	.00	8,425.00	4,028.76	9,441.98	47.82	4,396.24
AFLAC	.00	.00	.00	-141.84	.00	.00
40-540-159	.00	.00	.00	.00	.00	.00
OFFICE EXPENSE	1,000.00	.00	.00	750.00	.00	249.91
40-540-210	.00	1,000.00	750.09	1,378.72	75.01	249.91
OFFICE SUPPLIES	400.00	.00	.00	.00	.00	400.00
40-540-220	.00	400.00	.00	259.73	.00	400.00
DUES AND SUBSCRIPTIONS	2,500.00	.00	.00	.00	.00	1,055.00
40-540-230	.00	2,500.00	1,445.00	2,140.15	57.80	1,055.00
TELEPHONE	3,200.00	300.00	179.46	734.64	.00	1,348.40
40-540-240	.00	3,500.00	2,151.60	2,229.60	61.47	1,348.40
POSTAGE	2,500.00	.00	173.98	187.23	.00	1,015.81
40-540-260	.00	2,500.00	1,484.19	1,242.73	59.37	1,015.81
TECHNOLOGY/SOFTWARE UPGRADES	6,000.00	.00	.00	.00	.00	2,715.00
40-540-270	.00	6,000.00	3,285.00	.00	54.75	2,715.00
RETURNED CHECK	300.00	.00	.00	.00	.00	300.00
40-540-280	.00	300.00	.00	125.83	.00	300.00
DEPOSIT REFUND	1,500.00	.00	283.22	609.31	.00	-1,201.97
40-540-281	.00	1,500.00	2,701.97	1,163.58	180.13	-1,201.97
APPLIED DEPOSIT REIMBURSEMENT	5,000.00	.00	954.36	404.36	.00	1,287.13
40-540-284	.00	5,000.00	3,712.87	2,978.67	74.26	1,287.13
UTILITIES	65,000.00	.00	.00	3,309.80	.00	34,823.12
40-540-290	.00	65,000.00	30,176.88	27,972.96	46.43	34,823.12
PROPERTY & LIABILITY INSURANCE	6,000.00	.00	.00	1,630.99	.00	2,420.00
40-540-310	.00	6,000.00	3,580.00	3,261.93	59.67	2,420.00
WORKERS COMP INSURANCE	4,500.00	.00	.00	521.96	.00	1,590.45
40-540-320	.00	4,500.00	2,909.55	1,394.14	64.66	1,590.45
PROFESSIONAL FEES	1,000.00	.00	.00	.00	.00	1,000.00
40-540-400	.00	1,000.00	.00	152.00	.00	1,000.00

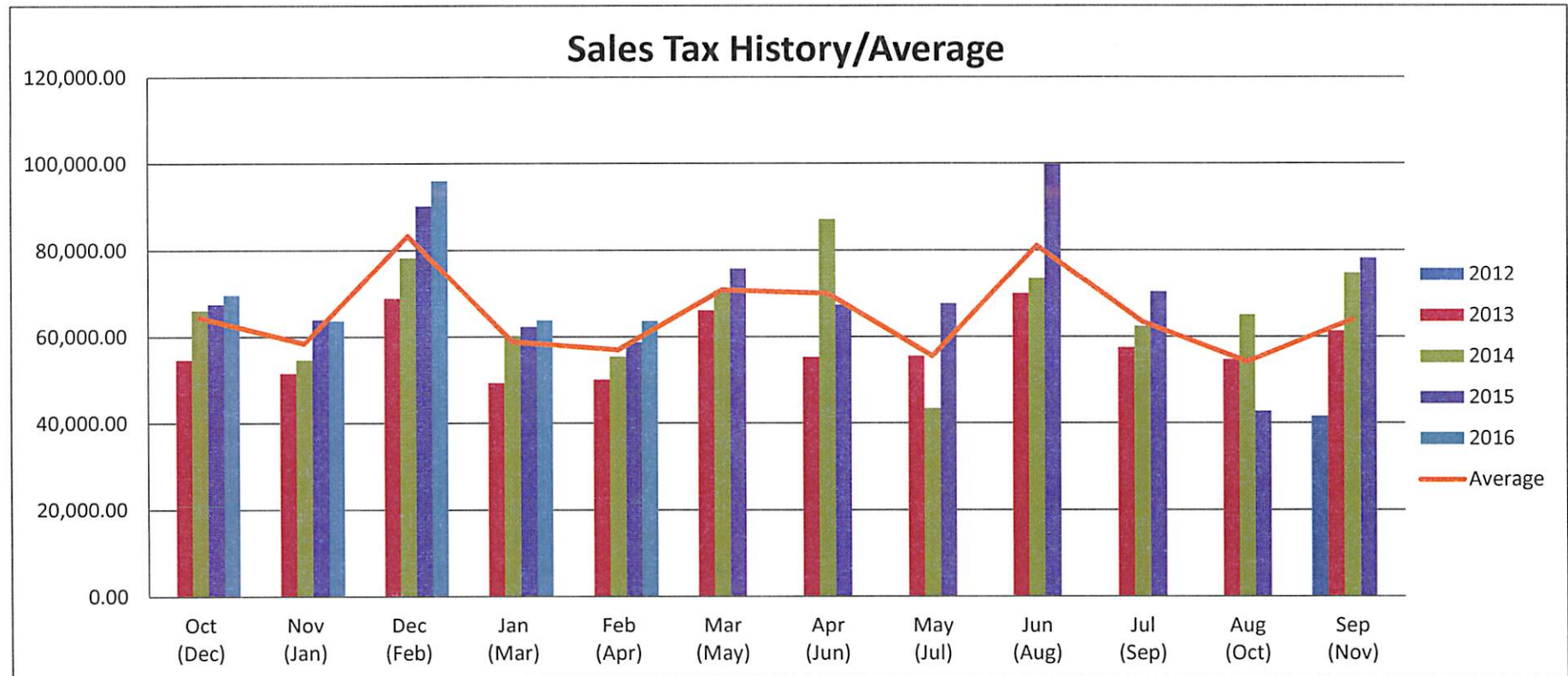
EXPENSE REPORT - ALL FUNDS
March 2016Expense- ALL FUNDS
04/04/2016 04:01 PM
YG Period 03/2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
LEGAL & PROFESSIONAL - ENGINEE 40-540-410	1,500.00 .00	.00 1,500.00	.00 .00	.00 .00	.00 .00	1,500.00 1,500.00
PERMITS & INSPECTIONS 40-540-411	4,500.00 .00	.00 4,500.00	.00 3,233.18	.00 1,817.00	.00 71.85	1,266.82 1,266.82
EMPLOYEE TRAINING & LICENSING 40-540-450	2,000.00 .00	.00 2,000.00	.00 303.00	.00 .00	.00 15.15	1,697.00 1,697.00
CRWA MEETING REIMBURSEMENT 40-540-455	200.00 .00	.00 200.00	.00 60.00	30.00 120.00	.00 30.00	140.00 140.00
AUDIT EXPENSE 40-540-460	9,250.00 .00	.00 9,250.00	.00 14,000.00	9,250.00 9,250.00	.00 151.35	-4,750.00 -4,750.00
BANK SERVICE CHARGES 40-540-470	250.00 .00	.00 250.00	.00 .00	.00 .00	.00 .00	250.00 250.00
PAYCLIX EXPENSE 40-540-471	1,000.00 .00	.00 1,000.00	212.23 1,660.91	.00 .00	.00 166.09	-660.91 -660.91
ADS 40-540-490	200.00 .00	.00 200.00	.00 162.00	.00 .00	.00 81.00	38.00 38.00
VEHICLE REPAIR 40-540-620	500.00 .00	.00 500.00	.00 .00	.00 .00	.00 .00	500.00 500.00
GARBAGE COLLECTION EXPENSE 40-540-710	195,000.00 .00	.00 195,000.00	.00 110,079.14	17,955.74 107,673.46	.00 56.45	84,920.86 84,920.86
SALES TAX EXPENSE 40-540-720	15,000.00 .00	.00 15,000.00	.00 6,127.36	892.86 7,208.63	.00 40.85	8,872.64 8,872.64
SUPPLIES AND REPAIRS 40-540-810	25,000.00 .00	.00 25,000.00	3,795.08 32,614.08	397.14 5,364.55	.00 130.46	-7,614.08 -7,614.08
WWTP OPERATION 40-540-820	110,000.00 .00	.00 110,000.00	.00 30,317.65	5,858.42 39,745.04	.00 27.56	79,682.35 79,682.35
WATER ANALYSIS LAB 40-540-830	4,000.00 .00	.00 4,000.00	.00 1,654.00	.00 811.36	.00 41.35	2,346.00 2,346.00
CHEMICALS 40-540-840	8,000.00 .00	.00 8,000.00	509.80 2,535.94	770.50 2,421.27	.00 31.70	5,464.06 5,464.06
BULK WATER PURCHASE 40-540-880	100,000.00 .00	.00 100,000.00	.00 81,860.05	11,527.21 107,049.34	.00 81.86	18,139.95 18,139.95
WATER PROJECT CONTINGENCY 40-540-889	48,257.00 .00	.00 48,257.00	.00 .00	.00 .00	.00 .00	48,257.00 48,257.00

EXPENSE REPORT - ALL FUNDS
 March 2016

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev.Yr Per Prev.Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
WELL PROJECTS	.00	.00	.00	32,457.98	.00	-12,433.04
40-540-901	.00	.00	12,433.04	81,387.01	.00	-12,433.04
LAND LEASE	5,000.00	.00	.00	.00	.00	.00
40-540-902	.00	5,000.00	5,000.00	5,000.00	100.00	.00
EQUIPMENT PURCHASE	2,000.00	.00	.00	.00	.00	-35,275.00
40-540-906	.00	2,000.00	37,275.00	399.00	1,863.75	-35,275.00
C OF O 2011 PRINCIPAL	30,000.00	.00	.00	.00	.00	.00
40-540-909	.00	30,000.00	30,000.00	29,000.00	100.00	.00
SARA LOAN PRINCIPAL	26,027.00	.00	.00	24,930.18	.00	26,027.00
40-540-910	.00	26,027.00	.00	48,791.38	.00	26,027.00
W & S 1975 BOND PRINCIPAL	.00	.00	.00	.00	.00	.00
40-540-911	.00	.00	.00	15,000.00	.00	.00
C OF O 2011 INTEREST	30,790.00	.00	.00	.00	.00	15,735.10
40-540-912	.00	30,790.00	15,054.90	15,734.95	48.90	15,735.10
SARA LOAN INTEREST	19,999.00	.00	.00	21,115.60	.00	19,999.00
40-540-913	.00	19,999.00	.00	43,300.18	.00	19,999.00
W & S 1975 INTEREST	.00	.00	.00	.00	.00	.00
40-540-914	.00	.00	.00	401.25	.00	.00
MISCELLANEOUS EXPENSE	.00	.00	.00	105.00	.00	.00
40-540-920	.00	.00	.00	2,010.63	.00	.00
CAPITAL OUTLAY	100,000.00	.00	.00	.00	.00	-20,284.00
40-599-500	.00	100,000.00	120,284.00	.00	120.28	-20,284.00
WATER METERS	.00	.00	15,673.01	.00	.00	-153,300.22
41-500-100	.00	.00	153,300.22	.00	.00	-153,300.22
ENGINEERING - WATER LINE	.00	.00	1,412.50	.00	.00	-1,412.50
41-510-115	.00	.00	1,412.50	.00	.00	-1,412.50
ENGINEERING - WATER WELL #7	.00	.00	.00	.00	.00	-42,000.00
41-520-115	.00	.00	42,000.00	.00	.00	-42,000.00
Grand Total::	2,535,761.00	.00	124,709.25	297,432.39	.00	1,056,144.76
	.00	2,535,761.00	1,479,616.24	1,484,563.15	58.35	1,056,144.76

	2012	2013	2014	2015	2016	Average	% Inc/Dec
Oct (Dec)		54,636.09	66,026.88	67,401.78	69,547.12	64,402.97	3.18%
Nov (Jan)		51,539.39	54,639.11	63,866.17	63,628.92	58,418.40	-0.37%
Dec (Feb)		68,771.23	78,194.88	90,117.81	95,927.73	83,252.91	6.45%
Jan (Mar)		49,335.18	60,087.12	62,223.85	63,761.76	58,851.98	2.47%
Feb (Apr)		50,103.76	55,360.25	58,718.66	63,556.23	56,934.73	8.24%
Mar (May)		66,038.20	70,546.26	75,743.83		70,776.10	7.37%
Apr (Jun)		55,282.06	87,145.00	67,267.60		69,898.22	-22.81%
May (Jul)		55,481.44	43,384.66	67,597.87		55,487.99	55.81%
Jun (Aug)		69,956.25	73,411.99	99,724.63		81,030.96	35.84%
Jul (Sep)		57,438.21	62,352.07	70,334.39		63,374.89	12.80%
Aug (Oct)		54,700.11	65,046.06	42,751.95		54,166.04	-34.27%
Sep (Nov)	41,498.09	61,236.28	74,738.46	78,139.02		63,902.96	4.55%
Total for FY	41,498.09	694,518.20	790,932.74	843,887.56			





SOUTHWEST ENGINEERS

Civil | Environmental | Land Development

TBPE NO. F-1909

www.swengineers.com

307 St. Lawrence Street, Gonzales, TX 78629

P: 830.672.7546 F: 830.672.2034

April 8, 2016

The Honorable Robert W. Gregory
Mayor
City of La Vernia
P. O. Box 225
La Vernia, Texas 78121-0225
rgregory@lavernia-tx.gov

RE: CONTRACT A – WATER WELL NO. 7
SWE Project No. 0200-024-16
Thursday, April 7, 2016 at 2:00 P.M.

Dear Mayor Gregory:

Bids on the referenced project were received and opened at 2:00 P.M., Thursday, April 7, 2016. There were a total of twelve (12) bids received. McKinley Drilling Company/Peerless Equipment of San Antonio, Texas submitted the low base bid of \$176,842.00.

We have worked with McKinley Drilling Company/Peerless Equipment in the past; most recently the Yancey Water Supply Corporation USDA/RD Water System Improvements Project Water Well No. 7 Project.

We believe that the Contractor can successfully complete this project, and in a timely manner. We, therefore, recommend award of this project to McKinley Drilling Company/Peerless Equipment in the amount of \$176,842.00.

Respectfully recommended,


Clarence L. Littlefield, P.E.

CLL/mh

cc: City of La Vernia – Yvonne Griffin, City Manager

CITY OF LA VERNIA
Contract A - Water Well No. 7
 SWE Project No. 0200-024-16

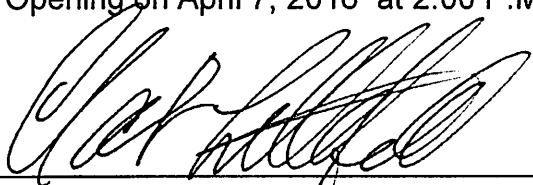
Bid Tabulation

Thursday, April 7, 2016

2:00 P.M.

BIDDER	Total Base Bid	Start/Completion
McKinley Drilling Company	\$ 176,842.00	14 days after NTP/60 days
Bulls Eye Services, LLC	\$ 195,100.00	4-25-16/60 days
Layne Christensen Company	\$ 257,039.00	5-9-16/120 days
Holly Water Wells	\$ 261,000.00	10 days after award/120 days
Unison Drilling, Inc.	\$ 265,808.02	6-1-16/60 days
Hydro Resources	\$ 267,000.00	6-1-16/45 days
J & S Water Wells	\$ 271,470.00	4-25-16/90 days
Water Well Services, Inc.	\$ 278,162.00	12 days upon award/75 days
Friedel Drilling Company	\$ 305,489.00	5-20-16/220 days
Thomas Moy & Sons Water Well Drilling	\$ 345,200.00	20+ days after NTP/90 days
Alsay Incorporated	\$ 359,000.00	4-18-16/60 days
5D Drilling/Davenport Drilling	\$ 386,182.00	7 days after NTP/80 days

I, Clarence L. Littlefield, Registered Professional Engineer, do hereby declare that the above Bid Tabulations were taken directly from the Bid Opening on April 7, 2016 at 2:00 P.M.



CLARENCE L. LITTLEFIELD, P.E. #30994
 Registered Professional Engineer of Texas
 Southwest Engineers, Inc.



The seal appearing on this document was authorized by Clarence Littlefield, P.E. (Texas Serial #30994) on the date indicated. Alteration of this sealed document without proper notification to the responsible engineer is an offense under the Texas Engineering Practice Act.

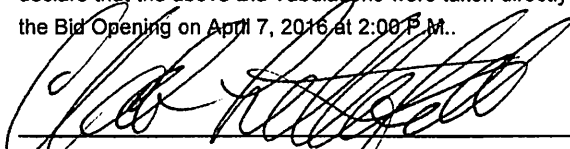
CITY OF LA VERNIA
 Contract A - Water Well No. 7
 SWE Project No. 0200-024-16
 BID TABULATION

		MCKINLEY DRILLING		BULLS EYE SERVICES		LAYNE CHRISTENSEN	
BASE BID		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total
1.	1 L.S. Pilot Hole Well No. 7	\$ 46,700.00	\$ 46,700.00	\$ 45,000.00	\$ 45,000.00	\$ 75,896.00	\$ 75
2.	1 L.S. Water Well Completion	\$ 130,142.00	\$ 130,142.00	\$ 150,100.00	\$ 150,100.00	\$ 181,143.00	\$ 181
Total Base Bid - Items 1-2			\$ 176,842.00		\$ 195,100.00		\$ 257

ADDITIVE/DEDUCTIVE ITEMS		MCKINLEY DRILLING		BULLS EYE SERVICES		LAYNE CHRISTENSEN	
BASE BID		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total
3.	L.S. Mobilization	\$ 7,200.00		\$ 16,128.00		\$ 51,905.00	
4.	L.F. Ream or Drill Pilot Hole	\$ 72.00		\$ 47.85		\$ 28.00	
5.	L.S. Electric Logs	\$ 3,500.00		\$ 3,215.00		\$ 6,800.00	
6.	L.F. Ream or Drill Bore Hole	\$ 92.00		\$ 112.00		\$ 35.00	
7.	L.S. Caliper Log	\$ 2,500.00		\$ 2,700.00		\$ 4,200.00	
8.	L.F. Steel Casing	\$ 24.00		\$ 21.50		\$ 19.00	
9.	L.F. Steel Gravel Tremie Tube	No Bid		\$ 4.00		\$ 4.00	
10.	L.F. Stainless Steel Screen	\$ 120.00		\$ 250.00		\$ 179.00	
11.	L.F. Steel Blank Liner	\$ 24.00		\$ 175.00		\$ 19.00	
12.	L.F. Filter Pack	\$ 45.00		\$ 12.00		\$ 38.00	
13.	L.F. Bentonite Seal	\$ 50.00		\$ 60.00		\$ 53.00	
14.	L.F. Pressure Cementing	\$ 24.00		\$ 29.00		\$ 35.00	
15.	HR. Cleaning and Development	\$ 300.00		\$ 385.00		\$ 625.00	
16.	HR. 36 Hour Pump Test and Recovery Test	\$ 300.00		\$ 375.00		\$ 649.00	
17.	L.S. Water Sample Analysis for TCEQ	\$ 1,200.00		\$ 1,900.00		\$ 1,600.00	
18.	L.S. Total Depth Video Survey	\$ 2,500.00		\$ 1,400.00		\$ 1,400.00	
19.	L.S. Submersible Production Pump	\$ 8,950.00		\$ 11,570.00		\$ 7,500.00	
20.	L.S. Well Head Completion	\$ 9,250.00		\$ 3,600.00		\$ 8,800.00	
21.	L.F. Galvanized Steel Discharge Column	\$ 15.50		\$ 14.07		\$ 17.00	
22.	L.F. PVC e-line Assembly	\$ 1.20		\$ 2.00		\$ 2.00	
23.	L.F. No. 4 Power Cable	\$ 4.00		\$ 4.60		\$ 5.00	
25.	L.S. Plugging the Pilot Bore	\$ 8,000.00		\$ 17,500.00		\$ 5,000.00	

The seal appearing on this document was authorized by Clarence Littlefield, P.E. (Texas Serial #30994) on the date indicated. Alteration of this sealed document without proper notification to the responsible engineer is an offense under the Texas Engineering Practice Act.

I, Clarence L. Littlefield, Registered Professional Engineer, do hereby declare that the above Bid Tabulations were taken directly from the Bid Opening on April 7, 2016 at 2:00 P.M.



CLARENCE L. LITTLEFIELD, P.E. #30994
 REGISTERED PROFESSIONAL ENGINEER OF TEXAS
 SOUTHWEST ENGINEERS, INC.

11/16/16

CITY OF LA VERNIA
Contract A - Water Well No. 7
SWE Project No. 0200-024-16
BID TABULATION

BASE BID		UNISON DRILLING		HYDRO RESOURCES		J & S WATER WELI		
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total	
1.	1 L.S.	Pilot Hole Well No. 7	\$ 37,325.00	\$ 37,325.00	\$ 67,000.00	\$ 67,000.00	\$ 38,870.00	\$ 38
2.	1 L.S.	Water Well Completion	\$ 228,083.02	\$ 228,483.02	\$ 200,000.00	\$ 200,000.00	\$ 232,600.00	\$ 232
Total Base Bid - Items 1-2				\$ 265,808.02		\$ 267,000.00		\$ 271

ADDITIVE/DEDUCTIVE ITEMS BASE BID		UNISON DRILLING		HYDRO RESOURCES		J & S WATER WELI		
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total	
3.	L.S.	Mobilization	\$ 5,000.00		\$ 43,000.00		\$ 11,000.00	
4.	L.F.	Ream or Drill Pilot Hole	\$ 44.65		\$ 15.00		\$ 48.00	
5.	L.S.	Electric Logs	\$ 5,535.00		\$ 3,500.00		\$ 8,000.00	
6.	L.F.	Ream or Drill Bore Hole	\$ 89.33		\$ 70.00		\$ 51.00	
7.	L.S.	Caliper Log	\$ 2,463.00		\$ 3,500.00		\$ 6,500.00	
8.	L.F.	Steel Casing	\$ 93.13		\$ 22.00		\$ 33.00	
9.	L.F.	Steel Gravel Tremie Tube	\$ 2.50		\$ 4.00		\$ 16.00	
10.	L.F.	Stainless Steel Screen	\$ 185.92		\$ 170.00		\$ 88.00	
11.	L.F.	Steel Blank Liner	\$ 206.92		\$ 22.00		\$ 33.00	
12.	L.F.	Filter Pack	\$ 73.81		\$ 30.00		\$ 24.00	
13.	L.F.	Bentonite Seal	\$ 30.00		\$ 190.00		\$ 21.00	
14.	L.F.	Pressure Cementing	\$ 87.85		\$ 35.00		\$ 61.00	
15.	HR.	Cleaning and Development	\$ 294.70		\$ 500.00		\$ 240.00	
16.	HR.	36 Hour Pump Test and Recovery Test	\$ 236.11		\$ 300.00		\$ 225.00	
17.	L.S.	Water Sample Analysis for TCEQ	\$ 5,000.00		\$ 2,000.00		\$ 7,200.00	
18.	L.S.	Total Depth Video Survey	\$ 1,300.00		\$ 1,500.00		\$ 2,200.00	
19.	L.S.	Submersible Production Pump	\$ 17,500.00		\$ 9,800.00		\$ 8,363.00	
20.	L.S.	Well Head Completion	\$ 6,300.00		\$ 5,000.00		\$ 4,500.00	
21.	L.F.	Galvanized Steel Discharge Column	\$ 18.51		\$ 19.00		\$ 18.00	
22.	L.F.	PVC e-line Assembly	\$ 3.17		\$ 1.00		\$ 2.25	
23.	L.F.	No. 4 Power Cable	\$ 12.44		\$ 2.00		\$ 7.15	
25.	L.S.	Plugging the Pilot Bore	\$ 15,116.66		\$ 6,000.00		\$ 9,500.00	



SOUTHWEST ENGINEERS

Civil | Environmental | Land Development

TBPE NO. F-1909

www.swengineers.com

307 St. Lawrence Street, Gonzales, TX 78629

P: 830.672.7546 F: 830.672.2034

April 8, 2016

The Honorable Robert W. Gregory
Mayor
City of La Vernia
P. O. Box 225
La Vernia, Texas 78121-0225
rgregory@lavernia-tx.gov

RE: CONTRACT B – WATER LINES AND ELECTRICAL
SWE Project No. 0200-024-16
Thursday, April 7, 2016 at 2:00 P.M.

Dear Mayor Gregory:

Bids on the referenced project were received and opened at 2:00 P.M., Thursday, April 7, 2016. There were a total of seven (7) bids received. Travis Hobbs Construction, LLC of Elgin, Texas submitted the low base bid of \$164,139.50.

We have worked with Travis Hobbs Construction, LLC on numerous projects in the past and we believe that the Contractor can successfully complete this project, and in a timely manner. We, therefore, recommend award of this project to Travis Hobbs Construction, LLC in the amount of \$164,139.50.

Respectfully submitted,


Clarence L. Littlefield, P.E.

CLL/mh

cc: Yvonne Griffin, City Manager – City of La Vernia

CITY OF LA VERNIA
Contract B - Water Lines and Electrical
 SWE Project No. 0200-024-16

Bid Tabulation

Thursday, April 7, 2016

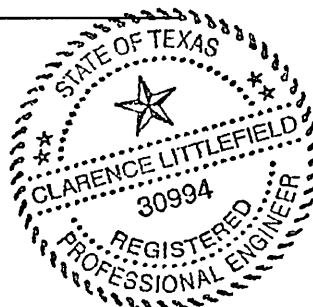
2:00 P.M.

BIDDER	Total Base Bid	Start/Completion
Travis Hobbs Construction	\$ 164,139.50	After approved submittals/120 days
Black Castle General Contractor	\$ 171,596.50	5-15-16/90 days
Wauters Engineering, LLC	\$ 182,139.38	6-1-16/90 days
Mercer Construction Company	\$ 199,415.00	5-15-16/180 days
R. L. Jones, LP	\$ 203,036.00	90 days
Nelson Lewis, Inc.	\$ 234,875.00	TBD/90 days
Lone Star Sitework	\$ 267,708.28	5-1-16/60 days

I, Clarence L. Littlefield, Registered Professional Engineer, do hereby declare that the above Bid Tabulations were taken directly from the Bid Opening on April 7, 2016 at 2:00 P.M.

The seal appearing on this document was authorized by Clarence Littlefield, P.E. (Texas Serial #30994) on the date indicated. Alteration of this sealed document without proper notification to the responsible engineer is an offense under the Texas Engineering Practice Act.


 CLARENCE L. LITTLEFIELD, P.E. #30994
 Registered Professional Engineer of Texas
 Southwest Engineers, Inc.



CITY OF LA VERNIA
Contract B - Water Lines and Electrical
 SWE Project No. 0200-024-16
BID TABULATION

BASE BID		TRAVIS HOBBS CONSTRUCTION		BLACK CASTLE GC	
		Unit Price	Total Price	Unit Price	Total Price
1.	2,350 L.F. 10" PVC Pipe	\$ 24.00	\$ 56,400.00	\$ 23.00	\$ 54,050.00
2.	275 L.F. 6" PVC Pipe	\$ 18.50	\$ 5,087.50	\$ 14.00	\$ 3,850.00
3.	1 L.S. Well Head Piping	\$ 16,554.00	\$ 16,554.00	\$ 38,710.00	\$ 38,710.00
4.	1 EA. 10" Gate Valve	\$ 3,500.00	\$ 3,500.00	\$ 2,320.00	\$ 2,320.00
5.	0.25 TON Miscellaneous Ductile Iron Fittings	\$ 13,000.00	\$ 3,250.00	\$ 7,370.00	\$ 1,842.50
6.	1 L.S. Remove Cap at Well No. 6	\$ 4,700.00	\$ 4,700.00	\$ 3,960.00	\$ 3,960.00
7.	1 L.S. All Electrical Equipment & Control Components	\$ 55,452.00	\$ 55,452.00	\$ 47,970.00	\$ 47,970.00
8.	1 L.S. Site Chain Link Fence	\$ 16,596.00	\$ 16,596.00	\$ 15,150.00	\$ 15,150.00
9.	104 L.F. 8" Compacted Limesotne Base at Driveway Repairs	\$ 25.00	\$ 2,600.00	\$ 36.00	\$ 3,744.00
Total Base Bid (Items 1 - 9)			\$ 164,139.50		\$ 171,596.50

CONTINGENT BID ITEM		Unit Price	Total Price	Unit Price	Total Price
1C.	L.F. Trench Safety Protection	\$ 1.00		\$ 3.00	

I, Clarence L. Littlefield, Registered Professional Engineer declare that the above Bid Tabulations were taken directly from the Bid Opening on April 7, 2016 at 2:00 P.M.



[Signature]
 CLARENCE L. LITTLEFIELD, P.E. #30994
 REGISTERED PROFESSIONAL ENGINEER OF TEXAS
 SOUTHWEST ENGINEERS, INC.

The seal appearing on this document was authorized by Clarence Littlefield, P.E. (Texas Serial #30994) on the date indicated. Alteration of this sealed document without proper notification to the responsible engineer is an offense under the Texas Engineering Practice Act.

CITY OF LA VERNIA
Contract B - Water Lines and Electrical
 SWE Project No. 0200-024-16
BID TABULATION

BASE BID			MERCER CONSTRUCTION		R. L. JONES	
			Unit Price	Total Price	Unit Price	Total Price
1.	2,350 L.F.	10" PVC Pipe	\$ 28.00	\$ 65,800.00	\$ 29.00	\$ 68,150.00
2.	275 L.F.	6" PVC Pipe	\$ 20.00	\$ 5,500.00	\$ 20.00	\$ 5,500.00
3.	1 L.S.	Well Head Piping	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
4.	1 EA.	10" Gate Valve	\$ 1,875.00	\$ 1,875.00	\$ 4,500.00	\$ 4,500.00
5.	0.25 TON	Miscellaneous Ductile Iron Fittings	\$ 6,800.00	\$ 1,700.00	\$ 7,000.00	\$ 1,750.00
6.	1 L.S.	Remove Cap at Well No. 6	\$ 1,500.00	\$ 1,500.00	\$ 6,500.00	\$ 6,500.00
7.	1 L.S.	All Electrical Equipment & Control Components	\$ 76,000.00	\$ 76,000.00	\$ 58,000.00	\$ 58,000.00
8.	1 L.S.	Site Chain Link Fence	\$ 19,000.00	\$ 19,000.00	\$ 30,700.00	\$ 30,700.00
9.	104 L.F.	8" Compacted Limesotne Base at Driveway Repairs	\$ 10.00	\$ 1,040.00	\$ 9.00	\$ 936.00
Total Base Bid (Items 1 - 9)				\$ 199,415.00		\$ 203,036.00

CONTINGENT BID ITEM			Unit Price	Total Price	Unit Price	Total Price
1C.	L.F.	Trench Safety Protection	\$ 1.00		\$ 5.00	

BASE BID			LONE STAR SITEWORK	
			Unit Price	Total Price
1.	2,350 L.F.	10" PVC Pipe	\$ 60.25	\$ 141,587.50
2.	275 L.F.	6" PVC Pipe	\$ 64.18	\$ 17,649.50
3.	1 L.S.	Well Head Piping	\$ 25,250.78	\$ 25,250.78
4.	1 EA.	10" Gate Valve	\$ 2,410.00	\$ 2,410.00
5.	0.25 TON	Miscellaneous Ductile Iron Fittings	\$ 13,014.00	\$ 3,253.50
6.	1 L.S.	Remove Cap at Well No. 6	\$ 1,205.00	\$ 1,205.00
7.	1 L.S.	All Electrical Equipment & Control Components	\$ 55,802.00	\$ 55,802.00
8.	1 L.S.	Site Chain Link Fence	\$ 18,990.00	\$ 18,990.00
9.	104 L.F.	8" Compacted Limesotne Base at Driveway Repairs	\$ 15.00	\$ 1,560.00
Total Base Bid (Items 1 - 9)				\$ 267,708.28

CONTINGENT BID ITEM			Unit Price	Total Price
1C.	L.F.	Trench Safety Protection	\$ 4.00	

		10/2015 Thru 09/2016		Budget Analysis				
Account Number	Description	Budget	Actual	Balance	%	New Budget	+/-	New %
10-400-010	AD VALORUM TAXES - CURRENT	180,705.00	161,781.52	18,923.48	90%	180,705.00	-	90%
10-400-015	AD VALORUM TAXES - DELINQUENT	5,000.00	888.79	4,111.21	18%	5,000.00	-	18%
10-400-020	AD VALORUM TAXES - ATT FEES	600.00	202.83	397.17	34%	600.00	-	34%
10-400-025	AD VALORUM TAXES - PEN & INT	2,000.00	592.85	1,407.15	30%	2,000.00	-	30%
10-400-030	AD VALORUM TAXES - TAX CERT	125.00	75.00	50.00	60%	125.00	-	60%
10-400-050	PARK USE INCOME	4,000.00	5,307.35	(1,307.35)	133%	5,700.00	1,700	93%
10-400-055	CUSTOMER SERVICE INSPECTIONS	100.00	0.00	100.00	0%	0.00	(100)	0%
10-400-060	FOOD LICENSE INCOME	9,000.00	9,270.00	(270.00)	103%	10,000.00	1,000	93%
10-400-065	PERMITS	50,000.00	34,854.16	15,145.84	70%	50,000.00	-	70%
10-400-066	VARIANCE, ZONING, SUP REQUEST	0.00	100.00	(100.00)		200.00	200	50%
10-400-071	CONTRACTOR REGISTRATION	4,000.00	1,725.00	2,275.00	43%	4,000.00	-	43%
10-400-080	INTEREST INCOME	1,500.00	372.61	1,127.39	25%	750.00	(750)	50%
10-400-090	RESTITUTION	350.00	10.00	340.00	3%	350.00	-	3%
10-400-095	MISC INCOME	2,500.00	656.42	1,843.58	26%	2,500.00	-	26%
10-400-110	STATE SALES TAX	609,000.00	223,744.99	385,255.01	37%	609,000.00	-	37%
10-400-115	PROPERTY RELIEF SALES TAX	149,504.00	55,936.25	93,567.75	37%	149,504.00	-	37%
10-400-120	MIXED BEVERAGE TAX	500.00	2,059.27	(1,559.27)	412%	6,000.00	5,500	34%
10-400-125	NSF CHECK FEE	100.00	0.00	100.00	0%	100.00	-	0%
10-400-150	FRANCHISE TAX	50,000.00	35,898.45	14,101.55	72%	50,000.00	-	72%
10-400-151	AMERICAN TOWER LEASE	12,360.00	42,730.81	(30,370.81)	346%	42,750.00	30,390	100%
10-400-155	CERTIFICATE OF OCCUPANCY	500.00	125.00	375.00	25%	500.00	-	25%
10-400-451	LEOSE TRAINING INCOME	1,200.00	971.00	229.00	81%	1,200.00	-	81%
10-400-901	MISCELLANEOUS POLICE INCOME	4,000.00	0.00	4,000.00	0%	4,000.00	-	0%
10-410-285	MISC INCOME	500.00	2.05	497.95	0%	500.00	-	0%
10-410-296	COPS LVISD	100,000.00	24,927.19	75,072.81	25%	100,000.00	-	25%
10-410-297	LVISD ADMINISTRATION FEES	12,000.00	26,278.85	(14,278.85)	219%	12,000.00	-	219%
10-410-298	POLICE REPORTS	700.00	288.00	412.00	41%	700.00	-	41%
10-410-299	LEASE PROCEED INCOME	12,127.00	0.00	12,127.00	0%	12,127.00	-	0%
10-415-315	INDINGENT DEFENSE FUND (IDF)	750.00	656.17	93.83	87%	750.00	-	87%
10-415-320	LOCAL VIOLATION	1,000.00	930.25	69.75	93%	1,000.00	-	93%
10-415-325	MOVING VIOLATION FEE (MVF)	50.00	21.65	28.35	43%	50.00	-	43%
10-415-330	STATE JURY FEE (JRF)	1,400.00	1,196.34	203.66	85%	1,400.00	-	85%
10-415-335	STATE JUDICIAL SUPPORT FUND (J	2,000.00	1,802.51	197.49	90%	2,000.00	-	90%
10-415-340	STATE CONSOLIDATED COURT COST	14,000.00	12,003.37	1,996.63	86%	14,000.00	-	86%

Account Number	Description	10/2015 Through 09/2016 Budget Analysis		Balance	%	New Budget	+/-	New %
		Budget	Actual					
10-415-345	STATE TRAFFIC FINE (STF)	9,000.00	6,495.14	2,504.86	72%	9,000.00	-	72%
10-415-355	FINE	28,000.00	20,006.20	7,993.80	71%	28,000.00	-	71%
10-415-360	TIME PAYMENT FEE	1,000.00	650.00	350.00	65%	1,000.00	-	65%
10-415-365	WARRANT FEE	3,000.00	2,500.00	500.00	83%	3,000.00	-	83%
10-415-370	ADMINISTRATIVE FEE	1,000.00	864.80	135.20	86%	1,000.00	-	86%
10-415-371	DISMISSAL FEE	350.00	180.00	170.00	51%	350.00	-	51%
10-415-372	ARREST FEE	1,200.00	1,335.42	(135.42)	111%	1,500.00	300	89%
10-415-375	COLLECTION FEE (AMS)	1,000.00	0.00	1,000.00	0%	1,000.00	-	0%
10-415-380	OMNI COLLECTION FEE	1,000.00	1,440.00	(440.00)	144%	1,800.00	800	80%
10-415-385	DEFERRED FEE	9,000.00	11,649.40	(2,649.40)	129%	15,000.00	6,000	78%
10-415-390	CHILD SAFETY FINE	100.00	20.00	80.00	20%	100.00	-	20%
10-415-391	SCHOOL ZONE VIOLATION FEE	400.00	1,075.00	(675.00)	269%	1,500.00	1,100	72%
10-415-392	TRUANCY PREVENTION FEE	750.00	556.17	193.83	74%	750.00	-	74%
10-415-395	RESTITUTION INCOME	750.00	160.00	590.00	21%	500.00	(250)	32%
	Revenue Total	1,288,121.00	692,340.81	595,780.19	54%	1,334,011.00	45,890	52%
10-500-010	WAGES - CODE ENFORCEMENT	35,000.00	4,079.80	30,920.20	12%	34,800.00	(200)	12%
10-500-110	SOCIAL SECURITY	2,700.00	266.22	2,433.78	10%	2,700.00	-	10%
10-500-115	TMRS	900.00	15.50	884.50	2%	900.00	-	2%
10-500-150	EMPLOYEE INSURANCE	5,350.00	314.44	5,035.56	6%	5,350.00	-	6%
10-500-230	DUES AND SUBSCRIPTIONS	200.00	128.00	72.00	64%	200.00	-	64%
10-500-240	TELEPHONE	300.00	0.00	300.00	0%	300.00	-	0%
10-500-250	UNIFORMS	0.00	137.50	(137.50)	0%	200.00	200	0%
10-500-270	TECHNOLOGY/SOFTWARE UPGRADES	6,000.00	5,810.29	189.71	97%	6,000.00	-	97%
10-500-271	MEDIA	1,000.00	0.00	1,000.00	0%	1,000.00	-	0%
10-500-300	CONTRACT SERVICES - BV	28,200.00	10,421.45	17,778.55	37%	28,200.00	-	37%
10-500-320	WORKERS COMP INSURANCE	160.00	104.64	55.36	65%	160.00	-	65%
10-500-410	LEGAL & PROFESSIONAL - ENGINEE	80,000.00	24,230.89	55,769.11	30%	80,000.00	-	30%
10-500-420	LEGAL & PROFESSIONAL - LEGAL	5,000.00	0.00	5,000.00	0%	5,000.00	-	0%
10-500-425	MUNI CODES	4,500.00	56.00	4,444.00	1%	4,500.00	-	1%
10-500-450	EMPLOYEE TRAINING	1,500.00	0.00	1,500.00	0%	1,500.00	-	0%
10-500-610	VEHICLE FUEL	300.00	128.10	171.90	43%	300.00	-	43%
		171,110.00	45,692.83	125,417.17	27%	171,110.00	-	27%

Account Number	Description	10/2015 Through 09/2016 Budget Analysis		Balance	%	New Budget	+/-	New %
		Budget	Actual					
10-510-010	WAGES - GENERAL	124,000.00	65,434.95	58,565.05	53%	124,000.00	-	53%
10-510-110	PAYROLL TAXES	11,000.00	5,685.03	5,314.97	52%	11,000.00	-	52%
10-510-115	TMRS	4,000.00	2,169.82	1,830.18	54%	4,000.00	-	54%
10-510-150	EMPLOYEE INSURANCE	13,000.00	7,448.50	5,551.50	57%	13,000.00	-	57%
10-510-210	OFFICE EXPENSE	3,000.00	1,408.26	1,591.74	47%	3,000.00	-	47%
10-510-212	OFFICE EQUIPMENT RENTALS	8,000.00	4,833.29	3,166.71	60%	8,000.00	-	60%
10-510-215	OFFICE CLEANING	7,000.00	4,099.53	2,900.47	59%	7,000.00	-	59%
10-510-220	OFFICE SUPPLIES	3,000.00	2,525.33	474.67	84%	3,000.00	-	84%
10-510-230	DUES AND SUBSCRIPTIONS	4,000.00	2,611.00	1,389.00	65%	4,000.00	-	65%
10-510-240	TELEPHONE	9,000.00	6,989.52	2,010.48	78%	9,000.00	-	78%
10-510-250	UNIFORMS	2,000.00	1,512.81	487.19	76%	2,000.00	-	76%
10-510-260	POSTAGE	2,000.00	970.88	1,029.12	49%	2,000.00	-	49%
10-510-270	TECHNOWLEDGE/SOFTWARE UPGRADI	28,000.00	26,811.65	1,188.35	96%	28,000.00	-	96%
10-510-290	UTILITIES	7,500.00	4,740.25	2,759.75	63%	7,500.00	-	63%
10-510-310	PROPERTY & LIABILITY INSURANCE	2,086.00	1,866.00	220.00	89%	2,086.00	-	89%
10-510-320	WORKERS COMP INSURANCE	900.00	850.32	49.68	94%	900.00	-	94%
10-510-330	BONDING	100.00	0.00	100.00	0%	100.00	-	0%
10-510-420	LEGAL & PROFESSIONAL - LEGAL	13,000.00	10,642.02	2,357.98	82%	13,000.00	-	82%
10-510-421	LEGAL & PROFESSIONAL - COLLECT	2,000.00	537.20	1,462.80	27%	2,000.00	-	27%
10-510-435	FOOD LICENSE EXPENSE	5,000.00	3,400.00	1,600.00	68%	5,000.00	-	68%
10-510-450	EMPLOYEE TRAINING	9,500.00	2,680.99	6,819.01	28%	9,500.00	-	28%
10-510-451	WCAD COLLECTION FEE	7,200.00	4,032.00	3,168.00	56%	7,200.00	-	56%
10-510-452	WCAC QUARTERLY PAYMENT	3,800.00	1,774.48	2,025.52	47%	3,800.00	-	47%
10-510-460	AUDIT EXPENSE	9,300.00	9,300.00	0.00	100%	9,300.00	-	100%
10-510-465	ELECTION EXPENSE	4,500.00	0.00	4,500.00	0%	4,500.00	-	0%
10-510-470	BANK SERVICE CHARGES	6,000.00	2,425.94	3,574.06	40%	6,000.00	-	40%
10-510-471	MERCHANT CREDIT CARD FEES	2,500.00	511.03	1,988.97	20%	2,500.00	-	20%
10-510-475	CONTRACT LABOR	2,500.00	2,100.00	400.00	84%	2,500.00	-	84%
10-510-476	CONTRACT SERVICES - CSI	100.00	0.00	100.00	0%	100.00	-	0%
10-510-490	ADS	750.00	306.00	444.00	41%	750.00	-	41%
10-510-495	ALARM SERVICES	750.00	378.00	372.00	50%	750.00	-	50%
10-510-610	VEHICLE FUEL	250.00	0.00	250.00	0%	250.00	-	0%
10-510-620	VEHICLE REPAIR	50.00	19.19	30.81	38%	50.00	-	38%
10-510-670	GENERAL SUPPLIES	2,000.00	254.00	1,746.00	13%	2,000.00	-	13%

Account Number	Description	10/2015 Thru 09/2016 Budget Analysis		Balance	%	New Budget	+/-	New %
		Budget	Actual					
10-510-690	EQUIPMENT PURCHASE	1,000.00	0.00	1,000.00	0%	1,000.00	-	0%
10-510-755	CITY PARK	8,000.00	4,292.99	3,707.01	54%	8,000.00	-	54%
10-510-900	CONTINGENCY FUND	4,400.00	0.00	4,400.00	0%	4,400.00	-	0%
10-510-920	MISCELLANEOUS EXPENSE	3,000.00	857.54	2,142.46	29%	3,000.00	-	29%
		314,186.00	183,468.52	130,717.48	58%	314,186.00	-	58%
10-515-010	WAGES - COURT	37,000.00	19,680.60	17,319.40	53%	37,000.00	-	53%
10-515-110	PAYROLL TAXES	2,800.00	1,307.91	1,492.09	47%	2,800.00	-	47%
10-515-115	TMRS	1,000.00	467.11	532.89	47%	1,000.00	-	47%
10-515-150	EMPLOYEE INSURANCE	4,900.00	2,299.43	2,600.57	47%	4,900.00	-	47%
10-515-210	OFFICE EXPENSE	500.00	87.37	412.63	17%	450.00	(50)	19%
10-515-230	DUES AND SUBSCRIPTIONS	100.00	40.00	60.00	40%	100.00	-	40%
10-515-271	TECHNOLOGY/SOFTWARE UPGRADES	2,600.00	2,610.00	(10.00)	100%	2,650.00	50	98%
10-515-320	WORKERS COMP INSURANCE	160.00	120.75	39.25	75%	160.00	-	75%
10-515-415	PROSECUTOR SERVICES	3,000.00	783.00	2,217.00	26%	3,000.00	-	26%
10-515-420	JURY EXPENSE	500.00	0.00	500.00	0%	500.00	-	0%
10-515-450	EMPLOYEE TRAINING	3,500.00	583.35	2,916.65	17%	3,200.00	(300)	18%
10-515-474	OMNI COLLECTION	900.00	1,014.00	(114.00)	113%	1,200.00	300	85%
10-515-550	STATE COURT COSTS	36,000.00	27,862.26	8,137.74	77%	36,000.00	-	77%
		92,960.00	56,855.78	36,104.22	61%	92,960.00	-	61%
10-520-010	WAGES - POLICE	267,000.00	137,715.60	129,284.40	52%	267,000.00	-	52%
10-520-011	CONTRACT LABOR	4,800.00	688.00	4,112.00	14%	4,800.00	-	14%
10-520-012	SHIFT DIFFERENTIAL	7,500.00	1,300.00	6,200.00	17%	7,500.00	-	17%
10-520-015	OVERTIME	7,500.00	6,878.43	621.57	92%	7,500.00	-	92%
10-520-020	CELL PHONE ALLOWANCE	4,800.00	1,500.20	3,299.80	31%	4,800.00	-	31%
10-520-110	PAYROLL TAXES	21,000.00	10,767.54	10,232.46	51%	21,000.00	-	51%
10-520-115	TMRS	7,200.00	4,009.28	3,190.72	56%	7,200.00	-	56%
10-520-150	EMPLOYEE INSURANCE	34,500.00	10,756.08	23,743.92	31%	34,500.00	-	31%
10-520-160	MEDICAL COST	2,500.00	0.00	2,500.00	0%	2,500.00	-	0%
10-520-210	OFFICE EXPENSE	2,500.00	963.27	1,536.73	39%	2,500.00	-	39%
10-520-220	OFFICE SUPPLIES	1,500.00	351.45	1,148.55	23%	1,500.00	-	23%
10-520-240	TELEPHONE	1,500.00	1,549.64	(49.64)	103%	3,000.00	1,500	52%

Account Number	Description	10/2015 Through 09/2016 Budget Analysis		Balance	%	New Budget	+/-	New %
		Budget	Actual					
10-520-250	UNIFORMS	3,540.00	207.96	3,332.04	6%	2,040.00	(1,500)	10%
10-520-270	TECHNOLOGY/SOFTWARE UPGRADES	20,000.00	15,884.22	4,115.78	79%	20,000.00	-	79%
10-520-310	PROPERTY & LIABILITY INSURANCE	7,800.00	6,981.00	819.00	90%	7,800.00	-	90%
10-520-320	WORKERS COMP INSURANCE	11,000.00	8,036.64	2,963.36	73%	11,000.00	-	73%
10-520-330	BONDING	500.00	250.00	250.00	50%	500.00	-	50%
10-520-400	PROFESSIONAL FEES	2,000.00	502.79	1,497.21	25%	2,000.00	-	25%
10-520-450	EMPLOYEE TRAINING	6,000.00	2,076.94	3,923.06	35%	6,000.00	-	35%
10-520-451	LEOSE TRAINING EXPENSE	1,198.00	0.00	1,198.00	0%	1,198.00	-	0%
10-520-477	LAB TEST	500.00	0.00	500.00	0%	500.00	-	0%
10-520-479	COPS LVISD CONTRACT PAY	100,000.00	36,055.45	63,944.55	36%	100,000.00	-	36%
10-520-499	ADS - PUBLICATIONS	300.00	207.00	93.00	69%	300.00	-	69%
10-520-600	VEHICLE PURCHASE	12,127.00	641.72	11,485.28	5%	12,127.00	-	5%
10-520-610	VEHICLE FUEL	22,000.00	7,813.86	14,186.14	36%	22,000.00	-	36%
10-520-620	VEHICLE REPAIR	10,000.00	5,469.57	4,530.43	55%	10,000.00	-	55%
10-520-670	GENERAL SUPPLIES	1,000.00	592.00	408.00	59%	1,000.00	-	59%
10-520-690	EQUIPMENT PURCHASES	7,500.00	627.85	6,872.15	8%	7,500.00	-	8%
10-520-910	WCSD DISPATCH	4,000.00	0.00	4,000.00	0%	4,000.00	-	0%
10-520-920	MICELLAENOUS	700.00	65.00	635.00	9%	700.00	-	9%
		572,465.00	261,891.49	310,573.51	46%	572,465.00	-	46%
10-530-010	WAGES - PUBLIC WORKS	55,000.00	27,353.52	27,646.48	50%	55,000.00	-	50%
10-530-011	CONTRACT LABOR	2,000.00	624.50	1,375.50	31%	2,000.00	-	31%
10-530-015	OVERTIME	3,250.00	2,775.24	474.76	85%	4,000.00	750	69%
10-530-110	PAYROLL TAXES	4,600.00	2,281.29	2,318.71	50%	4,600.00	-	50%
10-530-115	TMRS	1,400.00	415.91	984.09	30%	1,400.00	-	30%
10-530-150	EMPLOYEE INSURANCE	7,200.00	2,082.16	5,117.84	29%	7,200.00	-	29%
10-530-210	OFFICE EXPENSE	200.00	0.00	200.00	0%	200.00	-	0%
10-530-220	OFFICE SUPPLIES	200.00	33.32	166.68	17%	200.00	-	17%
10-530-240	TELEPHONE	2,150.00	43.29	2,106.71	2%	2,150.00	-	2%
10-530-250	UNIFORMS	6,000.00	3,094.39	2,905.61	52%	6,000.00	-	52%
10-530-310	PROPERTY & LIABILITY INSURNACE	4,500.00	4,026.00	474.00	89%	4,500.00	-	89%
10-530-320	WORKERS COMP INSURANCE	2,800.00	2,635.03	164.97	94%	2,800.00	-	94%
10-530-450	EMPLOYEE TRAINING	1,000.00	944.42	55.58	94%	1,000.00	-	94%
10-530-610	VEHICLE FUEL	14,000.00	6,210.11	7,789.89	44%	14,000.00	-	44%
10-530-620	VEHICLE REPAIR	5,000.00	2,872.85	2,127.15	57%	5,000.00	-	57%

Account Number	Description	10/2015 Thru 09/2016 Budget Analysis		Balance	%	New Budget	+/-	New %
		Budget	Actual					
10-530-655	REPAIR AND MAINTENANCE	8,000.00	7,542.98	457.02	94%	8,000.00	-	94%
10-530-660	TOOLS	3,000.00	115.04	2,884.96	4%	3,000.00	-	4%
10-530-670	GENERAL SUPPLIES	5,000.00	622.86	4,377.14	12%	4,250.00	(750)	15%
10-530-680	LANDSCAPE	500.00	0.00	500.00	0%	500.00	-	0%
10-530-690	EQUIPMENT	1,000.00	0.00	1,000.00	0%	1,000.00	-	0%
10-530-791	EQUIPMENT - BIG ITEMS	6,000.00	0.00	6,000.00	0%	6,000.00	-	0%
10-530-920	MISCELLANEOUS EXPENSE	4,600.00	4,295.09	304.91	93%	4,600.00	-	93%
		137,400.00	67,968.00	69,432.00	49%	137,400.00	-	49%
12-400-100	MUNICIPAL DEVELOPMENT DISTRICT	111,650.00	51,021.21	60,628.79	46%	111,650.00	-	46%
12-500-010	WAGES - MDD	84,000.00	39,837.52	44,162.48	47%	84,000.00	-	47%
12-500-020	CAR & CELL PHONE ALLOWANCE	7,500.00	3,420.04	4,079.96	46%	7,500.00	-	46%
12-500-110	SOCIAL SECURITY TAXES	7,000.00	3,093.58	3,906.42	44%	7,000.00	-	44%
12-500-115	TMRS	2,400.00	1,176.63	1,223.37	49%	2,400.00	-	49%
12-500-150	EMPLOYEE INSURANCE	9,900.00	2,631.66	7,268.34	27%	9,900.00	-	27%
12-500-310	PROPERTY & LIABILITY INSURANCE	600.00	537.00	63.00	90%	600.00	-	90%
12-500-320	WORKERS COMP INSURANCE	250.00	306.14	(56.14)	122%	250.00	-	122%
		111,650.00	51,002.57	60,647.43	46%	111,650.00	-	46%
14-400-010	STREET MAINTENANCE TAX	148,462.00	55,936.25	92,525.75	38%	148,462.00	-	38%
14-400-080	INTEREST INCOME	30.00	63.69	(33.69)	212%	100.00	70	64%
		148,492.00	55,999.94	92,492.06	38%	148,562.00	70	38%
14-500-100	STREET REPAIR	125,000.00	0.00	125,000.00	0%	125,000.00	-	0%
14-500-110	STREET CONTINGENCY	7,992.00	0.00	7,992.00	0%	7,992.00	-	0%
14-500-410	PROFESSIONAL - ENGINEERING	15,000.00	0.00	15,000.00	0%	15,000.00	-	0%
14-500-920	MISCELLANEOUS EXPENSE	500.00	0.00	500.00	0%	500.00	-	0%
		148,492.00	0.00	148,492.00	0%	148,492.00	-	0%

		10/2015 Thru 09/2016		Budget Analysis				
Account Number	Description	Budget	Actual	Balance	%	New Budget	+/-	New %
20-400-010	AD VALORUM TAXES - CURRENT	18,600.00	17,706.18	893.82	95%	18,600.00	-	95%
20-400-025	AD VALORUM TAXES - PEN & INT	350.00	108.80	241.20	31%	350.00	-	31%
20-400-080	INTEREST INCOME	0.00	3.05	(3.05)		10.00	10	31%
		18,950.00	17,818.03	1,131.97	94%	18,960.00	10	94%
20-800-800	BOND OBLIG 2003 SERIES - PRIN	16,000.00	16,000.00	0.00	100%	16,000.00	-	100%
20-800-810	BOND OBLIG 2003 SERIES - INT	2,577.00	2,577.40	(0.40)	100%	2,577.00	-	100%
20-800-820	BOND OBLIG 2003 SERIES - ADMIN	350.00	0.00	350.00	0%	350.00	-	0%
20-800-840	MISCELLANEOUS	23.00	0.00	23.00	0%	23.00	-	0%
		18,950.00	18,577.40	372.60	98%	18,950.00	-	98%
25-410-210	COURTHOUSE SECURITY FEES	0.00	900.24	(900.24)	0%	1,200.00	1,200	75%
25-900-100	ALARM SERVICES	650.00	0.00	650.00	0%	650.00	-	0%
25-900-920	MISCELLANEOUS EXPENSE	0.00	492.00	(492.00)	0%	500.00	500	0%
		650.00	492.00	158.00	76%	1,150.00	500	0%
35-410-270	STATE COURT COST - TECH FEE	0.00	1,200.34	(1,200.34)	0%	1,500.00	1,500	80%
35-900-100	ANNUAL SOFTWARE MAINTENANCE	1,500.00	0.00	1,500.00	0%	1,500.00	-	0%
40-400-080	INTEREST INCOME	300.00	290.14	9.86	97%	500.00	200	58%
40-400-095	MISC INCOME	2,000.00	1,705.23	294.77	85%	2,000.00	-	85%
40-400-125	NSF CHECK FEE	500.00	50.00	450.00	10%	500.00	-	10%
40-400-505	SALES TAX INCOME	15,000.00	7,463.83	7,536.17	50%	15,000.00	-	50%
40-400-510	WATER SALES	481,715.00	251,906.27	229,808.73	52%	481,715.00	-	52%
40-400-520	SEWER SALES	172,783.00	90,725.33	82,057.67	53%	172,783.00	-	53%
40-400-530	PENALTIES	11,000.00	5,316.05	5,683.95	48%	11,000.00	-	48%
40-400-540	OPER & MAINTENANCE	23,000.00	11,256.94	11,743.06	49%	23,000.00	-	49%
40-400-550	GARBAGE SALES	236,600.00	119,305.38	117,294.62	50%	236,600.00	-	50%
40-400-555	OVERPAYMENT	1,500.00	992.34	507.66	66%	1,500.00	-	66%

		10/2015 Through 09/2016 Budget Analysis							
Account Number	Description	Budget	Actual	Balance	%	New Budget	+/-	New %	
40-400-560	NEW WATER HOOKUP FEES	1,500.00	813.08	686.92	54%	1,500.00	-	54%	
40-400-565	NEW SEWER HOOKUP FEES	1,200.00	0.00	1,200.00	0%	1,200.00	-	0%	
40-400-570	RECONNECTIONS	6,000.00	22.17	5,977.83	0%	6,000.00	-	0%	
40-400-590	WATER DEPOSITS	10,000.00	7,300.00	2,700.00	73%	10,000.00	-	73%	
40-400-592	GREASE TRAP PERMITS	500.00	0.00	500.00	0%	500.00	-	0%	
40-400-595	ADJUSTMENTS	2,800.00	2,719.32	80.68	97%	2,800.00	-	97%	
		966,398.00	499,866.08	466,531.92	52%	966,598.00	200	52%	
40-540-010	WAGES	103,000.00	47,599.11	55,400.89	46%	103,000.00	-	46%	
40-540-015	OVERTIME	6,000.00	3,509.92	2,490.08	58%	6,000.00	-	58%	
40-540-110	PAYROLL TAXES	8,400.00	3,850.48	4,549.52	46%	8,400.00	-	46%	
40-540-115	TMRS	2,900.00	1,364.38	1,535.62	47%	2,900.00	-	47%	
40-540-150	EMPLOYEE INSURANCE	8,425.00	4,028.76	4,396.24	48%	8,425.00	-	48%	
40-540-210	OFFICE EXPENSE	1,000.00	1,166.95	(166.95)	117%	1,400.00	400	83%	
40-540-220	OFFICE SUPPLIES	400.00	0.00	400.00	0%	0.00	(400)	0%	
40-540-230	DUES AND SUBSCRIPTIONS	2,500.00	1,445.00	1,055.00	58%	2,500.00	-	58%	
40-540-240	TELEPHONE	3,500.00	2,197.66	1,302.34	63%	3,500.00	-	63%	
40-540-260	POSTAGE	2,500.00	1,484.19	1,015.81	59%	2,500.00	-	59%	
40-540-270	TECHNOLOGY/SOFTWARE UPGRADES	6,000.00	3,285.00	2,715.00	55%	6,000.00	-	55%	
40-540-280	RETURNED CHECK	300.00	0.00	300.00	0%	300.00	-	0%	
40-540-281	DEPOSIT REFUND	1,500.00	2,918.07	(1,418.07)	195%	4,000.00	2,500	73%	
40-540-284	APPLIED DEPOSIT REIMBURSEMENT	5,000.00	3,712.87	1,287.13	74%	5,000.00	-	74%	
40-540-290	UTILITIES	65,000.00	34,562.77	30,437.23	53%	65,000.00	-	53%	
40-540-310	PROPERTY & LIABILITY INSURANCE	6,000.00	5,370.00	630.00	90%	6,000.00	-	90%	
40-540-320	WORKERS COMP INSURANCE	4,500.00	2,909.55	1,590.45	65%	4,500.00	-	65%	
40-540-400	PROFESSIONAL FEES	1,000.00	0.00	1,000.00	0%	1,000.00	-	0%	
40-540-410	LEGAL & PROFESSIONAL - ENGINEE	1,500.00	0.00	1,500.00	0%	1,000.00	(500)	0%	
40-540-411	PERMITS & INSPECTIONS	4,500.00	3,233.18	1,266.82	72%	4,500.00	-	72%	
40-540-450	EMPLOYEE TRAINING & LICENSING	2,000.00	303.00	1,697.00	15%	2,000.00	-	15%	
40-540-455	CRWA MEETING REIMBURSEMENT	200.00	60.00	140.00	30%	200.00	-	30%	
40-540-460	AUDIT EXPENSE	9,250.00	9,250.00	0.00	100%	9,250.00	-	100%	
40-540-470	BANK SERVICE CHARGES	250.00	0.00	250.00	0%	250.00	-	0%	
40-540-471	PAYCLIX EXPENSE	1,000.00	1,660.91	(660.91)	166%	2,500.00	1,500	66%	
40-540-490	ADS	200.00	162.00	38.00	81%	200.00	-	81%	

Account Number	Description	10/2015 Thru 09/2016 Budget Analysis		Balance	%	New Budget	+/-	New %
		Budget	Actual					
40-540-620	VEHICLE REPAIR	500.00	0.00	500.00	0%	500.00	-	0%
40-540-710	GARBAGE COLLECTION EXPENSE	195,000.00	110,079.14	84,920.86	56%	195,000.00	-	56%
40-540-720	SALES TAX EXPENSE	15,000.00	6,127.36	8,872.64	41%	15,000.00	-	41%
40-540-810	SUPPLIES AND REPAIRS	25,000.00	33,095.73	(8,095.73)	132%	50,000.00	25,000	66%
40-540-820	WWTP OPERATION	110,000.00	35,879.55	74,120.45	33%	110,000.00	-	33%
40-540-830	WATER ANALYSIS LAB	4,000.00	1,654.00	2,346.00	41%	4,000.00	-	41%
40-540-840	CHEMICALS	8,000.00	2,821.94	5,178.06	35%	8,000.00	-	35%
40-540-880	BULK WATER PURCHASE	100,000.00	88,445.85	11,554.15	88%	140,000.00	40,000	63%
40-540-889	WATER PROJECT CONTINGENCY	48,257.00	0.00	48,257.00	0%	0.00	(48,257)	0%
40-540-901	WELL PROJECTS	0.00	12,643.04	(12,643.04)	0%	13,000.00	13,000	97%
40-540-902	LAND LEASE	5,000.00	5,000.00	0.00	100%	5,000.00	-	100%
40-540-906	EQUIPMENT PURCHASE	2,000.00	37,275.00	(35,275.00)	1864%	38,000.00	36,000	98%
40-540-909	C OF O 2011 PRINCIPAL	30,000.00	30,000.00	0.00	100%	30,000.00	-	100%
40-540-910	SARA LOAN PRINCIPAL	26,027.00	26,047.06	(20.06)	100%	26,027.00	-	100%
40-540-912	C OF O 2011 INTEREST	30,790.00	15,054.90	15,735.10	49%	30,790.00	-	49%
40-540-913	SARA LOAN INTEREST	19,999.00	19,998.72	0.28	100%	19,999.00	-	100%
40-599-500	CAPITAL OUTLAY	100,000.00	120,284.00	(20,284.00)	120%	130,000.00	30,000	93%
		966,398.00	678,480.09	287,917.91	70%	1,065,641.00	99,243.00	64%
41-400-010	2016 SERIES COO PROCEEDS	3,185,533.32	3,185,533.32	0.00	100%	3,185,533.32	-	100%
41-400-080	INTEREST INCOME	500.00	126.83	373.17	25%	500.00	-	25%
		3,186,033.32	3,185,660.15	373.17	100%	3,186,033.32	0.00	100%
41-500-100	WATER METERS	180,000.00	164,900.22	15,099.78	92%	180,000.00	-	92%
41-510-115	WATER LINE REPLACEMENT PROJECT	1,805,533.32						
41-510-115	ENGINEERING - WATER LINE	100,000.00	1,412.50	98,587.50	1%	100,000.00	-	1%
41-520-100	WATERWELL PROJECT	1,000,000.00						
41-520-115	ENGINEERING - WATER WELL #7	100,000.00	43,717.50	56,282.50	44%	100,000.00	-	44%
		3,185,533.32	210,030.22	169,969.78	7%	380,000.00	0.00	55%
50-400-080	INTEREST INCOME	16.00	15.33	0.67	96%	20.00	4	77%
50-400-585	WATER IMPACT FEES	7,000.00	6,906.86	93.14	99%	7,000.00	-	99%

		10/2015 Thru 09/2016							
		Budget Analysis							
Account Number	Description	Budget	Actual	Balance	%	New Budget	+/-	New %	
51-400-080	INTEREST INCOME	16.00	15.32	0.68	96%	20.00	4	77%	
51-400-580	SEWER IMPACT FEES	1,500.00	255.67	1,244.33	17%	1,500.00	-	17%	
		8,532.00	7,193.18	1,338.82	0.84	8,540.00	8.00	2.69	

FY 2015/16 Street Maintenance Projects Chip and Seal Overlay

Fund Balance	365,718	
Revenue to Date	55,983	
Proposed Revenue	94,280	
EOY Cash Balance	515,980	
Budget	(140,000)	
Add Projects		(47,500)
New Fund Balance	\$ 375,980	\$ 328,480

Material : Chip Seal

Recommended Projects		
DL Vest		10,000
San Antonio		33,000
Warren		13,000
Hillcrest		39,000
Engineering		15,000
		110,000
Additional Projects		
Forest		12,000
Dry Hollow		48,500
Kyle		8,000
King		4,000
Engineering		5,000
		77,500
Total		\$ 187,500

FY 2015/16 Budget	\$	140,000
Proposed Total	\$	(187,500)
Over/Under Budget	\$	(47,500)

FY 2015/16 Street Projects

	FY2016	FY 2017	FY 2018	FY 2019	FY 2020				
Fund Balance	365,718	\$ 328,930	\$ 309,218	\$ 424,771	\$ 449,001				
Prop Revenue	150,262	165,288.20	173,552.61	182,230.24	191,341.75				
Prop Expenses	(187,050)	(185,000)	(58,000)	(158,000)	(180,000)				
Est Fund Balance	\$ 328,930	\$ 309,218	\$ 424,771	\$ 449,001	\$ 460,343				
Recommended Projects									
DL Vest	10,000	Hackberry	9,500	Prinz	14,000	Country Garden	53,000	Dr. Martin	10,000
San Antonio	33,000	Kimball	25,500	Riverview	29,000	Garden Bend	14,000	River Street	40,000
Warren	13,000	Boeck	12,000	Engineering	15,000	Garden Field	4,000	Silverado/Warren	13,000
Hillcrest	39,000	McCoy	19,000			Industrial	18,000	Alexandria, Lauren J.	30,000
Engineering	15,000	Kingsdale	11,000			Nicholson	19,000	Newton	15,000
Forest	12,000	Cres	24,000			Canfield	35,000	CR 342	40,000
Dry Hollow	48,500	Mulbery	17,000			Engineering	15,000	Elise, Jewels, Meliss:	17,000
Kyle	8,000	Micha St	18,000					Engineering	15,000
King	4,000	Watco	34,000						
Engineering	5,000	Engineering	15,000						
Total Est Cost	187,500	185,000	58,000	158,000	180,000				

Note: This is a Chip & Seal overlay, not a complete reconstruction.

ENGINEER'S OPINION OF PROBABLE COST

Project: City of La Vernia, Sidewalk along DL Vest

Date: 2016-04-05

M&S Engineering, LLC
376 Landa Street
New Braunfels, Texas 78130
Office (830) 629-2988
FIRM F-1394



	Description	Units	Estimated Quantity	Unit Price	Extended Price
Option 1	4500.0	SF	6' wide Sidewalk	\$4.75	\$21,375.00
			Contingency, ROW Prep, Bond and Insurance	20%	\$4,275.00
				TOTAL	\$25,650.00
Option 2	3750.0	SF	5' wide Sidewalk	\$4.75	\$17,812.50
			Contingency, ROW Prep, Bond and Insurance	20%	\$3,562.50
				TOTAL	\$21,375.00

Assumes sidewalk is approximately 750 in length along the southwest side of DL Vest. Sidewalk is along property line and not adjacent to pavement.

Unit price derived from TxDOT Statewide Average dated February 29, 2016 for 4" Sidewalk (Item 531-6001)

http://www.dot.state.tx.us/insdtdot/orgchart/cmd/cserve/bidprice/s_0503.htm

Contents

CITY OF LA VERNIA..... 1

Article 1. Purpose 4

 Section 1.01. Basic Objectives 4

 Section 1.02. Applicability 4

Article 2. General Provisions..... 4

 Section 2.01. Code of Ethics 4

 Section 2.02. Political Activity 5

 Section 2.03. Disclosure of Religious Affiliations..... 6

 Section 2.04. Nepotism. 6

 Section 2.05. At Will Employer 6

 Section 2.06. Financial Responsibility of Employees..... 6

 Section 2.07. City-Owned Vehicles..... 6

 Section 2.08. Driver Insurability 7

 Section 2.09. Employment Conditions. 7

 Section 2.10. Equal Employment Opportunity Policy 7

 Section 2.11. Fitness Requirements 7

 Section 2.12. Gifts..... 7

 Section 2.13. City Property 7

 Section 2.14. Amendment and Revision of Rules..... 7

 Section 2.15. Violations of Policy 7

Article 3. Organization and Administration..... 8

 Section 3.01. Organization of Personnel. 8

 Section 3.02. Policy on Implementation & Administration of Personnel Policies..... 8

 Section 3.03. Policy on Dissemination of Personnel Policies. 9

Article 4. Applications and Conditions of Employment..... 10

 Section 4.01. Basis of Employment 10

 Section 4.02. Recruitment 10

 Section 4.03. Requests for Personnel..... 10

 Section 4.04. Applicant Preference 10

Section 4.05. Residence.....	10
Section 4.06. Announcements.....	11
Section 4.07. Application and Selection Procedures.....	11
Section 4.08. Physical Standards.....	11
Section 4.9. Standards of Conduct	11
Section 4.10. Types of Positions.....	11
Section 4.11. Disqualification for Employment.....	12
Section 4.12. Drug Screening.....	13
Section 4.13. Appearance Standards.....	13
Article 5. Attendance and Leave.....	14
Section 5.01. Vacation Leave.....	14
Section 5.02. Hours of Work.....	15
Section 5.03. Workweek.....	15
Section 5.04. Overtime and Compensatory Time.....	15
Section 5.05. On call Pay	16
Section 5.06. Attendance	16
Section 5.07. Holidays	16
Section 5.08. Sick Leave.....	17
Section 5.09. Military Leave.....	18
Section 5.10. Maternity and Emergency Leave.....	19
Section 5.11. Injuries.....	19
Section 5.12. Professional Leave with Pay	21
Section 5.13. Leave to Attend Voting, Jury Duty, Court Subpoenas.....	21
Section 5.14. Leave of Absence	22
Section 5.15. Absence Without Leave	22
Section 5.16. Physical Incapacity To Perform Assigned Work.....	22
Section 5.17. Accrual of Leave While on Extended Leave.....	23
Article 6. Wages and Salary	23
Section 6.01. Application of Rates.....	23
Section 6.02. Pay Rates for New Employees	23
Section 6.03. Part-time, Temporary and Seasonal Rates.....	23
Section 6.04. Pay Rates for New Positions	23
Section 6.05. Termination Pay.....	23
Article 7. Employment Verification and Termination.....	24
Section 7.01. Resignation	24

Section 7.02. Retirement.....	24
Section 7.03. Termination Interview	24
Section 7.04. Requests for Employment Verification.....	24
Article 8. Adverse Action	25
Section 8.01. Adverse Actions	25
Section 8.02. Lay Off.....	29
Section 8.03. Alcohol Misuse and Controlled Substance (Drug) Plan	29
Section 8.04. Notice Provisions	29
Article 9. Grievance Procedures	29
Section 9.01. General Guidelines	29
Section 9.02. Procedural Steps.....	30
Section 9.03. Grievances Without Basis.....	31
Section 9.04. Complaints from Supervisors or Non-employees.....	31
Section 9.05. Grievances against the City Administrator.....	31
Section 9.06. City Administrator Authority.....	31
Article 10. Benefits	31
Section 10.01. Retirement.....	32
Section 10.02. Uniforms	32
Section 10.03. Social Security.....	32
Section 10.04. Unemployment Compensation	32
Section 10.05. Insurance.....	32
Section 10.06. Worker's Compensation Insurance	32
Article 11. Safety.....	32
Section 11.01. General	32
Article 12. Harassment	32
Section 12.01. Sexual Harassment Policy	32
Section 12.02 Other Forms of Harassment	34
Article 13. Smoking Policy	34
Section 13.01. Smoking Policy.....	34
Article 14. Drug Abuse Policy.....	34
Section 14.01. Statement of Purpose.....	34
Section 14.02. Prohibitions.....	34
Section 14.03. Required Testing.....	35
Section 14.04. Required Testing.....	36
Section 14.05. Discipline.....	36

Section 14.06. Medical Review Officer.....	37
Section 14.07. Confidentiality and Record Keeping	37
Section 14.08. Employee Assistance Program (EAP).....	38
Section 14.09. Coordination with Law Enforcement Agencies.	39
Article 15. Internet and E-mail	39
Section 15.01. General Guidelines.	39
Section 15.02. Privacy.....	40
Section 15.03. Safety and Security.	41
Section 15.04. Personal Use.	41
Article 16. Travel Policy	41
Section 16.1 Per Diem	41
Section 16.2 Mode of Travel.....	42
Article 17. Reservation of Management Discretion	42
Section 17.01. No Implied Limitations.....	42
Section 17.02. Reservation of Rights.....	42
Section 17.03. Other Laws and Regulations	42

Article 1. Purpose

Section 1.01. **Basic Objectives.** The objective of this Personnel Policy is to facilitate efficient and economical service to the public and to provide for a fair and equitable system of personnel management. While these rules and policies include precise statements of policies and procedures, they are not intended to cover every conceivable personnel situation that may arise. These rules and policies may be supplemented with administrative regulations in addition to the rules and policies set forth. For this reason, considerable latitude is given the City Administrator for administration of these policies. It is expected that amendments and revisions affecting personnel policies will be made from time to time as necessary and desirable in the discretion of the City Administrator, subject to approval by the City Council.

Section 1.02. **Applicability.** These rules shall apply to and govern all employees of the City of La Vernia, except to the extent, if any, they are inconsistent with State or federal law. Words used in the singular shall be construed to include the plural and words used in the masculine or feminine gender shall be construed to include both genders.

Article 2. General Provisions

Section 2.01. **Code of Ethics.** All employees shall strive to uphold the Constitution and laws of the United States, the State of Texas, and the ordinances of the City of La Vernia, and all employees shall also strive to be:

- (a) Honest and trustworthy in what they say and write and in all professional and employment relationships;
- (b) Dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources;
- (c) Fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity, granting no special favors;
- (d) Shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of City officials and other employees;
- (e) Committed to accomplishing all tasks in a superior way, and abstaining from all job behavior that may tarnish the image of the City or public service;
- (f) Aware and recognize that public and political policy decisions are ultimately the responsibility of the City Council; and
- (g) Dedicated to service to improve the quality of life in the City of La Vernia.

This Code of Ethics requires hard work, courage, and difficult choices.

Section 2.02. Political Activity. 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 on duty or in uniform, engage in any political activity relating to a campaign for any elective public office. No employee of the City shall, at any time, make, solicit or receive any contribution to the campaign funds of any party, interest group or candidate for use in any City election; and no employee shall participate in any political activity or campaign for or with respect to any candidate in a City election.

For the purposes of this section, a person engages in a political activity if the person:

- (a) makes a public political speech supporting or opposing a candidate;
- (b) distributes a card or other political literature relating to the campaign of a candidate;
- (c) wears a campaign button;
- (d) circulates or signs a petition for a candidate;
- (e) solicits votes for a candidate; or
- (f) solicits campaign contributions for a candidate.

When not on duty or in uniform, an employee of the City may engage in political activity for and with respect to political parties, candidates and elections for and with respect to governments and entities other than the City; provided that an employee may not under any circumstance use the fact of his/her City employment to solicit campaign contributions for a candidate other than from members of an employee organization to which that person belongs; and provided further that this provision shall not be interpreted to prevent any employee of the City from making private comments to friends, family and co-workers about or with respect to any candidate for office.

Section 2.03. Disclosure of Religious Affiliations. No question in any text, in any application form, or in any personnel proceeding, or of any appointing authority, is intended to or shall be so framed as to attempt to elicit information concerning religious affiliations of any applicant or employee. No appointment to, or removal from, a position with the City shall be affected or influenced in any manner by any religious opinion or affiliation. Employees may decline to respond to any inquiry regarding religious affiliation.

Section 2.04. Nepotism.

(a) No person related, within the second degree of affinity (marriage) or within the third degree of consanguinity (blood), to the Mayor or any member of the City Council or the City Administrator shall be employed or appointed to any office, position or clerkship or other service of the City. This prohibition shall not apply, however, to any person who shall have been employed by the City prior to and at the time of election or appointment of the official related in the prohibited degree.

(b) Relatives and members of the immediate family shall not be appointed to serve in positions within the City unless specific written approval has been obtained from the City Administrator. Department Supervisors who believe any such appointment is justified may present to the City Administrator the reason and needs which are the basis for requesting the appointment. The City Administrator's written approval shall be required to make any such appointment official and the City Administrator's decision shall be final.

Section 2.05. At Will Employer. Employment with the City is for no 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.

Although adherence to these policies is considered a condition of continued employment, nothing in these policies alters an employee's status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and the City retains the right to terminate any employee at any time, for any or no reason.

Section 2.06. Financial Responsibility of Employees. Employees of the City are expected to maintain a good credit standing in the community and to pay obligations promptly. The City shall in no way serve as a collecting agency or arbitrator and employees shall make reasonable provision for the payment of personal debts, or take other appropriate action to assure such failure shall not interrupt, interfere with or be detrimental to the City services. Credit checks may be required for those applicants in offices of trust.

Section 2.07. City-Owned Vehicles. All employees who drive City-owned vehicles in the performance of their duties are responsible for their proper operation. No City vehicle, equipment, or emergency vehicle is to be used for personal business. No employee shall operate a City vehicle unless the employee shall have a valid driver's license appropriate for that vehicle; and any employee required to operate any motor vehicle as part of his/her job duties shall immediately notify the City Administrator, in writing, in the event the employee's driver's license expires, lapses or is suspended. An annual copy of each employee's Driver's License will be kept in their personnel file. There will be no use of any tobacco products in City vehicles. In case of accident, employees must notify City Administrator immediately. No passengers may be transported in City owned vehicles except as required for official duties.

Section 2.08. Driver Insurability. Employees whose positions require the operation of a motor vehicle are expected to obey all traffic laws and avoid accidents at all times, even when driving their own vehicles during non-working hours. Failure by such employees to maintain a satisfactory driving record shall be deemed a violation of this policy and shall subject the employee to dismissal. Employees whose employment duties include the operation of a City vehicle and whose license is suspended shall immediately inform the employee's Department Head and the City Administrator of such suspension. Offenses that are almost certain to result in action affecting employment include:

- (a) an arrest for driving under the influence of alcohol or drugs that results in an administrative suspension of a driver's license
- (b) a conviction for driving under the influence of alcohol or drugs
- (c) the operation of a City vehicle while his/her license is suspended.

Section 2.09. Employment Conditions. Subject to budgetary decisions and the discretion of the City Administrator, continued employment with the City shall be contingent upon the employee's compliance with the provisions of these rules. Within thirty (30) days after the adoption of these rules and at the time of employment of each new employee, a copy of these rules shall be furnished to each employee.

Section 2.10. Equal Employment Opportunity Policy. The City is an Equal Employment Opportunity Employer and discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, separation, or any other aspect of personnel administration, because of political or religious opinions or affiliations, or because of race, color, national origin, age, gender identification, marital status, or other non-merit factors is prohibited. In those instances, if any, in which specific age, sexual orientation, or physical or mental requirements constitute a necessary occupational qualification for proper and efficient administration, appropriate consideration of such factors is permitted.

Section 2.11. Fitness Requirements. It shall be the responsibility of each employee to maintain the minimum standard of fitness required for performing the individual's job.

Section 2.12. Gifts. An employee shall not accept any gift, gratuity or benefit from any person, contractor or vendor having contact with, doing business with, seeking to do business with, or that has within the immediate preceding twelve (12) calendar months done business with the City; provided that this section shall not be interpreted to include any pen, pencil, calendar, cap or similar item of de minimus value distributed by any such company for advertising purposes. Refer to the Ethics Policy.

Section 2.13. City Property. No employee may take, acquire or purchase any property of the City, of any nature or kind whatsoever, for himself or any other person.

Section 2.14. Amendment and Revision of Rules. Recommendations for amendment and revision of these rules may be made by the City Administrator to the City Council for its approval. These rules and any subsequent amendments thereto may be amended from time to time in the discretion of the City Administrator; provided only that no such amendment shall be effective until approved by the City Council.

Section 2.15. Violations of Policy. Any employee who violates any personnel policy of the City of La Vernia may be subject to disciplinary measures up to and including termination. Consideration may be given to the individual circumstances when determining the disciplinary actions to be taken.

Article 3. Organization and Administration

Section 3.01. Organization of Personnel.

(a) The City Council. The compensation of all appointive officers and employees is provided by the City Council through the budget process.

(b) The City Administrator. The City Administrator will advise the City Council on personnel matters and recommend changes in the personnel policies, rules and regulations, the compensation rates of appointive officers and other City employees,

The City Administrator is responsible for the administration of the personnel program of the City, with the prior approval of the City Council. The City Administrator may establish policies for the day to day management of the City which are not inconsistent with this Policy Manual and may discipline any employee of the City up to and including termination. No classification of employees or changes in employee pay or pay category may be made without the written approval of the City Administrator. The City Administrator may in writing authorize Department Heads to appoint and remove all employees of their respective departments.

(c) City Administrator Designee. The City Administrator Designee, herein the designee, may represent the City Administrator with regard to routine administration of all phases of these rules and policies.

(d) Department Heads. Department Heads are expected to effectively supervise their employees and to maintain proper working relationships and to ensure employee compliance with this manual and all other policies or procedures of the City. To that end, Department Heads

(i) may adopt and enforce departmental regulations that are not inconsistent with these rules and regulations;

(ii) shall report on the efficiency of their subordinates and notify the Designee of changes in the duties of the employees, in order that the City's classification plan may be maintained;

(iii) Department Heads shall set the example for all subordinates on behavior and compliance with the policies and procedures of the City and be subject to discipline by the City Administrator for such actions as failure to comply with the policies, rules and procedures including failure to adequately supervise personnel in the department such Department Head supervises;

(iv) Department Heads shall report all disciplinary matters to the Designee and coordinate discipline of employees with the Designee; and

(v) have the power of appointment and removal in their departments.

Section 3.02. Policy on Implementation & Administration of Personnel Policies.

(a) Implementation. The City Administrator and Department Head shall administer and implement the personnel policies of the City of La Vernia.

(b) Deviations From Policies.

(i) Subject to the right of the affected employee to appeal to the City Administrator, the Department Heads may deviate from these policies with respect to the assignment, discipline or termination of any employee when, such deviation is in the best interest of the City.

(iii) Take active steps to see that each employee has the opportunity to become knowledgeable on the policies; provided, however, the responsibility for being and remaining knowledgeable about these policies shall be the duty and obligation of the employee.

(d) Access To Policy Manuals. All employees are responsible for becoming familiar with the Personnel Policy Manual. Employees have the right to review the Master Personnel Policy Manual or the copy of the Personnel Policy Manual found in their departments, during the normal workday or at other times approved by the Designee or the employee's Department Head.

Article 4. Applications and Conditions of Employment

Section 4.01. Basis of Employment. All initial employment with the City shall be based on job related qualifications, including but not limited to, knowledge, skills, ability, physical fitness and required licenses, as determined under the authority of the City Administrator based upon:

(a) Education, training and work experience as reflected by the application form, plus other documentary evidence as to certification, registration, licenses, etc.

(b) Background check for conviction of crimes involving moral turpitude and (in connection with jobs involving the operation of motor vehicles) moving traffic violations. Any arrest and conviction for offenses, Class B misdemeanors and above will eliminate a candidate for employment unless specifically approved by the City Administrator. Public safety employees will be subject to background checks governed by administrative law of the licensing agency.

(c) Mandatory reference checks made by the HR designee and/or the Department Head of the department concerned.

(d) Specific positions may have additional basis of employment standards defined in the job description and application criteria posted by the Department Head.

(e) Annual criminal and motor vehicle background checks may be required for City employees.

Section 4.02. Recruitment. The City Administrator Designee is responsible for recruitment of all regular full-time, part-time, temporary and seasonal employees, and maintenance of all applications. Recruitment occurs through personal contact, through employment agencies, and/or by way of advertising.

Section 4.03. Requests for Personnel. When the Department Head submits a request to the City Secretary for persons to fill vacancies, such requests shall include the title of the position to be filled, contemplated initial salary or wages, desired training and/or experience qualifications as per the job description and such other pertinent information as may be needed.

Section 4.04. Applicant Preference. Other qualifications being equal among applicants, departments will give hiring preference to persons currently employed by the City.

Section 4.05. Residence. All employees required as part of the employee's duties to be on call will be expected to reside within a reasonable response time of the office as defined by the Department Head and as approved by the City Administrator. On call employees who intend to relocate are responsible for consulting with the responsible Department Head to confirm locations they are considering will remain within a reasonable response time.

Section 4.06. Announcements. The City Administrator, or designee, shall publically announce by appropriate means all job vacancies. Job vacancies may be posted on our City web-site, on bulletin boards located at City Hall, and the local newspaper. Each job announcement, insofar as practicable, shall specify the title salary, and nature of the job; the required qualifications; whether competition is open to the general public or restricted to City employees, and the application deadline. Each announcement shall also contain a statement affirming the City's commitment to a policy of equal employment opportunity. This provision does not preclude promotions or transfers being done internally without advertising.

Section 4.07. Application and Selection Procedures. Applicants for employment with the City shall complete an application form provided by the Department Head/City Secretary. Every applicable question on the form must be answered. Failure to answer all applicable questions may result in the disqualification of the applicant. All applicants shall be required to sign authorizations to release information regarding their employment history and driving record to the City. The City may make appropriate inquiries to verify education, experience, character, and required certificates and skills of an applicant prior to employment. In the case of applicants for positions which require driving a vehicle, the City will check the prospective employee's driving record prior to offering the applicant employment.

Section 4.08. Physical Standards.

(a) Medical Examinations. All new employees, and former employees seeking rehire, may be subject to undergoing a prescribed medical and physical examination (except for office personnel) to be made by some officially designated medical authority. Those positions specifically identified and designated by the Designee as positions requiring medical and physical examinations shall undergo a prescribed medical and physical examination to be made by the officially designated medical authority. The purpose of the examination will be the determination and certification of physical fitness and ability to perform the duties of the position to which appointment is being considered. Such examinations are to be made as near the effective date of employment as possible. The HR Office has the responsibility of making appointments and arrangements for obtaining the examination, and matters concerning the initiation and completion of the requirements should be taken up with the HR Office. TCLEOSE administrative law requires specific medical and psychological examinations for sworn officers, which will be scheduled by the police department in accordance with those laws.

(b) Exceptions. Physical standards and requirements will vary somewhat in accordance with the duties and working conditions as generally set forth in the specifications for various positions and also as to anticipated length of employment. The Designee will advise the examining medical officer regarding any special or unusual requirements of this nature. The opinion and recommendation of the examining medical officer will determine the acceptability of any person for employment, to perform the required duties of the position. The examining medical officer will complete and forward to the Designee the prescribed form indicating specific recommendations. Any discrimination on the basis of disability is prohibited. All applicable ADA (Americans With Disabilities Act) guidelines will apply.

Section 4.9. Standards of Conduct. Employees of the City are the "Good Will Ambassadors" of the City, and such status involves a degree of duty and obligation regarding public and private conduct above and beyond other classes of employment. City employees should at all times promote the good will and favorable attitude of the public toward the City Administration and its program and policies.

Section 4.10. Types of Positions.

Regular Full-Time Employee. Regular full-time employees are those employees that have completed the evaluation and training period, and that meet the other requirements of this section. Police Officers shall

be considered regular full-time employees if the position is budgeted for eighty (84) or more hours per two week period for fifty-two (52) weeks per year. Regular full-time employees may be considered exempt or non-exempt. Exempt employees shall have the same meaning as provided in the Fair Labor Standards Act. Non-exempt employees are generally paid by the hour, and are eligible for overtime compensation. Employees in regular full-time positions shall be eligible to participate in group insurance programs and be paid for holidays, and accrue vacation and sick leave.

(a) Part-time Employee. A part-time employee is an employee serving in a position that is budgeted for, or regularly scheduled to work no more than thirty-two (32) hours per week, fifty-two (52) weeks per year. Police personnel working less than the normal cycle are considered part-time employees. Part-time employees are not eligible for benefits.

Part-time employees shall not be eligible for vacation leave, sick leave, holidays, or be able to participate in any benefit program, including group insurance programs and other special benefit programs, unless specifically provided for in these policies, or required by State or Federal Law.

(b) Temporary Employee. A temporary employee is a part-time or full-time employee that is appointed for a specific period of time, with an anticipated date of termination indicated at time of appointment. Temporary employees are not eligible for benefits.

Temporary employees shall not be eligible for vacation leave, sick leave, holidays, or be able to participate in any benefit program, including group insurance programs and other special benefit programs, unless specifically provided for in these policies, or required by State or Federal Law.

(c) Evaluation and Training Employee. An Evaluation and Training employee is a newly hired, newly reassigned or newly re-hired employee in the first six months of employment. All such employees shall be subject to a six-month evaluation and training period, or longer if extended. All employees shall be subject to being placed on probationary status for disciplinary reasons for a term to be determined in writing at the time the probationary status is instituted. Employees may be discharged with or without cause for any reason during the evaluation and training period or anytime thereafter.

Section 4.11. Disqualification for Employment. The Designee or the Department Head of the applicable department may reject any application, which indicates on its face that the applicant does not possess the minimum qualifications required for the position if:

(a) the applicant does not meet the experience and/or education requirements of the job description for the position to which the applicant seeks appointment;

(b) the applicant appears to have made false statements in the application or in the examination or appears to have practiced or attempted to practice deception or fraud in connection with such application;

(c) the applicant tests positive for drug use;

(d) the position is one requiring more than 20 hours per week and the applicant is receiving pension benefits under a retirement plan of the City;

(e) the applicant refuses to participate in a retirement system or social security program required by this policy; or

(f) for any other grounds set forth in these policies, rules and regulations.

Section 4.12. Drug Screening. The City may perform pre-employment, post-accident, and reasonable cause drug screening of all employees in positions that mandate such screening. Random drug testing is also performed after all City related accidents.

Section 4.13. Appearance Standards.

General Grooming and Dress

The personal appearance of City employees is important because the impression that employees make on visitors influences their image of the City. Therefore, employees are expected to maintain a neat, well-groomed appearance at all times, to present themselves in a professional manner, and to avoid extremes in dress.

Employees are expected to use good judgment in their appearance and grooming, keeping in mind the nature of their work, their own safety and that of coworkers, and their need to interact with the public.

Employees who report to work improperly dressed or groomed may be instructed by their supervisor or manager, at his or her discretion, to return home to change. The time that the employee is absent for this purpose will be charged toward annual leave or must be made up.

General Guidelines

For purposes of clarifying what does or does not constitute appropriate dress, the following ground rules shall serve as a guide. In addition to these standards, the City reserves the right to address individual issues as they arise.

(a) Jewelry: Two earrings are permitted per ear. Earrings, bracelets and necklaces should be in keeping with business casual dress.

(b) Nails: Nails should be neatly trimmed and only fingernail polish that is in keeping with business casual dress should be worn.

(c) Hair: Hair must be neatly groomed and worn in a style that is in keeping with the business dress policy of moderation.

(d) Facial Hair: Beards and mustaches must be neatly trimmed and groomed.

(e) Makeup: Moderate makeup is permitted.

(f) Visible Tattoos and Pierced Body Parts: Pierced parts of the body, other than ears, may not be used to display jewelry at the workplace. Tattoos should be covered at the workplace.

(g) Fragrance: Mild or light fragrances may be worn by employees. Employees will be asked to refrain from the use of fragrance if it is irritating to coworkers.

(h) Women's Clothing: In general, women's clothing should be professional in appearance. Shorts are not permitted. Skirt and dress lengths should not be more than three inches above the knee. Tailored slacks and pant-suits are permitted. Dress shoes with heels that are low to medium in height are preferred.

(i) Men's Clothing: In general, men should wear dress shirts and ties. Pullover shirts with a collar may also be worn. Dress or casual shoes are the required footwear.

Fridays

Fridays will be designated "jean days." Employees will be expected to exercise good business judgment as to when it is appropriate to dress more formally on Friday for meetings or presentations at the City or outside the City. Jeans must be neat, clean and without holes. Casual slacks, pants, skirts and skorts (or "walking shorts") are also permissible.

The following articles of clothing are examples of clothing not considered appropriate for the workplace:

- (a) Nylon jogging suits
- (b) Shorts
- (c) Open sandals or beach shoes
- (d) Sweat suits or sweatshirts
- (e) T-shirts (unless covered)
- (f) Tank tops, halter tops or bare midriffs
- (g) Tight stretch pants without a covering top
- (h) Strapless or spaghetti-strap sun-dresses

Employee cooperation in following these guidelines will ensure that all employees may continue to enjoy the benefits of "business casual" Fridays.

Article 5. Attendance and Leave

Section 5.01. Vacation Leave. Vacation leave is earned by regular full-time employees according to the schedule set forth in paragraph (a) below. No vacation or other annual leave will be earned by temporary or part-time employees.

(a) Regular full-time employees shall be eligible for vacation leave as scheduled with the approval of the Department Head or, as applicable, City Administrator, to the extent of leave accrued and credited to the employee. Part-time employees shall not be eligible for vacation leave.

Vacation leave for all regular full-time employees shall accrue vacation leave as follows:

1 - 5	years service - 10.0 days per year	(3.076	(4.61)	hours	bi-weekly)
6 - 10	years service - 12.5 days per year	(3.846	(5.76)	hours	bi-weekly)
11 +	years service - 15.0 days per year	(4.615	(6.92)	hours	bi-weekly)

() is based on PD 12 hour shifts

(b) It shall be the duty of the respective Department Head to monitor vacation schedules to ensure that an adequate work force is available.

(c) No employee shall carry forward as of December 31st of each calendar year, more than 80 hours of vacation, leave in excess will be taken away. City Administrator may approve carryover for a specified time, not to exceed 30 days.

(d) Except as specifically provided for evaluation and training employees, vacation leave shall be credited to regular full-time employees on a pro-rata basis each bi-weekly pay period.

(e) All Evaluation and Training employees shall accrue vacation during the period of evaluation and training that will be credited to the employee upon successful completion of evaluation and training. Any employee resigning or being terminated during an evaluation and training period shall not be eligible for payment for the vacation time accrued during the evaluation and training period. During the evaluation and training period, no employee in training may use any vacation time until successful completion of evaluation and training without Department Head approval.

(f) In the event that an employee resigns, dies or is terminated after the satisfactory completion of evaluation and training, accrued vacation time up to the maximum permitted in (c) above will be paid to the employee or the employee's designated survivor.

(g) Employees on leave for more than fifteen (15) working days for an occupational injury or for any other reason except vacation will not accrue vacation time or sick time while away from work. Once the employee is released by their physician to return to work and the employee resumes full-time duties, the accrual will resume as provided in (a) above based on the employee's years of full-time service.

Section 5.02. Hours of Work. All offices of the City, except those for which special regulations are established, shall be kept open continuously from 8:00 a.m. until 5:00 p.m. Monday through Friday.

Section 5.03. Workweek.

(a) All full-time employees will work over thirty-two (32) hours per week; provided that all full-time Police Officers will work eighty (84) hours per fourteen (14) day work cycle, except in circumstances where a different schedule is required or management directs otherwise, and all regular full-time employees shall accrue all employee benefits as described herein.

(b) Except as specifically directed by the City Administrator from time to time for the accomplishment of City business, all offices and departments of the City will be closed on Saturday and Sunday except the Police Department, which must remain operating to continue service.

(c) Part-time employees will only receive pay for the time actually worked, which time must be verified by the appropriate Department Head. Part-time employees are not eligible for retirement, group insurance, or other similar benefits, including vacation, sick leave and holiday benefits.

(d) Temporary employees will only receive pay for the time actually worked, which time must be verified by the appropriate Department Head. Temporary employees are not eligible for vacation, sick leave, retirement, group insurance, holiday pay, or other similar benefits.

Section 5.04. Overtime and Compensatory Time. When necessary, in order to maintain the proper City services, employees may be required to work overtime. Non-exempt employees may receive overtime, or if an agreement is arrived at between the Department Head and the employee before the performance of work, the employee may accrue compensatory time. All non-exempt employees required to work overtime shall be compensated at one and one-half times their regular rate of pay. Information overtime must be documented on time sheet and approved by Department Head.

(a) All compensatory/overtime must be pre-approved by supervisors and will be allowed when deemed absolutely necessary to finish a project. Compensatory/overtime will only be paid after the employee has

worked forty (40) hours in that work week, or if the employee is a non-exempt police officer who worked in excess of eighty (84) hours in a bi-weekly period, or those who are eligible under FLSA.

(b) When ordered for the maintenance of essential City functions, compensatory/overtime shall be allocated as equitably as possible among all non-exempt employees qualified to do the work.

(c) Supervisors will initial all compensatory/overtime on the employee's time sheet.

(d) Department Heads are charged with authorizing the use of compensatory/overtime and likewise with assuring non-abuse of overtime or compensatory time and the inadvertent use of such by non-exempt employees.

(e) Exempt employees shall not be eligible for compensatory/overtime; provided that the City Administrator may grant limited compensatory time as appropriate in instances where an exempt employee has been required to work excessive hours over an extended period of time.

(f) An employee shall be permitted to use compensatory time within a reasonable period after making the request, if doing so does not unduly disrupt the operations of the employer

(g) Maximum number of compensatory time allowed to carry over each year is 40 hours.

Section 5.05. On call Pay. Positions eligible for on call pay are identified in the budget. There is a minimum of two hours of hour time pay for being called out. Employees on call must have a reasonable response time and have work phone on themselves.

Section 5.06. Attendance. Employees shall be in attendance at their work in accordance with the rules and schedule regarding hours of work, holidays and leaves established by their supervisor from time to time. If an employee has an unexpected absence, the employee shall call or notify his/her supervisor within the hour prior to when the employee is to report to work. Failure to notify the supervisor may result in disciplinary action. Excessive tardiness, neglect of duties, or unauthorized absences will be grounds for dismissal. If the immediate supervisor is not available to report the unexpected absence, the employee shall report to the City Administrator directly. Public safety employees shall report to the next person in the chain of command if their immediate supervisor is not available. All Department Heads shall report all expected absences for training, vacation and other planned leave as soon as known but not later than two weeks prior to such leave, unless good cause exists for less notice. All Department Heads shall report to the City Administrator any sick leave to be taken as soon as such is known. The Department Head shall ensure adequate supervision of the department in the absence of the Department Head. If no other supervisor exists for the department, the City Administrator, or designee, shall supervise the attendance of the department in the Department Head's absence and designate a supervisor of such department. All Department Heads shall keep daily attendance records of employees and all absences shall be reported on a leave form and turned in with the department time sheets each pay period. Department Heads shall report personal vacation time and sick time each pay period to the Designee. Department Heads shall be responsible for keeping true and accurate attendance records for each employee and ensuring each employee's attendance in compliance with this policy manual. The City Administrator may check time sheets for any department for accuracy.

Section 5.07. Holidays. The City will observe the following holiday schedule.

New Year's Day	Labor Day
President's Day	Columbus Day

Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
4th of July	Christmas Eve
Veteran's Day	Christmas Day
½ Day New Year's Eve	MLK Day

The City Council may add, change, or delete the official holidays. The following provisions shall apply to holidays:

(a) As many employees as reasonably possible in the discretion of the City Administrator shall be given each holiday off consistent with the maintenance of essential municipal functions.

(b) Regular full-time employees shall be entitled to a paid/credited holiday equal to eight (8) hours of such employee's regular rate of pay. No hours worked will be reflected on the employee's time sheets for holidays for which the employee is paid and does not work. Non-exempt Police Officers working eighty (84) hours bi-weekly will be paid/credited holiday equal to eight (8) hours or twelve (12) hours (depending on scheduled shift assignment for that day) of such employee's regular rate of pay.

(c) In the event any regular full-time employee of the City, except firefighters and Police Officers (above), is required to work on a City holiday, regardless of whether the employee was scheduled or not to work, such employee shall be credited with holiday compensatory time of eight (8) hours and be paid for the actual hours worked. Such compensatory time must be taken within the next pay period after it was earned unless approved by the City Administrator.

(d) For all employees regularly scheduled to work Monday through Friday, if a holiday falls on Sunday, the holiday will be observed the following Monday. If a holiday falls on a Saturday, the holiday will be observed the preceding Friday. For all other employees working a seven-day a week flexible schedule, the holiday shall be observed on the day upon which it falls.

(e) Temporary, part-time, and seasonal employees may be given holidays off without pay.

(f) An employee absent without leave on the workday immediately preceding or immediately following a holiday shall forfeit pay for the holiday and the other days off without leave, and may be subject to disciplinary action.

(g) Holidays falling within an employee's approved vacation period or within a period of absence approved for sick leave shall not be charged against the vacation or sick leave.

(h) An employee desiring to observe a religious holiday other than a listed City holiday, may, with the advance approval of the City Administrator or Department Head, be given time off without pay or may use accrued vacation leave.

(i) No holiday pay/credit will be granted for an employee who is out on an occupational injury.

Section 5.08. Sick Leave.

(a) Definition and Accrual Rates. Sick leave is defined as fully compensable absence from work arising from any illness, sickness, off the job accidental injury, or on the job injury as defined or allowed by Section 11 of this Article. All regular full-time employees shall accrue 3.07 hours of sick leave per pay period. Sick leave credit will commence with the first full month of employment. Temporary and part-time employees shall not accrue sick leave.

(b) Maximum Sick Leave Accrual. Unused sick leave time may be accumulated up to a maximum of 480 hours. Employees off work for more than fifteen (15) working days for an illness, injury, or occupational injury will not accrue sick leave while away from work. Once the employee is released by their physician to return to work and the employee resumes full-time duties, the accrual will resume as provided in (a) above.

(c) Proper Use of Sick Leave. Sick leave shall not be considered as a right which an employee may use at the employee's discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, the employee's spouse, or a dependent child, mother or father of the employee or the employee's spouse, or other legal dependent of the employee or the employee's spouse; provided that the Designee may authorize the use of sick leave in appropriate circumstances in which a non-dependent child, mother, father, or a spouse's child, mother or father require medical procedures or temporary care.

Employees who consistently use their sick leave as it is earned or who fail to accumulate sick leave may be required to submit a doctor's statement in support of illness. Failure to present same, if requested by Department Head, may result in such absence being recorded as "leave without pay" and may subject the employee to adverse action under Article 8. Minor ailments which would not affect the safety or health of the employee or other persons or property while performing job duties do not qualify an employee for sick leave.

(d) Reporting Sick Leave Absences. In order to receive compensation while on sick leave, an employee shall notify the employee's immediate supervisor within the hour prior to the time set for the employee to begin the employee's daily duties. If the employee is unable to contact his/her supervisor, the employee shall notify the supervisor's designee. Failure to give such notification, except in emergency or unusual circumstances, will cause an employee's absence to be charged as "leave without pay", and shall subject the employee to disciplinary action.

(e) Evidence of Illness. An employee claiming absence due to illness or injury for three (3) days or more is required to produce a doctor's statement supporting the time of absence, and a release from the doctor in writing when able to return to work. Failure to provide such a doctor's statement may result in disciplinary action.

Section 5.09. Military Leave. Military leave with pay shall not exceed fifteen (15) days during any calendar year and will be granted to regular full-time employees of the City who attend regular annual military training duty, and meet the requirements listed below. This leave must be scheduled with the Department Head and City Administrator, and shall be granted without loss of time or efficiency rating. Supporting documents and leave orders should be furnished to the Department Supervisor prior to taking leave. Such documents shall be placed with the timesheets. During the period of military duty, employees will receive a portion of wages in addition to their military pay to equal their current salary.

(a) Leave Credit. No credit for vacation leave or sick leave shall accrue during military leave that extends for more than 15 days in any one year. The employee's health, dental, and life insurance provided by the City at the time the military leave is taken will remain in effect during the time on leave for up to twelve (12) calendar weeks.

(b) Military Leave Allowance. Military leave will be permitted as required by §437.202, Texas Government Code., which provides in part as follows:

(i) All officers and employees of the State of Texas and of any county or political subdivision thereof, including municipalities, who shall be members of the State Military Forces, or members

of any of the Reserve Components of the Armed Forces, shall be entitled to leave of absence from their respective duties without loss of time or efficiency rating or vacation time or salary on all days during which they shall be engaged in authorized training or duty ordered or authorized by proper authority, for not to exceed fifteen (15) days in any one calendar year."

(ii) Members of the State Military forces, or members of any of the reserve components of the Armed Forces who are in the employ of the State of Texas, who are ordered to duty by proper authority shall, when relieved from duty, be restored to the position held by them when ordered to duty."

(c) Retirement System Credits. Employees who leave their deposits with the retirement system while on military leave shall retain their membership in the retirement system. The rules and regulations of the retirement system and federal law shall be applicable and control.

(d) Reinstatement Upon Return from Military Leave. All employees who have been granted a military leave of absence, and who apply for reinstatement with the City not later than thirty (30) days after being discharged or separated from the Armed Forces, will be re-employed in the same position or a position of like seniority and status at the then current rate of pay; provided that such employee is physically and mentally qualified for reinstatement. If, upon termination of such leave of absence, an employee is physically or mentally incapacitated and not qualified to perform the duties of the position held at the time of commencement of such absence, the employee shall be eligible for placement in such other position for which the employee may qualify. In the event two or more employees have occupied the same position and have been called into service, the first employee occupying and leaving such position after the effective date of this policy shall have first priority on reinstatement, the second person occupying and leaving such position shall have second priority, etc.

Section 5.10. Maternity and Emergency Leave.

(a) Maternity Leave. An employee shall be entitled to non-compensable maternity leave. An employee may be required to begin maternity leave at any point during the period of pregnancy if her physical condition unreasonably impairs her ability to perform the essential duties of her position. Such employee will be entitled to resume work following the termination of pregnancy when she is able to perform her job duties without danger to her health

(b) Bereavement Leave. All regular full-time employees may be granted emergency leave with pay for a period not to exceed three (3) days, or two (2) days for police officers working a twelve (12) hour shift in case of death of a husband, wife, father, mother, son, daughter, brother, sister, grandchild or grandparent of the employee or employee's spouse. Part-time and temporary employees may be granted leave of absence without pay in such cases. Time extensions may be granted with Department Head approval, or City Administrator approval.

Section 5.11. Injuries.

(a) General. Leave resulting from or necessitated by any cause, including injury and/or illness, shall not exceed 180 consecutive calendar days. Leave for more than 180 consecutive calendar days constitutes an unusual hardship on the City and may result in termination of employment. The City will have the right to follow the usual procedure to fill any position previously held by an employee that has been on leave for more than 180 days.

(b) Injury On the Job (Leave and Compensation). Injury leave is defined as compensable absence from work arising from an on the job accidental injury. When an employee is injured on the job, such injury

shall be immediately reported to the employee's supervisor, who shall take the steps the supervisor feels necessary to secure proper first aid or other treatment for the injured employee. The employee shall also complete an accident report and forward copies to the Designee within twenty-four (24) hours of the accident. The Department Head shall, to the extent the Department Head is aware of the injury, be further responsible for causing the report to be promptly completed and delivered to the Designee.

An employee injured on the job shall be granted injury leave, without pay except as listed below, for the period of time the employee is unable to perform the duties of the job. A doctor's statement that the employee is unable to return to work shall be required for an employee to receive injury leave. The continuation of injury leave so granted shall be in the discretion of the City and, subject to these policies and applicable law, may be terminated at any time. No employee injured on the job who is unable to return to work after fifteen (15) days shall accrue vacation leave or sick leave during the time away from work. While the employee is off work, and when physically able to do so, the employee shall make routine trips to visit with the Department Head on a weekly basis. The employee is responsible for getting to and from any follow-up doctor visits until a release from their physician is granted. Once the employee is released by their physician to return to work and actually returns to work, the employee will begin accruing vacation leave and sick leave as determined by the employee's years of service.

Any employee so injured on the job shall be covered by and entitled to the benefits provided under the Texas Worker's Compensation Act. Such employee's fitness and duty to return to work shall be determined under the provisions of the Worker's Compensation Act. During the period of such injury leave, the employee's compensation will be made up from:

(A) the weekly benefits payable under the Worker's Compensation Act;

(B) the disability benefits, if any, payable under the City group health and accident insurance program; and

(C) sick leave pay, from sick leave accrued prior to the injury, if any, in an amount that when combined with other benefit payments may equal but shall not exceed the employee's regular salary. An employee shall forfeit all rights to injury leave, as distinguished from the employee's rights under the Worker's Compensation Act, if the employee:

(A) is found to be working on a self employed basis or for any other employer during such period of leave, either part-time or full-time, for financial gain,

(B) resigns from City employment,

(C) is discharged, retires or dies,

(D) fails or refuses to comply with or follow, or disregards or violates the treating physician's instructions regarding treatment and/or rehabilitation of the injury,

(E) refuses to perform light, partial or part-time duty when offered by the Department Head and which does not require the employee to perform activities which are restricted by the treating physician,

(F) falsifies or misrepresents his/her physical condition or capability,

(G) refuses to return to duty on the working day the employee has been released to duty by the treating physician,

(H) fails to submit an acceptable physician's statement when requested by the employee's supervisor. A written release from the treating physician shall be required before the injured employee shall be allowed to return to work for either light duty or regular duties.

(c) Non Job Related Injury (Leave and Compensation). An employee injured or becoming ill off the job shall have the resulting absence from work, if any, charged against the employee's accumulated sick leave at a rate of one full hour for each full working hour's absence. During the period of such absence from work the employee's compensation will be made from:

- (i) the benefits payable under the City group health and accident insurance program, if any;
- (ii) any compensation which may be received as a result of employment by an outside insured employer, if any, provided that if such compensation is wages for time worked, the continuing compensation of the employee by the City will be subject to the Designee's approval; and
- (iii) payment from the City so as to make the total income equal to (but never in excess) of the employee's regular salary. Such payments by the City under (b)(C) above, shall be made only for such sick leave time as the employee may have accumulated to the employee's credit.

After the expiration of the employee's sick leave time all compensation payment by the City will cease and the employee will draw compensation benefits only from (A) and (B) above at the rates and in the amounts prescribed by the applicable insurance policies involved.

(d) Accidents Involving Motorized Equipment. If an employee is injured while operating motorized City equipment or if an auto accident in which the employee is injured occurs while the employee is on duty, a motor vehicle accident report form, as provided by the State, may be prepared by the City's Police Department. The Designee and Department Head shall be immediately notified and the Department Head shall respond to the scene of the accident. If able to do so, it shall be the employee's duty to notify the Department Head. It is the Department Head's responsibility to notify the Designee. A copy of the Police Department's accident report, and, to the extent possible given the employee's injuries, an accident report completed by the employee and the Department Head, shall be filed with the HR Office within 24 hours. All employees involved in accidents while operating City owned motorized equipment, consisting of damage greater than fifty dollars (\$50), between the hours of 8 am and 5 pm, Monday through Friday, must immediately be taken to lab for drug screen. After hours, in a situation when the employee must return to work which requires motorized equipment, a supervisor must take the employee for an immediate test. The supervisor will instruct the facility to call the HR department with the results of the test before the employee is allowed to return to work. The HR department will be on call 24/7. In all other after hours incidents, the employee must be taken off all motorized equipment until the test can be conducted the next business day. The supervisor should notify HR at the beginning of the next business day of the accident. In any case where an employee is taken for medical treatment, the release form will authorize release of test data.

Section 5.12. Professional Leave with Pay. Department Heads may grant employees special leave with pay and actual expenses to attend professional conferences, conventions or short courses or to visit other cities in the interest of the City, as authorized by the City Administrator. The City Administrator shall also determine whether or not an employee attending any such training will use a City vehicle, or be reimbursed for mileage for use of a personal vehicle.

Section 5.13. Leave to Attend Voting, Jury Duty, Court Subpoenas. All employees will be allowed time off (with pay if regular full-time employee) to attend the civic duties of voting in elections, serving as

members of jury panels, or appearing before any tribunal by virtue of subpoena or summons resulting from their City employment. All employees receiving a call to jury duty must promptly notify their supervisor. Regular full-time employees on jury duty shall be excused from duty without loss of pay. Should jury duty fall within a scheduled vacation period, the vacation period may be extended by a corresponding number of days, or the employee may schedule that number of days at another time. All employees who are requested to testify by the City, or who are subpoenaed as witnesses for the City or as a result of their employment with the City, shall appear in court, without loss of pay. Employees appearing in any matter unrelated to their City employment, or appearing voluntarily as an adversary witness against the City, shall not receive wages for answering a subpoena or testifying in court. Employees attending any administrative or judicial proceeding for personal business may use any vacation accrued to their credit for such purpose.

Section 5.14. Leave of Absence. Department Heads may grant leaves of absence without pay to any employee, with the approval of the City Administrator, not to exceed thirty (30) days in duration. Requests for such leave shall be in writing and submitted well in advance of the date the employee will commence such leave. Leaves of absence without pay may be granted for any legitimate purpose; however, employees will be obligated to show that the granting of such leave will not materially affect productivity of the Department. Leaves of absence without pay in no case shall exceed thirty days.

Section 5.15. Absence Without Leave. No employee may absent himself from duty for a day or any part of a day without permission of the employee's Department Head. Any such absence will be without pay and will subject the employee to disciplinary action.

Section 5.16. Physical Incapacity To Perform Assigned Work. Once it is determined by the Department Head or the Department Head's designee, based on the assessment of a licensed medical doctor, that an employee is not able to perform the required physical duties or tasks of the present position (regardless of whether the incapacity is due to on the job injuries, off the job injuries, or illness), then that employee will not be returned to full duty with the City until a medical doctor states in writing that the employee is able to perform all the required physical tasks or duties of the position. Wherever possible, the City may provide light or modified duty to an employee who has been released by a physician to return to work in a limited capacity.

Under this policy, light duty is construed to mean a temporary modification of the employee's regular duties on a full or part-time basis or assignment within the department or within another City department to a funded position which is compatible with the employee's current physical capabilities as determined by the employee's treating physician. The Department Head may identify and determine the availability of light duty positions within the department.

Once an employee has exhausted all sick leave, vacation leave, or injury leave granted under the previous sections of this chapter, additional leave may be addressed under the Family Medical Leave Act (See: Article 5, Section 5.17). After any additional leave authorized by FMLA is exhausted employment may be terminated; provided the employee may retain the City's health insurance if the employee notifies the Personnel Director and pays the rate as established by the City as required by the Consolidated Omnibus Budget Reconciliation Act ("COBRA"). Such coverage shall be limited to the minimum lengths of time established by COBRA.

Section 5.17. Accrual of Leave While on Extended Leave.

Employees on leave or otherwise off work for more than 15 consecutive business days will not accrue vacation or sick leave while on leave or away from work, unless approved otherwise in writing by the City Administrator.

Article 6. Wages and Salary

Section 6.01. Application of Rates. All employees occupying a position that is exempt from the overtime pay requirements shall be paid a semi-monthly, bi-weekly or monthly salary or wage within the range currently set for that position's class under the pay plan approved by the City Council. All employees must participate in direct deposit of their paycheck directly into their personal bank account. If an employee begins service in the middle of a pay period, the employee will be paid at the equivalent hourly rate for the total hours worked during that pay period. Toward that end the City Administrator may make surveys of whole departments, of occupational groups located in various departments, or may audit individual positions. Such classification reviews may be initiated by the City Administrator independently. However, it is the responsibility of the Department Heads to request such reviews when it comes to their attention that one or more positions under their jurisdiction are improperly classified. An employee may request a review of his or her position by pursuing the regular grievance procedures outlined elsewhere in these policies. All requests for classification review must be responded to with reasonable promptness by the City Administrator.

Section 6.02. Pay Rates for New Employees. Pay rates for new employees will normally be at the minimum hourly set by City Council during the budget session, based on recommendation of City Administrator and Department Head.

Section 6.03. Part-time, Temporary and Seasonal Rates. An employee who works regularly at less than the established work day or work week shall be paid by the hour or at a salary proportional to the amount of time worked. The hourly, semi-monthly, bi-weekly or monthly rates for part-time, temporary or seasonal employees shall be established by the Department Head and the City Administrator after giving due consideration to the ranges and pay rates in effect for similar positions in the current pay plan. Part-time, temporary, and seasonal employees shall not receive retirement benefits, health, dental or life insurance, vacation leave, sick leave, holiday pay or military leave pay.

Section 6.04. Pay Rates for New Positions. Whenever a new position is created the City Council will set pay during the budget session, based on recommendation by City Administration for the proper hourly, semi-monthly, bi-weekly or monthly pay range for the new position.

Section 6.05. Termination Pay. All employees who terminate employment with the City shall receive all pay which may be due, subject to the following qualifications and exceptions:

(a) Only regular full-time employees who have satisfactorily completed their probationary period prior to termination will be paid for accrued vacation leave up to 80 hours and if an employee terminates before the end of a pay period, the employee will be paid for the total hours actually worked through the employee's termination date at his/her calculated hourly rate; and

(b) Provided that payment for accrued vacation may be denied, or reduced, if the termination of the employee results from wrongful actions or misconduct of the employee; and provided further that any such payment for accrued vacation may be credited by the City to any sums or amounts the employee

owes the City, or to damages resulting from malicious, intentional or grossly negligent action of the employee with respect to property or assets of the City.

Article 7. Employment Verification and Termination

Section 7.01. Resignation. An employee who wishes to leave the employment of the City should give at least two (2) weeks notice to the employee's supervisor before the effective date of the resignation. Such notice shall be in writing and shall state the reasons for such resignation. Any employee who fails to give the City two (2) weeks notice shall not be eligible for rehire by the City without the City Administrator's approval. The Department Supervisor shall immediately notify the Designee and City Administrator of such resignation and indicate the reasons therefore, and whether the employee's services have been satisfactory. In no case shall an employee be allowed to take vacation leave, sick leave or holiday leave during the last two (2) weeks of employment unless approved by the City Administrator and the Department Head.

Section 7.02. Retirement. All regular full-time employees are required to become members of the Texas Municipal Retirement System (TMRS). Enrollment shall be accomplished in accordance with the TMRS guidelines. Members contribute a percentage of their gross salary each pay period toward retirement. The employee's and the City's percentage of contribution to TMRS is determined from time to time based on the City's level of participation in TMRS.

TMRS provides eligible employees with retirement benefits. The City has a 5 year vesting plan with retirement at or after age 60, or at any age after 20 years of participation in the TMRS plan. Accidental death and disability benefits are also incorporated into this retirement plan should an employee become qualified for disability benefits prior to retirement. Funds contributed by the employee may only be withdrawn upon retirement or resignation. Only the employee's contributions plus interest is refunded when an employee resigns or retires and elects to withdraw his/her contribution. Details of the retirement plan are outlined in the TMRS handbook available from the HR Office.

The TMRS participates in the proportionate retirement program provided for by state law. Proportionate retirement permits a member of TMRS and certain other pension plans to receive benefits based on years of membership with two or several participating plans, e.g. Counties, the State and certain cities that are not TMRS members. Prior service credit will be granted to employees for service performed for specific, various public entities, with the submission of proper paperwork in order to qualify an employee for benefits and a separate benefit from each entity.

Section 7.03. Termination Interview. The employee's termination interview and final pay check will be received from the City Administrator.

Section 7.04. Requests for Employment Verification. Information regarding the employment of all current and former City employees shall be verified upon written request made to the City Administrator. The designated representative of the Police Department in charge of providing information to the State for Peace Officer licensing. In the absence of a written request signed by the current or former employee, the Designee shall be authorized to verify only the following information:

- (a) The date the employee began employment with the City;
- (b) The date the employee ended employment with the City;

- (c) The employee's salary when beginning employment with the City and such salary when employment with the City ended;
- (d) The positions held while employed by the City;
- (e) The department(s) to which the employee was assigned while employed by the City; and
- (f) As permitted under the Labor Code Chapter 103, the Designee may respond to requests from a prospective employer seeking information on a prospective employee concerning job performance of a former or current employee of the City by providing information on job performance that the Designee reasonably believes to be true.

No person other than the Designee, the City Administrator or their designee shall be authorized to act on behalf of the City with respect to the verification of employment information.

Article 8. Adverse Action

Section 8.01. 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 Administrator or the City Administrator's designee determines that such action will promote the efficiency of the City's service.

(a) General. In determining whether its action with respect to any applicant or employee will promote the efficiency of service, the City shall consider the following:

- (i) Whether the prior history and conduct of the individual evidences that the individual may reasonably be expected to interfere with or prevent effective performance in the position applied for or employed in;
- (ii) Whether the prior history and conduct of the individual evidences that the individual may reasonably be expected to interfere with or prevent effective performance by the employing department or co-workers of the co-worker's respective duties and responsibilities;
- (iii) Whether the prior history, conduct, work related experience or performance of the individual evidences that the individual may not reasonably be expected to perform the job duties at an acceptable level of performance.

(b) Specific Factors. Among the factors which may be used in making a determination as to any applicant or employee, in addition to those set forth in paragraph (a) of this section, any of the following may be considered as a basis for adverse action:

- (i) Prior Employment. Delinquency, misconduct or poor working relationships in prior or current employment;
- (ii) Improper Conduct. Criminal, dishonest, infamous or notoriously disgraceful conduct, specifically including:
 - (1) Dishonesty. Stealing or taking employer property or other employees' property without proper authorization; misuse of employer or other employees' funds or property; cheating; forging or willfully falsifying reports, records, or documents, misuse of leave of absence; or any other false action detrimental to the employer or fellow employees.

(2) Disturbance. Fighting; using profane, abusive or threatening language; horseplay; causing injury to fellow employees through deliberate action or gross negligence; spreading false reports; or otherwise disrupting harmonious relationships between employees.

(3) Sabotage. Deliberate damage or destruction of City equipment or property; altering, removing or destroying City records; advocacy of or participating in unlawful trespass or seizure of City property; encouraging or engaging in slow-downs, sit-ins, strikes or any other concerted effort to limit or restrict employees from working.

(4) Misconduct. 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; or repeated convictions during service on misdemeanor charges such as speeding, reckless driving, or accidents involving injuries to persons or damage to property or equipment.

(iii) Misleading Information. False statements or deception or fraud in applications, examination or representations made for appointment or promotion.

(iv) Abuse of Drugs or Alcohol. Reporting to work or being "on call" in unfit condition, being under the influence of intoxicants or under the influence of controlled substances or dangerous drugs, including marijuana, narcotics, or drugs of any kind; or drinking intoxicants or taking into the body of an unlawful controlled substance or dangerous drug, including marijuana or a dangerous drug, during working hours, or possessing intoxicants or unlawfully possessing controlled substances, including marijuana, narcotics, or dangerous drugs, on City property or in City vehicles.

(v) Statutory. Any statutory disqualification which makes the individual unfit for the job or failure to meet and maintain requirements of the individual's job description.

(vi) Unsatisfactory Attendance. Excessive or unauthorized absence and/or tardiness.

(vii) Incompetence. Inability or unwillingness to perform assigned work satisfactorily.

(viii) Indifference toward Work. Failure to remain at work, inefficiency, loafing, carelessness, performing personal business during working hours, abuse of eating and/or rest periods, sleeping or being inattentive during working hours, interfering with work of others, mistreatment of the public or other employees, or leaving work without permission.

(ix) Insubordination. Willful failure or refusal to perform assigned work or fully comply with instructions or orders as requested by the supervisor or other members of management. If the employee believes the instruction or order is improper, the employee should obey the order or instruction and file a grievance later. This does not apply to imminently dangerous situations. If the employee believes the instruction or order, if followed, would result in physical injury to himself or another employee, or damage to City equipment, the employee should request immediate verification by the next higher level of supervision.

(x) Violation of Safety Rules. Smoking in prohibited areas; improper removal of safety guards, fire extinguisher's, or other equipment designed to protect employees; failure to use safety equipment or to follow safety rules; or failure to report an on-the-job injury, vehicle accident, or unsafe condition.

- (xi) Misuse of City Equipment or Services. Using, possessing, taking or providing any City equipment, credentials, or services for other than official City business without proper authority.
- (xii) Conduct. Conduct detrimental to the proper order, discipline and morale of City employees.
- (xiii) Political Activities. Conduct by an employee in violation of Section 2.02 of this policy.
- (xiv) Becoming a Candidate for Office. An employee who is considering becoming a candidate for any public office should be aware that an announcement for such office may constitute a resignation from the City service. An employee should consult with their personal legal counsel prior to announcing for public office and any such employee or their legal counsel may consult with the Designee and/or the City Administrator with respect to the position that may be taken by the City in the event of any such announcement.

(c) Additional Considerations. In making determination under paragraph (a) of this section, the City shall consider the following additional factors to the extent that these factors are deemed pertinent in the individual case:

- (i) The position for which the person is applying or in which the person is employed, including sensitivity;
- (ii) The nature and seriousness of the conduct;
- (iii) The circumstances surrounding the conduct;
- (iv) The recency of the conduct;
- (v) The age of the applicant or appointee at the time of the conduct;
- (vi) Contributing social or environmental conditions;
- (vii) The absence or presence of rehabilitation or efforts toward rehabilitation.

(d.) Policy on Evaluation and Training Period.

- (i) Evaluation and Training Period. All new, reassigned, or re-hired employees shall be in an evaluation and training period for six months after being employed or reassigned; clarifying reassignment to be a significant difference in work duties. The evaluation and training period shall be used to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs. Only those employees who satisfactorily meet performance standards during the evaluation and training period shall be retained.
- (ii) Completion of Evaluation and Training Period - New Employees. All new employees will be evaluated at least every three months during the six-month evaluation and training period. At the conclusion of the six-month period, all new employees will be evaluated by their supervisor. New public safety employee's training and evaluation periods will conform to the department's field training and evaluation policies. All new employees who have successfully completed the six (6) month evaluation and training period shall be removed from evaluation and training status and will be eligible for all benefits and privileges of employment enjoyed by other regular City employees. All new employees failing to successfully complete the six-month evaluation and training status shall not be eligible for employment with the City. Evaluation and training status may be continued upon agreement of the employee and the supervisor for additional three month periods. These employees may be discharged for any misconduct, with or without notice

to correct the misconduct. Employees discharged while on probation may appeal as provided in Article 9.

(iii) Promoted Employees.

(1) All promoted employees shall be required to complete a six month evaluation and training period [as in (ii) above] in the new position before the same promotion is considered to be fully approved.

(2) If a promoted employee cannot meet the requirements as set forth in the job description of the new position, the employee may be restored to the position from which he/she was promoted or to a comparable position.

(iv) Demoted Employees. Any employee being demoted as a result of a disciplinary action shall be subject to a 6 month probationary period in their new position.

(v) Disciplinary Probation. Any employee may be placed on disciplinary probation. The supervisor may, with the approval of the City Administrator, place any employee under the supervisor's management on disciplinary probation. The employee shall be notified in writing that the employee is being placed on disciplinary probation and the minimum term that such probation shall last. Employee's not successfully completing disciplinary probation or failing to comply with the standards established for employees of the City may be terminated or demoted without further notice.

(vi) Extension of Probation or Evaluation and Training Period. All employees serving on probationary status or in the evaluation and training period shall be subject to having such status extended for increments of three (3) months. Upon written recommendation of the Department Head such periods can be extended if approved by the City Administrator in writing. Failure to successfully complete a probationary or evaluation and training period shall be indicated in writing, including the duration of the extension and the improvements required, and provided to the employee.

(vii) Failure of Probation or Evaluation and Training Period. A probationary employee or evaluation and training employee may be separated or transferred at any time during the period when his or her fitness and/or quality of work are judged to be insufficient to merit continuation in the position. A newly-promoted employee shall be returned to his or her former type of position upon failure of probation or evaluation and training period if such position is available but shall not be disqualified from consideration for later advancement or rehire.

(viii) Appeal. Employees wishing to appeal failure of probation may follow the regular appeals procedure in Article 9.

(e) Demotion. If the adverse action is a demotion, it may be within the same salary range or to a position with a lower salary range, but in either case will be accompanied by at least some reduction in pay for the employee involved. No employee may be demoted to a position for which the employee does not possess the necessary minimum qualifications.

(f) Suspension. A suspension shall be with or without pay and shall not exceed thirty (30) calendar days except when based upon unusual circumstances or conditions and shall be approved in writing by the City Administrator. The City Administrator shall approve all suspensions without pay. Employees may be

suspended with or without pay for disciplinary reasons. No employee is entitled to suspension prior to termination.

(g) Notice. A supervisor may, with the approval of the Department Head, decide to demote, suspend or dismiss an employee. In such event, the employee should be promptly served with written notice and informed that the employee has the right to a hearing on the matter through the Grievance Procedure. If circumstances prevent the prompt presentation of such written notice, such employee should be instructed by the Department Head or supervisor to appear at the supervisor's office the next work day (or as soon thereafter as practicable) to receive the written notice and, if so desired by the employee, to initiate the appeal procedure. Any written disciplinary action should set forth:

- (i) examples of conduct, incidents, actions, or failures to act, that resulted in the discipline;
- (ii) the discipline to be imposed,
- (iii) the effective dates, and
- (iv) if the action is not a dismissal, the likely effect if the employee continues to perform, or to fail to perform, in the manner that resulted in the disciplinary action.

The written disciplinary action shall be filed with the City Administrator and a copy shall be delivered to the employee, or mailed to the employee's last known address by certified mail, return receipt requested. A copy shall be placed in the employee's personnel folder.

Section 8.02. Lay Off. The City Administrator may lay off an employee as a result of changes in duties or organization, or lack of work or funds. Where possible, a two-week written notice of lay-off shall be given prior to the effective date of the lay-off and no other notice will be necessary.

Section 8.03. Alcohol Misuse and Controlled Substance (Drug) Plan. Intoxication, the possession or consumption of alcoholic beverages, or the possession or consumption of any unlawful controlled substance or drug without a prescription therefore issued by a physician or dentist, while on duty, is strictly prohibited and violators will be subject to disciplinary action, up to and including discharge. Employees shall notify their superior if the employee is taking any prescribed drugs that could affect their job safety or performance.

Drug and alcohol testing may be conducted prior to employment, after all occupational related accidents and for reasonable cause, and random drug testing will be applicable to all employees.

Section 8.04. Notice Provisions. Any notice or decision under the provisions of this Article shall be required to be in writing and shall be given by delivering same in person to the affected employee, or if said employee cannot be located after exercising reasonable diligence, the notice shall be by delivery of same to the last known address as is reflected and shown in the records of the Designee. Such notice may be delivered by hand delivery or by deposit in the U. S. Mail addressed to the last known address, and such mailing shall be conclusive evidence of the receipt of such notice by the employee. Such notice shall be effective as of the time of its actual delivery to the employee or deposit in the U. S. Mail.

Article 9. Grievance Procedures

Section 9.01. General Guidelines. The City's City Administrator or designee is charged with the oversight of the procedures herein stated and will be notified of all grievance actions not originating in HR. It is the

City's goal to treat employees fairly in all respects. Employees who feel they have been subjected to unfair treatment or discrimination have the right to present grievances for consideration through simple and reasonable procedures as provided in, and subject to the exceptions of these policies.

A grievance is defined as those work issues and or conditions that: cause employee(s) unnecessary stress, or are improper, or are unjust/unfair, and such issues/conditions afford or merit reason for seeking relief. A formal grievance is intended to identify those issues and conditions giving rise to the grievance and through procedures resolve, mitigate, or dismiss the issue or condition in a fair and impartial manner. Any employee may present grievances under the procedures outlined below and should be free from restraint, coercion or reprisal as a result.

Instances where grievances reveal wrong doing or violations of law, formal policy or procedure a grievance may be moved to a complaint for formal personnel action. Other than appeals for involuntary termination, grievances should not address adverse personnel action. The procedures herein are intended to achieve closure by using recognized investigative or arbitative processes. If the grievance concerns issues between individuals, supervisors may conduct 'face-to-face' meetings when deemed necessary to attempt resolution at any of the following steps. Likewise, supervisors may formulate resolution plans between employees with follow-up provisions and time lines when appropriate. Grievances subject to Equal Employment Opportunity Commission (EEOC) issues will require notification of the City Attorney's for legal guidance and/or external investigation.

Section 9.02. Procedural Steps. Any employee may file a formal grievance.

(a) The grievance shall be in legible writing, printing, or typing giving the following information:

- (i) Date, time, place and detailed description of the alleged action.
- (ii) Specify the nature of the grievance.
- (iii) Explain why the action is considered improper, unjust/unfair.

(b) City Administrator or designee may extend the various time-periods specified for cause shown by any party. Steps in the grievance and appeal process shall be as follows:

(i) Step One

(ii) . A grievance by an employee must be presented to the immediate supervisor within five (5) working days of the alleged action. The immediate supervisor will notify the Department Head of the grievance within two (2) working days after the supervisor receives the grievance. Such immediate supervisor, or in the supervisor's absence his designee, has three (3) working days from the date of receipt of the grievance to respond to the grievant and seek a resolution or disposition. If a resolution or disposition is reached the supervisor shall submit a memorandum to the City Administrator with an explanation of the action. If the immediate supervisor recommends dismissal of the grievance, the grievance will automatically be moved to Step Two. If immediate supervisor is the Department Head, skip step 2.

Step Two. If the grievance is not resolved between the employee and the immediate supervisor, the employee may request a hearing with the Department Head. The request for a Department Head hearing must be filed with the Department Head within two (2) working days of the earlier of the immediate supervisor's decision or the expiration of the three (3) day period for response provided in Step One. Unless extended in writing by the Designee, the Department Head will

schedule a hearing and respond to the grievance within five (5) working days of the date of the Department Head's receipt of the request for a Department Head hearing.

(iii) Step Three

(iv) Appeal Process for Termination. Employees who are involuntary terminated shall have a right of appeal to the City Administrator provided such appeal is made in writing within five (5) working days of the date of termination. The City Administrator may modify, amend or deny any appeal without a hearing. If granted a hearing, the City Administrator shall indicate the date and time that the hearing will be held. The City Administrator's decision shall be final and not subject to further appeal.

City Administrator. Employees shall have a further right of appeal from Department Heads to the City Administrator provided such appeal is made in writing within five (5) working days of the Department Head's decision. The City Administrator may modify, amend or deny any appeal without a hearing. If granted a hearing, the City Administrator shall indicate the date and time that the hearing will be held. The City Administrator's decision shall be final and not subject to further appeal.

(v) City Administrator or designee will track grievances until a final disposition can be reached. Closed files will be maintained by City Administrator designee in accordance with retention schedules.

Section 9.03. *Grievances Without Basis.* Grievances are given serious consideration by the City and are encouraged in all legitimate fact circumstances. Equally so, frivolous grievances are discouraged, as are repeated grievances regarding trivial matters. And, grievances that are based on evidence the grievant is found to have known to be false will result in disciplinary action.

Section 9.04. *Complaints from Supervisors or Non-employees.* A complaint is defined as a statement or writing that alleges an improper act or omission on the part of an employee of the City. Herein this article, complaints and grievances are not synonymous. All complaints concerning employees of the City received by the City shall be handled according to the policy of the City in force at such time as the complaint is filed for citizens' complaints except police.

Section 9.05. *Grievances against the City Administrator.* Grievances against the City Administrator regarding discrimination, sexual harassment, or violations of civil rights, may be made to the Mayor or the City Attorney. All other grievances will be first submitted to the City Administrator. As, and when appropriate, such grievances will be reported to the City Council.

Section 9.06. *City Administrator Authority.* Except only in those instances, if any, in which a grievance is filed against the City Administrator pursuant to Section 9.05, or for violation of a state or federal law, the decisions and actions of the City Administrator with respect to the employment, performance, promotion, discipline or termination of an employee shall be final and unappealable. The City Administrator may, when he/she deems such action appropriate and in the best interests of the performance and efficiency of the City, waive or modify any process, procedure or schedule provided in this policy for or with respect to the employment, supervision, promotion, discipline or termination of personnel in all instances where not inconsistent with the City charter.

Article 10. Benefits

Section 10.01. Retirement. All regular full-time employees are required to become members of the Texas Municipal Retirement System (TMRS). Enrollment shall be accomplished in accordance with the TMRS guidelines. See Section 7.02. Details of the retirement plan are outlined in the TMRS handbook.

Section 10.02. Uniforms. The City will provide certain employees with uniforms in order to assure a neat appearance, identify the worker as a municipal employee, and to protect the employee's personal clothing while performing the employee's job duties. Employees provided with uniforms must wear full uniforms. The cost of uniforms not returned upon separation from employment will be charged to the employee and, if such uniforms are not returned or the cost thereof paid, such fact shall be recorded in the employee's personnel file.

Section 10.03. Social Security. All employees of the City are covered under the Federal Insurance Contributions Act (FICA). This government insurance provides retirement, disability and death benefits. This insurance is financed by social security taxes which are paid through payroll deductions by the employee and matched by the City.

Section 10.04. Unemployment Compensation. All employees of the City are covered, as applicable, under the State unemployment compensation program. This program provides payments for unemployed workers in certain circumstances as provided by law. The City pays an unemployment tax on behalf of each employee to finance this benefit.

Section 10.05. Insurance. Life, health, vision and dental insurance are provided to all regular full-time employees through a group insurance policy. Life, health, vision and dental insurance are not provided to temporary, seasonal, or part-time employees. This insurance is provided by the City for the employee at no cost to the employee. At the employee's option and expense, dependent insurance coverage is also available. Coverage may be continued with certain limitations upon termination other than retirement provided the premiums are paid entirely by the employee. These limitations are consistent with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Section 10.06. Worker's Compensation Insurance. The City participates in Worker's Compensation Insurance coverage for employees. When an employee is injured on-the-job the employee must immediately report the injury to his/her supervisor.

Article 11. Safety

Section 11.01. General. These rules and procedures are subject to modification from time to time at the discretion of the City Council, or the City Administrator waiving or varying these rules and procedures in a specific case or instance. Modifications will be considered as further opportunities are identified to provide for the safety and health of employees. Amendments are also considered as state, federal, or local safety laws and regulations change.

Article 12. Harassment

Section 12.01. Sexual Harassment Policy. All employees should be able to enjoy a work environment free from all forms of unlawful discrimination, including sexual harassment.

(b) Unauthorized use, possession, manufacture, distribution, dispensation or sale of a controlled substance, dangerous drugs or alcohol on City premises or while on City business, in City supplied vehicles, or during working hours;

(c) Storing in a locker, desk, automobile or other repository on City premises or property, any illegal drug, drug paraphernalia, controlled substance, or alcohol; provided that such prohibition shall not apply to the storage of any such substance in conjunction with the performance of public duties as authorized by the Chief of Police or the City Administrator;

(d) Having an unauthorized controlled substance or illegal drug in one's system while on City premises or City business, in City supplied vehicles, or during working hours or being under the influence of alcohol and not reporting such to the immediate supervisor or, absent such supervisor, to any available supervisor;

(e) Switching or adulterating any urine sample submitted for testing;

(f) Refusing to report for testing immediately upon notification to do so by any supervisor, or refusing to consent to testing or to submit a urine sample when requested by a supervisor or management;

(g) Refusing to submit to an inspection when requested by any supervisor or management personnel;

(h) Failure by an employee to notify the Designee, or the City Administrator of any arrest or conviction of such employee for, or with respect to, the illegal use, possession, control, sale or manufacture of any controlled substance, drug or alcohol, within five days after the arrest or conviction;

(i) Failure to report to the supervisor the use of any drug, prescription, non-prescription medication, or alcohol, which may affect the employee's job performance or safety, e.g. alter the employee's behavior or diminish or impair the employee's physical or mental capabilities;

(j) Refusing to sign a statement agreeing to abide by the City's drug abuse policy;

(k) Refusal by an employee in a safety sensitive position or other position required to adhere to provisions of this policy, as determined by the City, to sign an acknowledgment that the employee will submit to random, reasonable cause, and post-accident testing for drugs, and so long as the employee remains in the position covered by this policy;

(l) Refusal to complete a medical questionnaire and consent form prior to testing;

(m) Refusal to complete the toxicology chain of custody form after submission of a urine specimen;

The City reserves the right to test employees for drug use and/or relieve any employee from their job duties, when, in the opinion of the City, the use of drugs, legal or illegal, or alcohol, may be affecting the performance of the employee's job duties.

Section 14.03. Required Testing.

(a) General. The City shall have the right to require the following drug screening tests be done for all employees:

(i) Pre-employment;

(ii) Reasonable cause;

(iii) Post Accident.

(b) Random Testing. Employees who serve in safety sensitive positions may be subject to random drug and alcohol tests.

Section 14.04. Required Testing. Prior to the City taking action based on any test result, all applicants and employees who test positive for drugs will have the opportunity to discuss and explain the test results with the medical review officer.

(a) Pre-employment. The City requires that all newly hired employees be free of drug or alcohol abuse. Each offer of employment may be conditioned upon the passing of a urine test for drugs. The City may not hire any applicant who refuses to submit to, or fails to pass the pre-employment drug test.

(b) Reasonable Cause. Whenever management personnel reasonably suspects that an employee's work performance or on the job behavior is affected any way by drugs or alcohol, the City may require the employee to submit a urine sample for testing. Supervisors will be trained to recognize the effects of drug or alcohol use and before a reasonable cause test is administered, two supervisors must substantiate and concur in the decision to test. Normally the two supervisors are in the employee's chain of command; however, if two supervisors from the same chain of command are not available, another supervisor may be consulted. At least one of the two supervisors must have received training for detecting drug use. Any supervisor of the employee may substantiate and concur in a decision to test, even though that supervisor has not observed behavior of the employee indicating drug or alcohol use. The two supervisors may concur by phone. A supervisor must drive the employee to the testing site. Provided, however, that, upon the recommendation of any supervisor or Department Head of the City with respect to any employee, the Designee or the City Administrator may authorize and/or direct that a drug and alcohol screening test be administered under this paragraph.

(d) Post Accident. All employees who are in an accident will be tested as soon as possible, if not immediately, after an accident. The Designee or the employee's supervisor must take the employee for drug testing after the accident.

Section 14.05. Discipline.

(a) Violations. If an employee tests positive for drug use, or violates any prohibition outlined in Section 2, the employee will be terminated except in extraordinary, mitigating circumstances as approved by the City Administrator.

(b) Failure To Test. The failure to submit to required testing is prohibited and will result in immediate termination, except in the following circumstances:

(i) An employee in a position covered by this policy is randomly selected for testing and is on previously approved leave.

(ii) A supervisor determines that, due to an existing emergency, it is not feasible for an employee to leave the worksite for testing. This determination must be confirmed by the designated drug abuse representative. In such cases, the employee will be required to report for testing as soon as the emergency permits.

(iii) If the employee is physically unable to provide a urine specimen on demand, the employee will be retained at the collection site while waiting for the specimen to be provided. If an employee, after a reasonable period of time, is still unable to provide the sample, he/she may return to the work location; however, he/she must be under constant supervision until he/she is able to be driven back to the collection site and provide the sample. If he/she continues to be

unable to provide the sample, he/she will be required to see a physician, to determine if the inability to provide a sample is caused by a medical reason. If the employee does have a medical reason that would hinder the employee's ability to provide the sample, the employee name will be returned to the random pool, if he/she is in a position covered by this policy. If the employee is not in a position covered by this policy and has been medically certified as unable to provide a specimen on demand, he/she will not be considered to have refused to submit to testing. If no medical reason exists, the employee will be considered to have refused to submit to testing and will be terminated.

Section 14.06. Medical Review Officer. The City (or the firm or consortium) will retain the services of a Medical Review Officer. The Medical Review Officer is a licensed physician knowledgeable in the medical use of prescription drugs and pharmacology and the toxicology of drug abuse. The Medical Review Officer has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test results together with such individual's medical history and any other relevant biomedical information. The appropriately certified testing laboratory will communicate test results only to the Medical

Review Officer. The Medical Review Officer shall review and interpret all test results and examine alternate medical explanations for any positive test results. As part of such review, the Medical Review Officer shall notify the employee or applicant receiving positive test results and offer the individual the opportunity for an interview, and the opportunity to submit any medical records, prescription drugs or other information that might explain the positive test results.

The Medical Review Officer shall determine whether the positive test results are scientifically sufficient to establish the presence of the prohibited substance, drug use. If the Medical Review Officer has reason to question the accuracy or validity of a positive test result, the Medical Review Officer should review the laboratory's quality control data and other pertinent records.

The Medical Review Officer will report all test results to the designated drug abuse representative. The representative will inform the appropriate supervisor of the results, and appropriate action will be taken as outlined in this policy.

The employee who is notified of a positive result by the Medical Review Officer may make a written request for retesting within 60 days of receipt of the final test result from the Medical Review Officer. The original sample will be used for the retest. Retesting will be done by an N.I.D.A. certified laboratory at the expense of the employee, but the employee will be reimbursed by the City if the retest is negative. The decisions and findings of the Medical Review Officer shall be final and determinative.

The complete names and addresses of the City's Medical Review Officer and testing laboratory are provided in Schedule 5.

Section 14.07. Confidentiality and Record Keeping. The results of all urine tests will be treated as confidential. Each applicant or employee will be required to sign a statement at the time of testing to allow release of the results to the City. This information will only be known to the testing laboratory, the Medical Review Officer, the designated drug abuse representative, and other employees with the "need to know" such as appropriate officers, the Designee and the employees' immediate supervisor. However, any governmental body may obtain the testing results as a part of an accident investigation, without the express written consent of the tested individual, provided the governmental body has legal authorization

to secure such results. No drug test results will be released to a subsequent employer without the written consent of the employee.

All records pertaining to the Drug Testing Program will, as specified in 49 CFR Part 199.3, be maintained in a locked receptacle by the designated drug abuse representative. The list below shows the type of information to be maintained along with the minimum retention times:

(a) Collection Process - Three Years. Records demonstrating the collection process and its conformance to 49 CFR Part 199 shall be kept for three (3) years.

(b) Positive Test Results - Five Years. Records of employee drug test results that show employees failed a drug test, the type of test failed (e.g. post-accident) will be kept for five (5) years. These records include the following information:

- (i) Functions performed by employee;
- (ii) Prohibited drugs for which test results were positive;
- (iii) Disposition (e.g. termination, etc.); and
- (iv) Age of employee.

(c) Negative Test Results - One Year. Records of employees' drug test results that show employees passed a drug test will be kept for one (1) year.

(d) Number Tested - Five Years. Records of the number of employees tested by type of test shall be kept for five (5) years.

(e) Supervisor Training - Three Years. Records confirming supervisors have been trained shall be kept for three (3) years.

(f) Employee Training Information - Three Years. Records confirming drug use/abuse training information given to all employees shall be maintained for three (3) years.

Section 14.08. Employee Assistance Program (EAP).

(a) Voluntary participation in a qualified drug or alcohol abuse program prior to a confirmed positive test result is encouraged. No disciplinary action will be brought as a result of an employee volunteering to participate in such a program, provided the employee volunteers, prior to committing an act or event which would subject the employee to disciplinary action and prior to the employee being requested to submit to a test. Employees who, prior to being requested to take a test, voluntarily identify themselves as drug or alcohol abusers and obtain counseling and rehabilitation through a qualified drug or alcohol abuse program shall not be disciplined for their drug and/or alcohol abuse if they thereafter refrain from violating the City's policy on drug and alcohol abuse. All employees, however, can be disciplined for any incident resulting from their violation of the City's policy on drug and alcohol policy.

(b) Upon a confirmed determination that an employee has been under the influence of drugs or alcohol in violation of the City's policy, notwithstanding disciplinary action, the City may refer the employee to one or more qualified drug or alcohol abuse programs at which the employee can obtain assessment, counseling, and rehabilitation. Participation in a qualified abuse program is voluntary and no added or increased disciplinary action may be taken against an employee for failure to begin or complete an abuse program. Participation in any such abuse program shall be at the sole cost and expense of the employee and, if applicable, his or her health insurance.

(c) Disciplinary action based on a violation of this drug and alcohol policy is not suspended by an employee's participation in an abuse program after a confirmed determination the employee has been under the influence of drugs or alcohol while on duty. Disciplinary action, up to and including dismissal, may be taken against any employee with a confirmed positive test of being under the influence of alcohol or drugs while on duty.

(d) The City will provide, as available, employees and their families with confidential, professional assessment and referral for assistance in resolving or accessing treatment for addiction to, dependence on, or problems with alcohol, drugs, or other personal problems adversely affecting their job performance. Confidential assessment and referral services will be provided without cost to the employee or family member. The cost of treatment, counseling or rehabilitation resulting from EAP referral will be the responsibility of the employee.

(e) When documented job impairment has been observed and identified, a supervisor may recommend participation in the EAP. Any action taken by the supervisor, however, will be based on job performance.

(f) Supervisor referrals to the EAP will include employee's release of information consent form to be returned to the City supervisor by the EAP. Refusal to participate in, or failure to complete the EAP directed program will be documented. Should job performance not improve after a reasonable amount of time, the employee is subject to progressive corrective action up to and including termination of employment.

(g) Self-referral by employees or family members is strongly encouraged. The earlier a problem is addressed, the easier it is to deal with and the higher the success rate. While self-referral in itself does not preclude City's use of corrective action, participation in an EAP directed program may enable the supervisor to allow time for completion of such program before initiating or determining additional corrective actions.

(h) EAP related activities, such as referral appointments, will be treated on the same basis as other health matters with regards to use of sick or compensation leave. Sick leave may be taken as needed, while compensation time must be pre-approved.

Section 14.09. Coordination with Law Enforcement Agencies. The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The City will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. Searches will only be conducted of individuals based on reasonable cause and only of their vehicles, lockers, desks, and closets when based on reasonable suspicion. The City will cooperate fully in the prosecution and/or conviction of any violation of the law.

Article 15. Internet and E-mail

Section 15.01. General Guidelines. This policy applies to any and all forms of use of the City computer systems and equipment and does not supersede or limit any state or federal laws, nor any other City policies regarding confidentiality, information dissemination, or standards of conduct. All use of the Internet with any City equipment (including but not limited to computers, telephone lines, modems, telephone numbers, etc.) must be in compliance with all applicable federal, state and local laws and the policies of the City. Individual users should be aware that the City has no control over and cannot be

responsible for the content of information available on the Internet. Some employees may find information on the Internet that is offensive or otherwise objectionable. Any use of the City equipment or resources in violation of this policy or applicable departmental policies is grounds for disciplinary action.

(a) The City's domain name and URL (Internet address or website) are the property of the City and may not be used by City employees for personal gain.

(b) No unauthorized advertising or unauthorized links may be used on the City's website.

(c) Employee Internet access must be authorized by the Department Head

(d) Department Heads should work with employees to determine the appropriateness of using the Internet for professional activities and career development.

(e) Use of the Internet by City employees must be consistent with the City Personnel Policy regarding employee conduct and work conditions.

(f) The Internet must be treated as a formal communications tool like telephone, radio, and video communications. Therefore, each individual user is responsible for complying with all relevant policies when using the City's resources for accessing the Internet.

(g) Internet access must not be used for illegal, improper, or illicit purposes.

(h) Employees need to keep in mind that all Internet usage can be recorded and stored along with the source and destination.

(i) Use of City equipment or resources to intentionally post or share any racist, sexist, threatening, obscene or otherwise objectionable material is strictly prohibited and subjects the employee to disciplinary action.

(j) Resources which are not clearly used for a City purpose shall not be accessed or downloaded.

(k) Resources of any kind for which there is any fee must not be accessed or downloaded without prior approval of the Department Head.

(l) Employees shall not connect any personal equipment to the computer systems or computer systems telephone lines of the City without the prior approval of the City Administrator.

(m) City personnel shall not photograph or record, by any means, any official fire action or activity or any official police action or activity including but not limited to, vehicle or foot pursuits, use of force, collision or crime scenes except as is necessary in the official performance of their duties. Personnel shall not make any such recordings with their personally owned equipment for their personal use. All recordings of such activities made by personnel during the official performance of their duties shall be the property of the La Vernia Fire Department and/or La Vernia Police Department, as appropriate and the dissemination shall be in accordance with the Department's established procedures. Electronic equipment used in violation of this policy at police action or activity scenes would be considered evidence and subject to collection and processing as evidence.

Section 15.02. Privacy. Employees have no right to privacy with regard to Internet usage. Management has the ability and the right to view employees' usage patterns and take action to assure that City Internet resources are devoted to maintaining the highest levels of productivity. The Internet path record is the property of the City and therefore the taxpayers of the City. Such information is subject to the Texas Public

Information Act and the laws applicable to State records retention. Each employee using the Internet shall identify him/herself honestly, accurately, and completely when providing such information.

Section 15.03. Safety and Security. The safety and security of the City computer systems and resources must be considered at all times when using the Internet.

(a) Employees shall not share a password for any City account or with any unauthorized person nor obtain any other user password by any unauthorized means.

(b) Employees must not intentionally use the Internet facilities to disable, impair, or overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of another user, except as part of an official Police investigation.

(c) Employees shall not intentionally create, install, or knowingly distribute a computer virus of any kind on any municipal computer, regardless of whether any demonstrable harm results.

(d) Employees shall not copy, install, or use any software or data files in violation of applicable copyrights or license agreements.

(e) Employees shall report all computer virus outbreaks to the City Administrator. The City Administrator may designate a person to log all such outbreaks and the eradication method used by the departments. All departments shall be notified in the event of a virus outbreak. The City Administrator may take whatever action is reasonably necessary to prevent the spread of a computer virus to other computers.

Section 15.04. Personal Use.

(a) At no time shall City equipment or resources be used for any personal monetary interests or gain.

(b) Employees may not use City equipment to access e-mail accounts or any other account requiring a password or code that was not established by the City for the employee's use.

(c) Employees shall not use City Internet accounts to subscribe to mailing lists or mail services for personal use and shall not participate in electronic discussion groups (i.e. list server, Usenet, news group, chat rooms) for personal purposes.

(d) Employees should be aware that when sending an e-mail message of a personal nature, there is always the danger of the employee's words being interpreted as official City policy or opinion. Therefore, when an employee sends an e-mail message from a City e-mail address that is of a personal nature, especially if the content of the e-mail could be interpreted as an official City statement, the employee must use the following disclaimer at the end of the message: "This e-mail contains the thoughts and opinions of (employee name) and does not represent official City policy."

(e) Employees shall not access non-work related information or otherwise "surf" the Internet for non-work related purposes.

Article 16. Travel Policy

Section 16.1 Per Diem. The per diem rate for extended travel (defined as involving at least one overnight stay) shall be approved by each Department Head in advance. All approved extended travel shall be paid per the Internal Revenue Service guidelines. City Credit cards will be used to pay for hotel only and per diem for Breakfast, Lunch and Dinner when not provided by hotel/conference.

Section 16.2 Mode of Travel Department Heads shall approve all travel, and if traveling by car, a City vehicle will be used when available or the employee shall be reimbursed at the current rate set by the Internal Revenue Service.

Article 17. Reservation of Management Discretion

Section 17.01. No Implied Limitations. Nothing in this personnel policy shall limit the City in exercising the functions and discretion of management under which the City hires new employees, directs the work force, schedules hours of work, disciplines, suspends, discharges, or requires employees to observe City rules and regulations. The City reserves the right to amend, modify, and delete provisions of this and all other policies of the City. This policy is intended to set forth general guidelines that will be applied in most circumstances, however nothing in this policy: (a) prevents the City Administrator from waiving any provision in a specific instance, case or matter; or (b) alters an employee's at-will employment status.

Section 17.02. Reservation of Rights. The City Council reserves the right to interpret, change, suspend, cancel or dispute, all or any part of this Policy, procedures or benefits discussed herein. Employees will be notified of any change. Although adherence to this Policy is considered a condition of continued employment, nothing in this Policy alters an employee's status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and the City retains the right to terminate any employee at any time, for any or no reason, with or without notice.

Section 17.03. Other Laws and Regulations. The provisions of this Policy shall apply in addition to, and shall be subordinated to any requirements imposed by applicable federal, state or local laws, regulations or judicial decisions. Should any section or part of this manual be held unconstitutional, illegal, or invalid, or the application thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof, but as to such remaining portion or portions, the same shall be and remain in full force and effect.

City of La Vernia Personnel Policy Manual

Acknowledgment of Receipt and Understanding

The undersigned employee of the City of La Vernia, Texas, hereby acknowledges that I have received and reviewed a full and complete copy of the City of La Vernia's Personnel Policy and the Drug Abuse Policy passed by the City Council on April 14, 2016 that I understand such policies; and further that I have had opportunity to ask questions about the terms, provisions, meanings, application and enforcement thereof.

I have also read and understand the following Statement of Policy by the City of La Vernia.

"The City of La Vernia is an at-will employer and all employees are subject to termination for any reason or no reason at all, either voluntarily or involuntarily. I understand that this policy manual is a general guide and that the foregoing provisions of this policy manual do not alter my at-will employment or constitute an employment agreement or contract, nor does it guarantee continued employment. I understand the City of La Vernia reserves the right to change, modify, add or eliminate any provisions within this policy manual at any time without notice. I understand that the provisions contained in this policy manual are applicable to me. Any promises made to me, which conflict with the provisions of this manual, are effective only if in writing and signed by the City Council. I further understand that employees shall have the right to administratively appeal and file grievances with respect to disciplinary decisions and actions affecting their employment; provided that, consistent with such policy, the decision of the City Administrator shall be final, subject only to an appeal to the City Council by certain Department Heads as provided in the City Charter. The decision of the City Administrator or the City Council, as applicable, shall be final and unappealable."

I understand the City will attempt to apply its policies and regulations in a fair and impartial manner. However, I also understand such policies and regulations do not create any contract or due process rights for employees; are intended as a guide only for use and application within the City organization; and that a decision by the City Administrator or the City Council, as applicable, with respect to any employment issue controlled by such policies and regulations, will be final and unappealable.

Any employee who is injured on the job and is transported to a medical facility for urgent care gives authority to that medical facility to release to the City of La Vernia Designee a copy of the blood work for drug/alcohol testing.

Date of signature: _____

[Signature of Employee]



AGENDA REQUEST FORM

Requestor:

Yvonne Griffin

Administration

31-Mar-16

Name

Department

Date

Agenda Item information:

Date of Meeting 04/14/16

Concise statement of the matter to be addressed:

Discussion and Action on approval of contract with Linebarger Goggan Blair & Sampson, LLP for Municipal Warrant Collections

Summary, Attachments & Supporting Documents:

The City does not currently use a collection agency for outstanding warrants. There is approximately \$275,000 in outstanding warrants at this time. Linebarger Goggan Blair & Sampson, LLP works with several city's on warrant collections. Linebarger Goggan Blair & Sampson, LLP will only get paid if the citation is paid, then will get the 30% that is added to the total fine.

REQUEST DEADLINES:

All requests are to be submitted to City Secretary on Wednesday the week before the meeting by 4:00 p.m. Agenda is posted 72 hours before time of the meeting for which discussion of the matter is requested. Packets are delivered Monday before the Thursday Night Regular scheduled City Council Meeting.

Office Use Only

Received by

Date

Time

Contract for Fines and Fees Collection Services

STATE OF TEXAS

COUNTY OF WILSON

THIS CONTRACT (hereinafter "AGREEMENT") is made and entered into by and between CITY OF LA VERNIA, acting herein by and through its governing body, hereinafter styled "CLIENT", and Linebarger Goggan Blair & Sampson, LLP, hereinafter styled "FIRM".

Article I

Nature of Relationship and Authority for Contract

1.01 The parties hereto acknowledge that this AGREEMENT creates an attorney-client relationship between CLIENT and FIRM.

1.02 The CLIENT hereby employs the FIRM to provide the services hereinafter described for compensation hereinafter provided.

1.03 This AGREEMENT is entered into pursuant to and as authorized by Subsection (a) of ART. 103.0031, Texas Code of Criminal Procedure.

Article 2

Scope of Services

2.01 CLIENT agrees to employ and does hereby employ FIRM to provide specific legal services provided herein and enforce the collection of delinquent court fees and fines that are subject to this AGREEMENT, pursuant to the terms and conditions described herein. Such legal services shall include but not be limited to recommendations and legal advice to CLIENT to take legal enforcement action; representing CLIENT in any dispute or legal challenge over authority to collect such court fees and fines; defending CLIENT in litigation or challenges of its collection authority; and representing CLIENT in collection interests in bankruptcy matters as determined by FIRM and CLIENT. This AGREEMENT supersedes all prior oral and written agreements between the parties regarding court fees and fines, and can only be amended if done so in writing and signed by all parties. Furthermore, this contract cannot be transferred or assigned by either party without the written consent of all parties.

2.02 The CLIENT may from time-to-time specify in writing additional actions that should be taken by the FIRM in connection with the collection of the fines and fees that are subject to this AGREEMENT. CLIENT further constitutes and appoints the FIRM as CLIENT's attorneys to sign all legal instruments, pleadings, drafts, authorizations and papers as shall be reasonably necessary to pursue collection of the CLIENT's claims.

2.03 Fines and fees that are subject to this AGREEMENT are those that are more than sixty (60) days past due as of the effective date hereof and those that become more than sixty (60) days past due during the term hereof. As used in this section, "more than 60 days past due" has that meaning assigned by Subsection (f) of Art. 103.0031, Texas Code of Criminal Procedure [as amended by Senate Bill 782, 78th Legislature (2003), effective June 18, 2003]. The meaning assigned to the phrase "more than 60 days past due" shall, for the term and purposes of this AGREEMENT, survive any future amendments to, or repeal of, Article 103.0031, Texas Code of Criminal Procedure, or any parts thereof.

2.04 The CLIENT agrees to provide to the FIRM data regarding any fines and fees that are subject to this AGREEMENT. The data shall be provided by electronic medium in a file format specified by the FIRM. The CLIENT and the FIRM may from time-to-time agree in writing to modify this format. The CLIENT shall provide the data to the FIRM not less frequently than monthly.

2.05 The FIRM, in all communications seeking the collection of fines and fees, shall direct all payments directly to the CLIENT at an address designated by the CLIENT. If any fines and fees are paid to the FIRM, said payments shall be expeditiously turned over to the CLIENT.

Article 3

Compensation

3.01 The CLIENT agrees to pay the FIRM as compensation for the services required hereunder thirty (30%) percent of the total amount of all the fines and fees [exclusive of any collection fee assessed by the CLIENT pursuant to Subsection (b) of Article 103.0031, Texas Code of Criminal Procedure] subject to the terms of this AGREEMENT as set forth in Section 2.03 above that are collected by the CLIENT during the term of this AGREEMENT. All compensation shall become the property of the FIRM at the time payment of the fines and fees is made to the CLIENT.

3.02 The CLIENT shall pay the FIRM by the twentieth day of each month all compensation earned by the FIRM for the previous month as provided in this Article 3. The CLIENT shall provide an accounting showing all collections for the previous month with the remittance.

Article 4

Intellectual Property Rights

4.01 The CLIENT recognizes and acknowledges that the FIRM owns all right, title and interest in certain proprietary software that the FIRM may utilize in conjunction with performing the services provided in this AGREEMENT. The CLIENT agrees and hereby grants to the FIRM the right to use and incorporate any information provided by the CLIENT ("CLIENT Information") to update the databases in this proprietary software, and, notwithstanding that CLIENT Information has been or shall be used to update the

databases in this proprietary software, further stipulates and agrees that the CLIENT shall have no rights or ownership whatsoever in and to the software or the data contained therein, except that the CLIENT shall be entitled to obtain a copy of such data that directly relates to the CLIENT's accounts at any time.

4.02 The FIRM agrees that it will not share or disclose any specific confidential CLIENT Information with any other company, individual, organization or agency, without the prior written consent of the CLIENT, except as may be required by law or where such information is otherwise publicly available. It is agreed that the FIRM shall have the right to use CLIENT Information for internal analysis, improving the proprietary software and database, and generating aggregate data and statistics that may inherently contain CLIENT Information. These aggregate statistics are owned solely by the FIRM and will generally be used internally, but may be shared with the FIRM's affiliates, partners or other third parties for purposes of improving the FIRM's software and services.

Article 5

Costs

5.01 The FIRM and CLIENT recognize that certain costs may be incurred in the process of providing any additional services contemplated in Section 2.02 above or in providing any special litigation services. The CLIENT agrees that all such costs shall be billed to the CLIENT, but that the FIRM will either (i) advance such costs on behalf of the CLIENT or, (ii) when possible, arrange with the vendor or agency providing the service that the costs of services will not be paid unless and until such costs are recovered by the CLIENT from the debtor.

5.02 The CLIENT acknowledges that the FIRM may provide such services with its own employees or with other entities or individuals who may be affiliated with the FIRM, but the FIRM agrees that any charges for such services will be reasonable and consistent with what the same services would cost if obtained from a third party.

5.03 The CLIENT agrees that upon the recovery of such costs, the CLIENT will (i) pay the FIRM for any such costs that have been advanced by the FIRM or performed by the FIRM and (ii) pay any third party agency or vendor owed for performing such services.

Article 6

Term and Termination

6.01 This AGREEMENT shall be effective MAY 1, 2016 (the "Effective Date") and shall expire on APRIL 30, 2018 (the "Expiration Date") unless extended as hereinafter provided.

6.02 Unless prior to sixty (60) days before the Expiration Date, the CLIENT or the FIRM notifies the other in writing that it does not wish to continue this AGREEMENT beyond its initial term, this AGREEMENT shall be automatically extended for an additional one year period without the necessity of any further action by either party. In the absence of

any such sixty (60) day notice by either the CLIENT or the FIRM, the AGREEMENT shall continue to automatically renew for additional and successive one-year terms in the same manner at the end of each renewal period.

6.03 If, at any time during the initial term of this AGREEMENT or any extension hereof, the CLIENT determines that the FIRM's performance under this AGREEMENT is unsatisfactory, the CLIENT shall notify the FIRM in writing of the CLIENT's determination. The notice from the CLIENT shall specify the particular deficiencies that the CLIENT has observed in the FIRM's performance. The FIRM shall have sixty (60) days from the date of the notice to cure any such deficiencies. If, at the conclusion of that sixty (60) day remedial period, the CLIENT remains unsatisfied with the FIRM's performance, the CLIENT may terminate this AGREEMENT effective upon the expiration of thirty (30) days following the date of written notice to the FIRM of such termination ("Termination Date").

6.04 Whether this AGREEMENT expires or is terminated, the FIRM shall be entitled to continue to collect any items and to pursue collection of any claims that were referred to and placed with the FIRM by the CLIENT prior to the Termination Date or Expiration Date for an additional ninety (90) days following termination or expiration. The CLIENT agrees that the FIRM shall be compensated as provided by Article 3 for any such item or pending matters during the ninety (90) day period.

6.05 The CLIENT agrees that the FIRM shall be reimbursed for any costs advanced and shall be paid for any services performed pursuant to Article 5 when such costs are recovered by or on behalf of the CLIENT, regardless of the date recovered. It is expressly agreed that neither the expiration nor the termination of this AGREEMENT constitutes a waiver by the FIRM of its entitlement to be reimbursed for such costs and to be paid for such services. It is further expressly agreed that the expiration of any ninety (90) day period under Section 6.04 does not constitute any such waiver by the FIRM.

Article 7 *Miscellaneous*

7.01 Subcontracting. The FIRM may from time-to-time obtain co-counsel or subcontract some of the services provided for herein to other law firms or entities. In such cases, the FIRM will retain supervisory control and responsibility for any services provided by such co-counsel or subcontractors and shall be responsible to pay any compensation due to any such co-counsel or subcontractor.

7.02 Arbitration. Any controversy between the parties to this AGREEMENT involving the construction or application of any of the terms, covenants, or conditions of this AGREEMENT shall, on the written request of one party served on the other, be submitted to arbitration, and such arbitration shall comply with and be governed by the provisions of the Texas General Arbitration Act.

7.03 Integration. This AGREEMENT contains the entire AGREEMENT between the parties hereto and may only be modified in a written amendment, executed by both parties.

7.04 Representation of Other Governmental Entities. The CLIENT acknowledges and consents to the representation by the FIRM of other governmental entities that may be seeking the payment of fines and fees or other claims from the same person(s) as the CLIENT.

7.05 Notices. For purposes of sending any notice under the terms of this contract, all notices from CLIENT shall be sent to FIRM by certified United States mail, or delivered by hand or by courier, and addressed as follows:

Linebarger Goggan Blair & Sampson, LLP
Attention: Director of Client Services
P.O. Box 17428
Austin, Texas 78760-7428

All notices from the FIRM to the CLIENT shall be sent to CLIENT by certified United States mail, or delivered by hand or by courier, and addressed as follows:

CITY ADMINISTRATOR
CITY OF LA VERNIA
P.O. BOX 225
102 E. CHIHUAHUA
LA VERNIA, TEXAS 78121-0225

EXECUTED ON the day of APRIL, 2016.

By: _____
 ROBERT W. GREGORY, MAYOR

Linebarger Goggan Blair & Sampson, LLP

By: _____

JEFF GARCIA, Partner
For the FIRM

ORDINANCE NO. 041416-01

AN ORDINANCE OF THE CITY OF LA VERNIA, TEXAS AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016; AND OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the Budget dated September 10, 2016 for the Fiscal Year Beginning October 1, 2015 and ending September 30, 2016 has, heretofore, been adopted on September 10, 2015; and

WHEREAS, the City Administrator of the City of La Vernia, Texas (herein the "City") has requested budget amendment for mid-year review and;

WHEREAS, the City Council has reviewed the amendment prepared by the City Administrator and finds it to be in the best interest of the citizens of La Vernia.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS, THAT:

Section 1. Budget

The City hereby approves budget amendment, attached as Exhibit A.

Section 2. Severability

If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 3. Conflict of Ordinances

Ordinances or parts of Ordinances in conflict herewith are hereby repealed, and are no longer of any force and effect.

Section 4. Effective Date

This ordinance shall take effect upon City Council approval.

PASSED, APPROVED AND APPROVED this 14th day of April, 2016.

Robert Gregory
Mayor, City of La Vernia

ATTEST:

Brittani Porter,
City Secretary, City of La Vernia

APPROVED AS TO FORM:

City Attorney's Office
City of La Vernia

ORDINANCE NO. 041416-02

AN ORDINANCE OF THE CITY OF LA VERNIA, TEXAS AMENDING CHAPTER 30-SUBDIVISIONS, ARTICLE VIII, DIVISION 2, SECTION 30-817; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of La Vernia finds it necessary to establish rules and regulations governing the orderly, efficient and environmentally sound development of land;

WHEREAS, Local Government Code Chapter 212 give municipalities authority to adopt subdivision regulations and to extend certain regulations to its extraterritorial jurisdiction; and

WHEREAS, in order to achieve orderly, efficient and environmentally sound development of land, the City must create appropriate guidelines and mechanisms; and

WHEREAS, the City Council adopted subdivision regulations by ordinance in Ordinance No. 041008-01, now codified as Chapter 30 of the La Vernia Code of Ordinances; and,

WHEREAS, the City Council finds that Chapter 30-Subdivisions, Article VIII, Division 2, Section 30-817 requires updating.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS:

PART 1: CHAPTER 30-SUBDIVISIONS, ARTICLE VIII, DIVISION 2, SECTION 30-817 IS amended as shown below:

Sec 30-817. – Fire Hydrants

Fire Hydrants shall conform to AWWA Standard for Dry Barrel Fire Hydrants, C-502-85. Fire hydrants shall have one 4 1/2-inch streamer connection and two 2 1/2-inch side connections with national standard threads. The centerline of the streamer connection shall be minimum of 18-inches above the ground surface. Standard three-way hydrants shall have ductile iron, class 350, six-inch or larger connection to mains with a minimum of five-inch valve opening. Hydrants shall be located with a maximum spacing of 500 feet in mercantile and industrial areas and at spacing so every house is within 500 feet of a fire hydrant in residential areas. Additional fire hydrants shall be installed as necessary, so that every portion of every building in the city limits will be within 500 feet of a standard city fire hydrant, measured along accessible approved roadways. Drain hydrants shall be located at all low points on transmission lines. Fire hydrants shall be located within the distances from public streets as shown in the standard details and shall be marked by a blue reflector in the roadway six to eight inches offset from the center of the roadway on the fire hydrant side.

ARTICLE 2. Relationship to Other Ordinances

That all provisions of the other ordinances of the City of La Vernia not herein amended or repealed shall remain in full force and effect.

ARTICLE 3. Savings Clause

The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering a penalty accruing or to accrue or as affecting any rights of the City of La Vernia under any section or provisions of any ordinances in effect at the time of passage of this ordinance.

ARTICLE 4. Cumulative

The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein. This ordinance shall not be construed to require or allow any act which is prohibited by any other ordinance.

ARTICLE 5. Severability

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.

ARTICLE 6. Proper Notice and Meeting

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to 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 Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

ARTICLE 7. Effective Date.

This Ordinance shall become effective upon publication as provided by law.

PASSED AND APPROVED, this, the 14th day of April 2016.

Robert Gregory
Mayor - City of La Vernia

ATTEST:

Brittani Porter
City Secretary - City of La Vernia

APPROVED AS TO FORM:

City Attorney
City of La Vernia



AGENDA REQUEST FORM

Requestor:

Yvonne Griffin	Administration	23-Mar-16
Name	Department	Date

Agenda Item information:

Date of Meeting	14-Apr-16
-----------------	-----------

Concise statement of the matter to be addressed:

Discussion on Resolution for authorization of a collection fee.

Summary, Attachments & Supporting Documents:

Resolution will allow for a 30% charge added to all citations that are turned over to Linebarger Goggan Blair & Sampson, LLP Attorneys at Law, for collection.

REQUEST DEADLINES:

All requests are to be submitted to City Secretary on Wednesday the week before the meeting by 4:00 p.m. Agenda is posted 72 hours before time of the meeting for which discussion of the matter is requested. Packets are delivered Monday before the Thursday Night Regular scheduled City Council Meeting.

Office Use Only

Received by	Date	Time
-------------	------	------

Resolution 041416-01

The City Council of the City of La Vernia, Texas, convened at a regular meeting of said City Council at the City Hall of said city on the 14th day of April, 2016, when among other business, the following was transacted with a quorum of members present:

RESOLUTION AUTHORIZING COLLECTION FEE IN THE AMOUNT OF 30% OF DEBTS AND ACCOUNTS RECEIVABLE SUCH AS UNPAID FINES, FEES, COURT COSTS, FORFEITED BONDS, AND RESTITUTION ORDERED PAID BY A MUNICIPAL COURT SERVING THE CITY, AND AMOUNTS IN CASES IN WHICH THE ACCUSED HAS FAILED TO APPEAR:

- 1) AS PROMISED UNDER SUBCHAPTER A, CHAPTER 543, TRANSPORTATION CODE, OR OTHER LAW;
- 2) IN COMPLIANCE WITH A LAWFUL WRITTEN NOTICE TO APPEAR ISSUED UNDER ARTICLE 14.06(b), TEXAS CODE OF CRIMINAL PROCEDURE, OR OTHER LAW;
- 3) IN COMPLIANCE WITH A LAWFUL SUMMONS ISSUED UNDER ARTICLE 15.03(b), TEXAS CODE OF CRIMINAL PROCEDURE;
- 4) IN COMPLIANCE WITH A LAWFUL ORDER OF A COURT SERVING THE CITY; OR
- 5) AS SPECIFIED IN A CITATION, SUMMONS, OR OTHER NOTICE AUTHORIZED BY SECTION 682.002, TRANSPORTATION CODE, THAT CHARGES THE ACCUSED WITH A PARKING OR STOPPING OFFENSE,

WHEN SUCH DEBTS, ACCOUNTS RECEIVABLE AND AMOUNTS ARE MORE THAN 60 DAYS PAST DUE AND HAVE BEEN REFERRED TO AN ATTORNEY OR OTHER VENDOR FOR COLLECTION.

_____ introduced the resolution and made a motion that the same be adopted. _____ seconded the motion for adoption of the resolution. The motion, carrying with it the adoption of the resolution, prevailed by the following vote:

AYES: _____
NAYS: _____
ABSTENTIONS: _____

The Mayor thereupon announced that the motion had duly and lawfully carried and that the resolution had been duly and lawfully adopted. The resolution thus adopted follows:

WHEREAS, the City of La Vernia wishes to defray its costs of collection that it incurs under a contract for collection of delinquent court fines and fees between

said City and a collection firm as authorized under the provisions of Article 103.0031, Texas Code of Criminal Procedure;

WHEREAS, under said article, the governing body of said City is empowered to authorize the addition of 30% on each debt and account receivable, including fines and fees, and on each amount in cases in which the accused has failed to appear, when each is more than 60 days past due and has been referred for collection.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS, SITTING AS THE GOVERNING BODY OF SAID CITY, THAT:

Section 1: THE RECITALS SET FORTH IN THIS RESOLUTION ARE TRUE AND CORRECT.

Section 2: (a) A COLLECTION FEE IS HEREBY AUTHORIZED AND IMPOSED, AS PROVIDED BY ARTICLE 103.0031, TEXAS CODE OF CRIMINAL PROCEDURE, IN THE AMOUNT OF 30% OF DEBTS AND ACCOUNTS RECEIVABLE, SUCH AS UNPAID FINES, FEES, COURT COSTS, FORFEITED BONDS, AND RESTITUTION ORDERED PAID BY A MUNICIPAL COURT SERVING THE CITY WHEN SUCH DEBT OR ACCOUNT RECEIVABLE IS MORE THEN 60 DAYS PAST DUE AND HAS BEEN REFERRED TO AN ATTORNEY OR PRIVATE VENDOR FOR COLLECTION; AND

(b) A COLLECTION FEE IS HEREBY AUTHORIZED AND IMPOSED, AS PROVIDED BY ARTICLE 103.0031, TEXAS CODE OF CRIMINAL PROCEDURE, IN THE AMOUNT OF 30% OF AMOUNTS IN CASES IN WHICH THE ACCUSED HAS FAILED TO APPEAR:

(1) AS PROMISED UNDER SUBCHAPTER A, CHAPTER 543, TRANSPORTATION CODE, OR OTHER LAW;

(2) IN COMPLIANCE WITH A LAWFUL WRITTEN NOTICE TO APPEAR ISSUED UNDER ARTICLE 14.06 (b) OR OTHER LAW;

(3) IN COMPLIANCE WITH A LAWFUL SUMMONS ISSUED UNDER ARTICLE 15.03(b), TEXAS CODE OF CRIMINAL PROCEDURE;

(4) IN COMPLIANCE WITH A LAWFUL ORDER OF A COURT SERVING THE CITY; OR

*(5) AS SPECIFIED IN A CITATION, SUMMONS, OR
OTHER NOTICE AUTHORIZED BY SECTION 682.002,
TRANSPORTATION CODE, THAT CHARGES THE ACCUSED
WITH A PARKING OR STOPPING OFFENSE,*

*WHEN SUCH AMOUNTS ARE MORE THAN 60 DAYS PAST DUE AND HAVE
BEEN REFERRED TO AN ATTORNEY OR PRIVATE VENDOR FOR
COLLECTION.*

PASSED, APPROVED and ADOPTED this 14th day of April, 2016.

CITY OF LA VERNIA

BY: _____
ROBERT W. GREGORY
Mayor

ATTEST:

YVONNE GRIFFIN
City Administrator

RESOLUTION NO. R041416-02

A RESOLUTION OF THE CITY OF LA VERNIA, TEXAS APPOINTING TO CANYON REGIONAL WATER AUTHORITY ONE MEMBER TO THE BOARD OF TRUSTEES FOR A TWO YEAR TERM OF OFFICE

RESOLVED, that the Governing Body of the City of La Vernia has appointed: JENNIFER MOCZYGEMBA to serve as their representative to the Board of Trustees of Canyon Regional Water Authority.

RESOLVED, FURTHER, that the above named representative is authorized to represent, and act on behalf of, in the best interest of above said entity in the process of maintaining and conducting the business of the Canyon Regional Water Authority, and to cast its vote on all issues related to the Canyon Regional Water Authority.

CERTIFICATE OF SECRETARY

I, Brittani Porter, do hereby certify that I am the Secretary of the above said entity and that the above and foregoing is a true, full and correct copy of the resolution duly adopted by the Members of the Governing Body of the above said entity at its meeting held on April 10, 2014, and entered into the Minutes of said entity; that the meeting was duly and regularly held in accordance with the Bylaws and or laws governing the said entity; and that such resolution has not been rescinded or modified.

To certify which, witness my hand and seal of said entity this 14th day of April, 2016.

Brittani Porter, City Secretary

RESOLUTION NO. R011513-01

A RESOLUTION OF THE CITY OF LA VERNIA, TEXAS AMENDING RESOLUTION 082511-01 ESTABLISHING THE FEE SCHEDULE RELATED TO WATER RATES

WHEREAS, the City of La Vernia has exclusive jurisdiction over all water and sewer utility rates, operations, and services provided by a water or sewer utility pursuant to the Texas Water Code, §13.042;

WHEREAS, the City is authorized to operate a water and sewer utility system and to prescribe rates for said system pursuant to, the Texas Local Government Code, §552.906; and

WHEREAS, the City of La Vernia is in compliance with the Texas Water Code §13.042 by regulating rates and services so that those rates may be fair, just, and reasonable and the services adequate and efficient; and

WHEREAS, the City of La Vernia has experienced increases in energy costs, expenses related to treating water, and the need to make continued repairs and upgrades to the water system; and

WHEREAS, the City of La Vernia has experienced an increase in the cost of purchase water from Canyon Regional Water Authority; and

WHEREAS, the City Council of the City of La Vernia finds that the following Water Rate Schedule are reasonable rates for water service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS:

ARTICLE I. AMENDING RESOLUTION 082511-01

Resolution 082511-01 shall be amended as follows:

Section 5. Water Rates

Water rates are based on the real costs associated with planning, building and maintaining the infrastructure needed to provide reliable quality water to the water customers. The water rates will increase five percent (5%). Rates and are as follows:

Base Water Rates

Meter Size	Minimum Gallon Usage	Inside the City	Outside the City
5/8" Meter (Standard Size)	0	\$17.29	\$25.22
1" Meter	0	\$41.87	\$62.64
1.5" Meter	0	\$83.29	\$124.07
**2" Meter and larger	0	\$132.96	\$197.49

****NOTE:** Fire Hydrant Water Rates to be billed at 2" meter size inside the city rates.

Bulk Water Rates (Non-treated/Non-potable) \$.05/gallon

Section 6., 7., 8. Repealed and replaced with:

Section 6. Step Water Rate Charges

Number of Gallons	Inside the City	Outside the City
0-10,000	\$3.32	\$4.25
10,001-15,000	\$3.65	\$4.61
15,001-20,000	\$4.01	\$5.04
20,001-30,000	\$4.42	\$5.83
30,001-40,000	\$4.85	\$6.54
40,001-50,000	\$5.35	\$7.26
50,001-65,000	\$5.87	\$7.97
Over 65,000	\$6.47	\$8.33

Minimum gallon usage starts at zero.

ARTICLE II. AMENDMENT OF RATES AND CHARGES

The City Council may change the rates and charges at any time. Following the approval by City Council of the amended rates and charges and the effective date, the City shall post the changes in rates and charges at City Hall, and publish the rates and charges in the local newspaper.

ARTICLE III. EFFECTIVE DATE

The rates and charges shall be effective upon approval of the City Council and publication of this resolution in a newspaper of general circulation.

ARTICLE IV. SAVINGS CLAUSE

The repeal or amendment of any resolution or part of resolutions effectuated by the enactment of this resolution shall not be construed as abandoning any action now pending under or by virtue of such resolution or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of La Vernia under any section or provisions of any resolutions in effect at the time of passage of this resolution.

ARTICLE V. CUMULATIVE

The provisions of this resolution shall be cumulative of all resolutions not repealed by this resolution and resolutions governing or regulating the same subject matter as that covered herein. This resolution shall not be construed to require or allow any act which is prohibited by any other resolution.

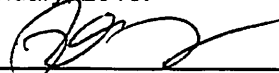
ARTICLE VI. SEVERABILITY

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and section of this resolution be severable, and, if any phrase, clause, sentence, paragraph, or section of this resolution shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this resolution and the remainder of this resolution shall be enforced as written.

ARTICLE VII. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Resolution was passed 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 Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED, this, the 15th day of January, 2013.



Robert Gregory,
Mayor – City of La Vernia

ATTEST:



Angela Cantu,
City Secretary – City of La Vernia



APPROVED AS TO FORM:


City Attorney's Office – City of La Vernia

RESOLUTION NO. R061813-01

A RESOLUTION OF THE CITY OF LA VERNIA, TEXAS AMENDING RESOLUTION 030812-01 ESTABLISHING THE FEE SCHEDULE RELATED TO WATER RATES.

WHEREAS, the City of La Vernia has exclusive jurisdiction over all water and sewer utility rates, operations, and services provided by a water or sewer utility pursuant to the Texas Water Code, §13.042;

WHEREAS, The City is authorized to operate a water and sewer utility system and to prescribe rates for said system pursuant to , the Texas Local Government Code, §552.906; and

WHEREAS, the City of La Vernia is in compliance with the Texas Water Code §13.042 by regulating rates and services so that those rates may be fair, just, and reasonable and the services adequate and efficient; and

WHEREAS, the City of La Vernia has experienced an increase in residential rental property and commercial property that has caused the need to increase the amount of the water deposits on these types of accounts; and

WHEREAS, the City Council of the City of La Vernia establishes the following Water Rate Schedule regulating rates for residential rental and commercial water deposits.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS:

ARTICLE I. AMENDING RESOLUTION NO. 030812-01 – WATER FEE SCHEDULE

Resolution 030812-01 shall be amended as follows:

Section 1. ADMINISTRATIVE FEES

<i>Water Deposit (residential)</i>	\$100.00
<i>Water Deposit (residential rental)</i>	\$200.00
<i>Water Deposit (commercial)</i>	\$250.00
Late Penalties	Ten percent (10%) penalty of the accrued utility bill
<i>Reconnect Fee for Non-payment</i>	\$ 50.00
<i>After Hours Reconnect Fee</i>	\$ 75.00
Meter Reinstallation Fee – Meter Tampering	\$105.55 *See Section 9
Returned Check Charge	\$ 25.00
Fire Hydrant Meter Deposit	\$500.00
Loss or Damage to Fire Hydrant Meter	\$500.00 (forfeit deposit)
Material Installation Inspection	\$100.00

ARTICLE II. AMENDMENT OF RATES AND CHARGES

The City Council may change the rates and charges at any time. Following the approval by City Council of the amended rates and charges and the effective date, the City shall post the

changes in rates and charges at City Hall, and publish the rates and charges in the local newspaper.

ARTICLE III. EFFECTIVE DATE

The rates and charges shall be effective upon approval of the City Council and publication of this resolution in a newspaper of general circulation.

ARTICLE IV. SAVINGS CLAUSE

The repeal or amendment of any resolution or part of resolutions effectuated by the enactment of this resolution shall not be construed as abandoning any action now pending under or by virtue of such resolution or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of La Vernia under any section or provisions of any resolutions in effect at the time of passage of this resolution.

ARTICLE V. CUMULATIVE

The provisions of this resolution shall be cumulative of all resolutions not repealed by this resolution and resolutions governing or regulating the same subject matter as that covered herein. This resolution shall not be construed to require or allow any act which is prohibited by any other resolution.

ARTICLE VI. SEVERABILITY

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and section of this resolution be severable, and, if any phrase, clause, sentence, paragraph, or section of this resolution shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this resolution and the remainder of this resolution shall be enforced as written.

ARTICLE VII. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Resolution was passed 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 Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED, this, the 18th day of June, 2013.



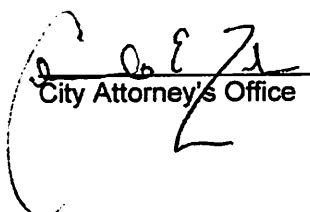
Robert Gregory, Mayor

ATTEST:



Angela Cantu, City Secretary

APPROVED AS TO FORM:



City Attorney's Office



RESOLUTION NO. 111308-03

A RESOLUTION OF THE CITY OF LA VERNIA, TEXAS ESTABLISHING A FEE SCHEDULE RELATED TO SEWER SERVICE, INSTALLATION, INSPECTIONS, DISCHARGE OF WATERS AND WASTES INTO THE PUBLIC SEWER SYSTEM, AND DISPOSAL OF FATS, OILS AND GREASE AND SEWER RATES; PROVIDING FOR THE AMENDING OF RATES AND CHARGES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of La Vernia has exclusive jurisdiction over all water and sewer utility rates, operations, and services provided by a water or sewer utility, pursuant to the Texas Water Code, §13.042; and

WHEREAS, the City of La Vernia has the authority to operate water and sewer utility system and to prescribe rates, pursuant to the Texas Local Government Code, §552.906; and

WHEREAS, the City of La Vernia is in compliance with Water Code §13.042 by regulating rates and services so that those rates may be fair, just, and reasonable and the services adequate and efficient; and

WHEREAS, the City Council of the City of La Vernia establishes the following Wastewater Fee Schedule regulating rates for wastewater service, administrative fees, installations, reconnection, and inspections.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS:

Section 1. Administrative Fees

Sewer Deposit	\$100.00
(Only required if no City of La Vernia water service is provided at the property)	
Late Penalties	Ten percent (10%) penalty of the accrued utility bill
Returned Check Charge	\$25.00
Grease Trap/Interceptor Permit	\$50.00
New Development Sewer Inspections (Mandrel)	\$100.00 for the first hour
(One hour minimum)	\$20 hour for additional hours
Tap Inspections	\$100.00
No fee for inspection of pre-existing tap connecting to private sewer line.	

Section 2. Sewer Installation Costs

4" X 8" Sewer Tap

Description	Cost
Supervision	\$100.00
Operator, 8 hours @ \$12.50	\$100.00
Labor, 8 hours @ \$10.00	\$ 80.00
Labor Burden @39%	\$109.20
Total Labor	\$389.20
Backhoe, 8 hours@ \$55.00	\$440.00
Pick-up, 8 hours @ \$8.50	\$ 68.00
Tapping Machine	\$ 50.00
Total Equipment	\$558.00
Saddle	\$ 25.00
PVC Pipe 10 foot	\$ 8.00
Sand	\$ 17.00
Asphalt (This fee applicable if street cut is made.)	\$650.00
Total Material	\$700.00
Grand Material	\$1647.20

Section 3. Sewer Rates

	Water Usage 0-3,000 gal.	Water Usage Over 3,000 gal.
Residential Inside City	\$20.00 Minimum Fee	\$24.00 Maximum Fee
Residential Outside City	\$30.00 Minimum Fee	\$2.25 per 1,000 gal.
Commercial Inside City	\$20.00 Minimum Fee	\$1.30 per 1,000 gal.
Commercial Outside City	\$30.00 Minimum Fee	\$2.25 per 1,000 gal.

Apartment rates based on Residential Maximum Fee of \$24.00 calculated Per Unit.

Industrial waste charges shall be calculated by the following formula:

I.S.S.	=	$V [0.12(\text{B.O.D.} - 250) + 0.08(55 - 250)]$
Where:		
I.S.S.	=	Industrial waste surcharge in dollars
V	=	Volume discharge in million gallons
B.O.D.	=	Five days at 20°C. B.O.D. of the industrial waste (mg/l)
S.S.	=	Suspended solids of the industrial waste (mg/l)

Section 4. Amendment of rates and charges

The City Council may change the rates and charges at any time. Following the approval by City Council of the amended rates and charges and the effective date, the City shall post the changes in rates and charges at City Hall, and publish the rates and charges in the local newspaper.

Section 5. Effective Date

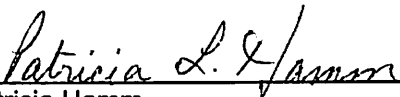
The rates and charges shall be effective upon approval of the City Council and publication of this Ordinance in a newspaper of general circulation

PASSED AND APPROVED, this, the 13th day of November 2008.

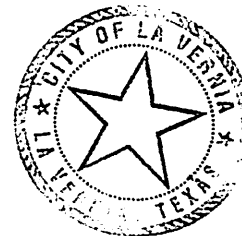


Harold Schott
Mayor – City of La Vernia

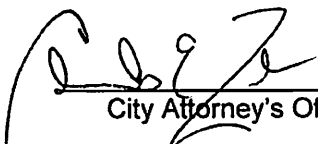
ATTEST:



Patricia Hamm
City Secretary



APPROVED AS TO FORM:



City Attorney's Office

RESOLUTION NO. R081111-01

A RESOLUTION OF THE CITY OF LA VERNIA, TEXAS AMENDING RESOLUTION 111308-02 ESTABLISHING THE FEE SCHEDULE RELATED TO WATER RATES.

WHEREAS, the City of La Vernia has exclusive jurisdiction over all water and sewer utility rates, operations, and services provided by a water or sewer utility pursuant to the Texas Water Code, §13.042;

WHEREAS, The City is authorized to operate a water and sewer utility system and to prescribe rates for said system pursuant to , the Texas Local Government Code, §552.906; and

WHEREAS, the City of La Vernia is in compliance with the Texas Water Code §13.042 by regulating rates and services so that those rates may be fair, just, and reasonable and the services adequate and efficient; and

WHEREAS, the City of La Vernia has experienced increases in energy costs, expenses related to treating water, and the need to make continued repairs and upgrades to the water system; and

WHEREAS, the City Council of the City of La Vernia finds that the following fee for Operational and Maintenance for Water and Sewer Utilities are reasonable rates for water service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS:

ARTICLE I. AMENDING RESOLUTION 111308-02

Resolution 111308-02 shall be amended as follows:

Section 3. Operational and Maintenance Fee

A three dollar (\$3.00) per month Operational and Maintenance fee for upgrade and upkeep of the infrastructure of the water and sewer utilities to aid in maintaining adequate and efficient delivery of water and sewer utility services to be listed as Operational and Maintenance fee on the monthly utility statement. All funds collected will be placed in dedicated water and sewer accounts for exclusive water and sewer operational and maintenance expenditures.

ARTICLE II. AMENDMENT OF RATES AND CHARGES

The City Council may change the rates and charges at any time. Following the approval by City Council of the amended rates and charges and the effective date, the City shall post the changes in rates and charges at City Hall, and publish the rates and charges in the local newspaper.

ARTICLE III. EFFECTIVE DATE

The rates and charges shall be effective upon approval of the City Council and publication of this resolution in a newspaper of general circulation.

ARTICLE IV. SAVINGS CLAUSE

The repeal or amendment of any resolution or part of resolutions effectuated by the enactment of this resolution shall not be construed as abandoning any action now pending under or by virtue of such resolution or as discontinuing, abating, modifying, or altering any penalty accruing

or to accrue or as affecting any rights of the City of La Vernia under any section or provisions of any resolutions in effect at the time of passage of this resolution.

ARTICLE V. CUMULATIVE

The provisions of this resolution shall be cumulative of all resolutions not repealed by this resolution and resolutions governing or regulating the same subject matter as that covered herein. This resolution shall not be construed to require or allow any act which is prohibited by any other resolution.

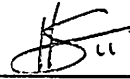
ARTICLE VI. SEVERABILITY

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and section of this resolution be severable, and, if any phrase, clause, sentence, paragraph, or section of this resolution shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this resolution and the remainder of this resolution shall be enforced as written.

ARTICLE VII. PROPER NOTICE AND MEETING

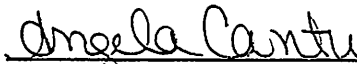
It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED, this, the 11th day of August, 2011.



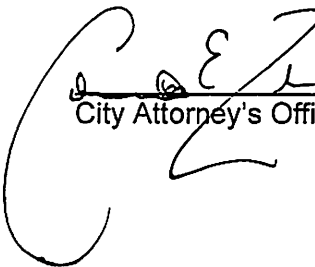
Harold Schott
Mayor – City of La Vernia

ATTEST:

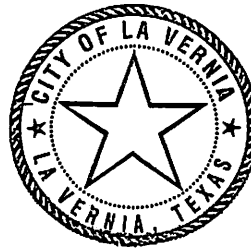


Angela Cantu
City Secretary – City of La Vernia

APPROVED AS TO FORM:



City Attorney's Office – City of La Vernia





AGENDA REQUEST FORM

Requestor:

Yvonne Griffin

Administration

11-Apr-16

Name

Department

Date

Agenda Item information:

Date of Meeting 04/14/16

Concise statement of the matter to be addressed:

Discussion on additional commercial weekly pickup option and weekly recycling

Summary, Attachments & Supporting Documents:

The Den has requested additional pickup, stating that two times a week is not sufficient. This is not the first time the city has seen this request. There has also been interest in adding recycling to every week versus every other week. The attached worksheet is the estimated cost, these are contract cost. The total cost to commercial/residential customer would be 10%.

REQUEST DEADLINES:

All requests are to be submitted to City Secretary on Wednesday the week before the meeting by 4:00 p.m. Agenda is posted 72 hours before time of the meeting for which discussion of the matter is requested. Packets are delivered Monday before the Thursday Night Regular scheduled City Council Meeting.

Office Use Only

Received by

Date

Time

Yvonne Griffin, City Manager

From: James Hare <james.hare@progressivewaste.com>
Sent: Wednesday, April 6, 2016 12:52 PM
To: Yvonne Griffin, City Manager
Subject: Commercial Dumpster Service & Increased Recycling Services

Yvonne,

As we discussed and you had requested, I am providing additional pricing for 3 x week commercial dumpster services for 6 yd, 8 yd and 10 yd commercial dumpsters as follows:

Container Size	1 x week	2 x week	3 x week	Extra Pick Ups
2 YD	\$57.70	\$115.39	NA	\$42.81
3 YD	\$70.21	\$137.17	NA	\$42.81
4 YD	\$79.47	\$144.79	NA	\$42.81
6 YD	\$91.98	\$188.33	\$338.94	\$42.81
8 YD	\$118.66	\$221.00	\$397.80	\$42.81
10 YD	\$141.52	\$261.27	\$470.30	\$42.81

We also have taken a look at increasing the current recycling services from every other week to 1 x week service and would like to propose a preliminary rate of @ \$5.00/month/home. The current rate is \$3.00/month/home. The major reason the rate does not necessarily double to \$6.00/month/home is that we do not need to purchase the recycling carts, whereas, all other associated operating costs are doubled.

Please let me know if you have any questions or need additional information.

Thanks!d

Jim

James R. Hare
District Municipal Marketing Manager

Progressive Waste Solutions

T: 830 372 9303
F: 830 401 0188
C: 512 672 9354

2010 IH-10 W.
P.O. Box 69
Seguin, TX, 78155
www.progressivewaste.com

Proposed Junk Vehicle Ordinance

ARTICLE II. - JUNKED VEHICLES; PUBLIC NUISANCE; ABATEMENT

Sec. 19-16. - Definitions.

For the purposes of this article, the following terms shall have the meanings herein described:

Antique vehicle. A passenger car or truck that is at least thirty-five (35) years old.

Demolisher. Any person whose business is to convert a motor vehicle into processed scrap or scrap metal or otherwise wreck or dismantle a motor vehicle.

Junked vehicle. A vehicle that is self-propelled and;

- (1) Does not have lawfully attached to it an unexpired license plate; and
- (2) Is:
 - a. Wrecked, dismantled or partially dismantled, or discarded; or
 - b. Is inoperable and has remained inoperable for more than:
 1. Seventy-two (72) consecutive hours, if the vehicle is on public property; or
 2. Ten (10) consecutive days, if the vehicle is on private property.

Motor vehicle collector. A person who:

- (1) Owns one (1) or more antique or special interest vehicles; and
- (2) Acquires, collects, or disposes of an antique or special interest vehicle or part of an antique or special interest vehicle for personal use to restore and preserve an antique or special interest vehicle for historic interest.

Person. Any individual, firm, partnership, association, corporation, company, or organization of any kind.

Special interest vehicle. A motor vehicle of any age that has not been changed from original manufacturer's specifications and, because of its historic interest, is being preserved by a hobbyist.

Sec. 19-17. - Junked vehicle declared to be a public nuisance.

A junked vehicle, including a part of a junked vehicle, that is visible from a public place or public right-of-way:

- (1) Is detrimental to the safety and welfare of the public;
- (2) Tends to reduce the value of private property;
- (3) Invites vandalism;
- (4) Creates a fire hazard;
- (5) Is an attractive nuisance creating a hazard to the health and safety of minors;
- (6) Produces urban blight adverse to the maintenance and continuing development of municipalities; and
- (7) Is a public nuisance.

Sec. 19-18. - Offense; actions of municipal court.

- (a) A person commits an offense if the person maintains a public nuisance as described by section 19-17 of this section, or fails to comply with an order following public hearing as provided in section 19-21 herein.
- (b) An offense under this section is a misdemeanor, subject to prosecution in the Municipal Court of Paris, Texas, and is punishable by a fine not to exceed two hundred dollars (\$200.00).
- (c) The municipal court shall have the authority to have a person convicted of the offense described in subsection (a) herein to abate and remove the nuisance, or to issue any other orders necessary to enforce the provisions of this article.

Sec. 19-19. - Authority to enforce.

The chief of police, his agent, any city police officer, or the code inspectors of the City may enter upon private property for the purposes specified in this article to examine vehicles or parts thereof, obtain information as to the identity of vehicles, and to remove or cause the removal of a vehicle or parts thereof declared to be a nuisance pursuant to this article.

Sec. 19-20. - Notice.

- (a) Prior to the abatement and removal of any public nuisance as provided in section 19-17, the persons authorized by section 19-19 to administer this article shall personally deliver written notice or send written notice by certified mail with a five (5) day return requested or deliver written notice by the United States Postal Service with signature confirmation service to:
 - (1) The last known registered owner of the nuisance;
 - (2) Each lienholder of record of the nuisance; and
 - (3) The owner or occupant of:
 - a. The property on which the nuisance is located; or
 - b. If the nuisance is located on a public right-of-way, the property adjacent to the right-of-way.
- (b) Such notice shall state:
 - (1) The nature of the public nuisance;
 - (2) That the nuisance must be abated and removed not later than the tenth day after the date on which the notice was personally delivered or mailed; and
 - (3) That any request for a hearing must be made before the ten (10) day period expires.
- (c) If the post office address of the last known registered owner of the nuisance is unknown, notice may be placed on the nuisance or, if the owner is located, hand delivered.
- (d) If notice is returned undelivered, action to abate the nuisance shall be continued to a date not earlier than the eleventh day after the date of the return.
- (e) The relocation of a junked vehicle that is a public nuisance under section 19-17 to another location in the city after notice has been given in accordance with this section shall have no effect on the city's ability to continue to remove and destroy the vehicle if the junked vehicle constitutes a public nuisance at the new location.

Sec. 19-21. - Hearing prior to abatement of nuisance by City.

A public hearing shall be held, on the request of a person who receives notice as provided by section 19-20 of the City of Paris Code of Ordinances, if the request is made not later than the date by which the nuisance must be abated and removed (ten (10) days). The hearing shall be held not earlier than the eleventh day after the date of the service of notice. The hearing provided for herein shall be conducted by

the city manager, or his designee. At the hearing, the junked vehicle is presumed, unless demonstrated otherwise by the owner, to be inoperable. Following such hearing, and if the information is available at the location of the nuisance, an order requiring removal of the nuisance shall include the vehicle's description, vehicle identification number, and license plate number. Failure to comply with any order issued as a result of a hearing shall constitute an offense in accordance with section 19-18 of this chapter.

Sec. 19-22. - Removal with permission.

If, within ten (10) days after receipt of notice as provided in section 19-20 hereof, the owner or occupant of the premises on which a nuisance is located shall give written permission to an authorized representative of the City as provided in section 19-19 hereof for removal of the junked motor vehicle from the premises, the giving of such permission shall be considered compliance with the provisions of this article.

Sec. 19-23. - Disposal of junk vehicles.

- (a) If a public nuisance, as described in section 19-17 hereof, is not abated after notice is given in accordance with this article, the City may take action to abate such nuisance. Junked vehicles or parts thereof may be disposed of by removal to a scrap yard, demolisher, or any suitable site operated by the City or Lamar County for processing as scrap or salvage. A junked vehicle disposed of to a demolisher, in accordance with this article, shall be transferred to such demolisher by a form or forms required by the Texas Department of Transportation.
- (b) After a vehicle has been removed pursuant to this article, it shall not be reconstructed or made operable by any person.
- (c) Notice shall be given to the Texas Department of Transportation not later than the fifth (5th) day after the date of removal identifying the vehicle or part of a vehicle so removed.

Sec. 19-24. - Exceptions.

Procedures adopted under this article do not apply to a vehicle or vehicle part:

- (1) That is completely enclosed in a building in a lawful manner and is not visible from the street or other public or private property; or
- (2) That is stored or parked in a lawful manner on private property in connection with the business of a licensed vehicle dealer or junkyard, or that is an antique or special interest vehicle stored by a motor vehicle collector on the collector's property, if the vehicle or part and the outdoor storage area, if any, are:
 - a. Maintained in an orderly manner;
 - b. Not a health hazard; and
 - c. Screened from ordinary public view by appropriate means, including a fence, rapidly growing trees, or shrubbery.
- (3) That is an antique or special interest vehicle stored by a motor vehicle collector on the collector's property under an approved carport with a properly fitted and make/model specific car cover.

Sec. 19-25. - Application.

Nothing in this article shall affect ordinances that permit immediate removal of a vehicle left on public property which constitutes an obstruction of traffic.

Sec. 38-108. - Processes, procedures and applications for changes and amendments to zoning regulations and zoning district boundaries.

- (a) *Authority to amend ordinance.* The city council may, from time to time, on its own motion, by initiation of the planning and zoning commission, by request of the administrative official, or upon proper application or petition from a property owner or their authorized representative, establish initial zoning boundaries or amend or extend the boundaries of an existing zoning district shown on the zoning map of the city or amend, supplement, change, modify or repeal, by ordinance, the regulations and standards contained herein.
- (b) *Declaration of policy and review criteria.*
- (1) The city hereby declares the enactment of these regulations governing the use and development of land, buildings, and structures as a measure necessary to the orderly development of the community. Therefore, no change shall be made in these regulations or in the boundaries of the zoning districts except:
 - a. To correct any error in the regulations or map;
 - b. To recognize changed or changing conditions or circumstances in a particular locality;
 - c. To recognize changes in technology, the style of living, or manner of conducting business;
or
 - d. To change the property to uses in accordance with the city's adopted comprehensive plan.
 - (2) In making a determination regarding a requested zoning change, the planning and zoning commission and the city council shall consider the following factors:
 - a. Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned, and their relationship to the general area and to the city as a whole;
 - b. Whether the proposed change is in accordance with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area;
 - c. The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the city, and any special circumstances that may make a substantial part of such vacant land unavailable for development;
 - d. The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change;
 - e. How other areas designated for similar development will be, or are likely to be, affected if the proposed amendment is approved; and
 - f. Any other factors that will substantially affect the public health, safety, morals, or general welfare.
- (c) *Application and determination of completeness.*
- (1) Every application for zoning, rezoning, or amendment to the regulations of this chapter shall be subject to a determination of completeness by the administrative official.
 - (2) No application shall be deemed complete and accepted for processing unless it is accompanied by all documents required by and prepared in accordance with the requirements of this chapter. For a determination of completeness to be issued, an application must include the following:
 - a. Payment of the appropriate fee;
 - b. An accurate metes and bounds description of the subject property (or other suitable legal description);

- c. A survey exhibit and other appropriate exhibits as deemed necessary by the administrative official including, but not be limited to, site plans, maps, architectural elevations, and information about proposed uses; and
 - d. A notarized statement verifying land ownership and, if applicable, authorization of land owner's agent to file the zoning change request.
- (3) The administrative official may from time to time identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in this chapter.
 - (4) A determination of completeness shall not constitute a determination of compliance with the substantive requirements of this chapter.
 - (5) Not later than the tenth business day after the date an application is submitted, the administrative official shall make a written determination whether the application constitutes a complete application. This shall include a determination that all information and documents required by this chapter have been submitted. A determination that the application is incomplete shall be mailed to the applicant within such time period by United States certified mail at the address listed on the application. The determination shall specify the documents or other information needed to complete the application and shall state that the application will expire if the documents or other information is not submitted within 45 days after the date the application was submitted.
 - (6) An application filed on or after the effective date of the ordinance from which this chapter is derived shall be deemed complete on the 11th business day after the application has been received, if the applicant has not otherwise been notified that the application is incomplete. For purposes of this section, the applicant shall be deemed to have been notified if the city has mailed a copy of the determination as provided in subsection (c)(5) of this section.
 - (7) The processing of an application by any city employee prior to the time the application is determined to be complete shall not be binding on the city as the official acceptance of the application for filing. The incompleteness of an application shall be grounds for denial of the application regardless of whether a determination of incompleteness was mailed to the applicant.
 - (8) An application for a zoning, rezoning, or amendment to the regulations of the ordinance from which this chapter is derived shall be deemed to expire on the 45th day after the application is submitted to the administrative official for processing if the applicant fails to provide documents or other information necessary to meet the requirements of this chapter or other requirements as specified in the determination provided to the applicant. Upon expiration, the application will be returned to the applicant together with any accompanying documents. Thereafter, a new application must be submitted.
- (d) *Public hearing and notice.*
- (1) Upon filing of a complete application, the administrative official shall establish the date for a public hearing on the application and shall provide notice as provided in this section and shall place the application on an agenda of the planning and zoning commission.
 - (2) Before the tenth day before the hearing date, written notice of each public hearing before the planning and zoning commission on a proposed change in a zoning classification shall be sent to each owner, as indicated by the most recently approved municipal tax roll, of real property within 200 feet of the property on which the change in classification is proposed. The notice may be served by its deposit in the city properly addressed with postage paid, in the United States mail.
 - (3) Upon receiving the recommendation of the planning and zoning commission regarding a proposed change in zoning regulations or zoning district boundaries, the city council shall call a public hearing for consideration of the application.
 - (4) All changes in zoning regulations and zoning classifications require a public hearing before the city council. Before the 15th day before the date of the hearing, notice of the time and place of the hearing before the city council shall be published in an official newspaper or a newspaper of general circulation in the city.

- (5) **Withdrawal.** Any proposal or application may be withdrawn by the applicant after the commission makes its final report, and such proposal or application shall not be subject to the provision hereof that a period of time must pass before a new application is considered. If such proposal is withdrawn, the city council will not consider it. Any proposal or application withdrawn may be resubmitted and shall be subject to all fees and notice requirements as an original application.

(e) *Planning and zoning commission consideration and recommendation.*

- (1) The planning and zoning commission shall function in accordance with section 38-106 and with any other applicable provisions of other city ordinances or state law.
- (2) The planning and zoning commission shall hold a public hearing on all proposed changes to zoning regulations or zoning district boundaries. If, at the conclusion of the hearing, the planning and zoning commission recommends approval of proposed changes to zoning regulations or zoning district boundaries to the city council, said recommendation shall be by motion of the planning and zoning commission carried by the affirmative votes of not less than a majority of its total membership present and voting. A copy of any recommendation shall be submitted to the city council in writing and shall be accompanied by a report of findings, summary of hearing and any other pertinent data.
- (3) The planning and zoning commission may, on its own motion or at the applicant's request, postpone consideration of the request for not more than 90 calendar days from the time the public hearing was first opened, or until it has had an opportunity to consider other information or proposed modifications to the request that may have a direct bearing on the recommendation to the city council. If the commission elects to postpone the request, such postponement shall specifically state the time period of the postponement by citing the specific meeting date whereon the request will reappear on the commission's agenda, and further notice to surrounding property owners shall not be required.
- (4) When the commission is ready to act upon a zoning request, it may recommend approval of the request as it was submitted by the applicant, approval of the request subject to certain conditions or modifications, or disapproval of the request. Each of the commission's recommendations shall be forwarded to the city council for a public hearing unless the applicant specifically requests otherwise. Any such request shall be submitted via a written request that is signed by the applicant.

(f) *City council consideration and action.*

- (1) The city council shall receive the written recommendation of the planning and zoning commission regarding all changes in zoning regulations or zoning district boundaries and shall hold a public hearing.
- (2) If the planning and zoning commission has recommended to the city council that a proposed amendment be disapproved, the city council may adopt or refuse to adopt the amendment by a simple majority vote of the councilmembers present and voting.
- (3) When the planning and zoning commission has recommended to the city council that a proposed amendment be approved, the city council may disapprove the petition or application for amendment by a simple majority vote of the city councilmembers present and voting.
- (4) If a proposed change to a regulation or boundary is protested in accordance with this section, the proposed change must receive, in order to take effect, the affirmative vote of at least three-fourths of all members of the city council. The protest must be written and signed by the owners of at least 20 percent of either:
 - a. The area of the lots or land covered by the proposed change; or
 - b. The area of lots or land immediately adjoining the area covered by the proposed change and extending 200 feet from that area.
- (5) In computing the percentage of land area under subsection (f)(4) of this section, the area of streets and alleys shall be included.

(g) *Effect of denial of application.*

- (1) In the event that an application for a change in zoning regulation or zoning classification is denied by the city council, said application shall not be eligible for reconsideration for one year subsequent to such denial. A new application affecting or including all or part of the same property must be substantially different from the application denied, in the opinion of the city council, to be eligible for consideration within one year of the denial of the original application.
- (2) In the event a reapplication affecting the same land is for a zone that will permit the same use of the property as that which would have been permitted under the denied application, the same shall not be considered to be substantially different from the application denied.

(Ord. No. 120910-01, § 1(ch. 1, § 7(div. 1)), 12-9-2010)