

SPECIAL BUDGET WORK SESSION WILL BEGIN AT 6:00 PM

SPECIAL CITY COUNCIL MEETING WILL BEGIN AT 6:30 PM

NOTICE OF SPECIAL MEETING

TOWN OF RANSOM CANYON

CITY COUNCIL AGENDA

TUESDAY, JULY 26, 2022

Jana Trew, Mayor

Val Meixner, Alderwoman
Ron McWilliams, Alderman
Terry Waldren, Alderman

Brandt Underwood, Mayor Pro Tem
John Hand, Alderman
Elena Quintanilla, City Administrator

Notice is hereby given that the special meeting for the governing body of the Town of Ransom Canyon is called for 6:00 p.m. on Tuesday, July 26, 2022 for a Budget Work Session. The regular meeting will begin at 6:30 p.m., and both meetings will be held at City Hall located at 24 Lee Kitchens Drive in Ransom Canyon, Texas. The City Council agenda and packet are posted online at <https://www.ci.ransom-canyon.tx.us>.

1. BUDGET WORK SESSION #2
2. ADJOURN
3. CALL TO ORDER/PRAYER/PLEDGES AT 6:30 P.M.
4. CITIZEN COMMENTS AND PROPERTY OWNER'S ASSOCIATION REPORT - **In accordance with law, no Council *discussion or action* is to be taken until such matter is placed on the Agenda.** Citizens shall be allowed to speak on any matter other than personnel matters, matters under litigation or matters concerning the purchase, exchange, lease or value of real property
5. PUBLIC PARTICIPATION OPPORTUNITY: Discussion regarding the Consumer Confidence Report – Water Quality for 2021
6. DISCUSSION ITEM: Discuss changing the speed limit of Ransom Road (from FM 3523 to the intersection where the Fire Station is located) from 50 mph to 35 mph.
7. ACTION ITEM: APPROVE MINUTES OF:
 - a. Regular Meeting on June 14, 2022
 - b. Special Meeting on June 21, 2022

8. ACTION ITEM: APPROVE FINANCIALS

- a. Financial Reports
- b. June 2022 Claims & Demands
- c. Financial Investment Report

9. ACTION ITEM: CONSIDER AND ACT UPON an update to the personnel policy manual for the Town of Ransom Canyon.

10. ACTION ITEM: CONSIDER AND ACT UPON a strategic plan for the Town of Ransom Canyon for fiscal years 2022-2027.

11. ACTION ITEM: CONSIDER AND ACT UPON electing Elena Quintanilla to serve as a Board of Trustee for TML Region 3 for a term that begins October 1, 2022 – September 30, 2025.

12. ACTION ITEM: CONSIDER AND ACT UPON an ordinance that amends the membership of the Capital Improvement Advisory Committee (CIAC).

A. BUILDING REVIEW COMMITTEE REPORT: The Building Review Committee did not meet in the month of June.

B. DEPARTMENT REPORTS:

- a. Administration: Elena Quintanilla
 - City Administrator Schedule of Events
 - Update on the Buffalo Dam
 - Aerial Mosquito Spray Coalition
 - Strategic Plan Update
 - Budget Calendar
- b. Court: Elena Quintanilla
 - Report on Pending Municipal Court Cases
 - Report on New Municipal Court Cases
- c. Operations: Cory Needham
 - Beast/Quad Investments Subdivision
 - Fourth of July Beautification
 - Sewer Plant Lift Station Repairs
 - Buffalo Lake Sewer Issues
 - Mosquito Prevention and Ground Spraying
- d. Police: James Hill
 - Report of Citations, Warnings, and Arrests
 - Police Training
 - Movie Night
 - Weed Notices
 - Fourth of July Traffic

- e. Fire: Rand McPherson
 - EMS Calls
 - Fire Calls
 - Buffalo Lake Fire Training Exercise
 - Fourth of July Activities/Dept. Fundraiser
 - Fire Department Remodel
 - Curb Painting of Addresses
- f. Library: Angie Fikes
 - New Books for the Library
 - Summer Reading Program – Science Spectrum

13. ADJOURN

Executive Session Disclosure Statement: The City Council 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 Government Code, Section 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 551.087 (Economic Development).

If any accommodations for a disability are required, please notify the City Administrator's office at 806-829-2470 at least two (2) working days prior to the date of the meeting. The building has handicap parking areas and is wheelchair accessible at the front entrance to the building.

All items listed on this agenda are eligible for both discussion and action unless expressly limited.

CERTIFICATION

DATED THIS THE 22nd DAY OF JULY, 2022

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of Ransom Canyon, Texas is a true and correct copy of said notice that has been posted in the display case at the City Hall of Ransom Canyon, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on or before July 22, 2022 by 4:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of such meeting.

Elena Quintanilla, City Secretary

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the front doors of City Hall on _____ day of _____, 2022.

Elena Quintanilla, City Secretary

Budget Work Session #2

TOWN OF RANSOM CANYON 2022-2023 UPDATED 07/15/22

BUDGET YEAR - GENERAL FUND 01

		2020-2021 BUDGET	2021-2022 BUDGET	2022-2023 DRAFT BUDGET	CHANGE FROM PRIOR YR BUDGET
ACCT# REVENUES					
	UTILITY REVENUE				
401	WATER REVENUE	\$ (600,000)	\$ (610,000)	\$ (640,000)	4.92%
402	SEWER REVENUE	\$ (145,000)	\$ (155,000)	\$ (240,000)	54.84%
403	GARBAGE REVENUE	\$ (145,000)	\$ (148,000)	\$ (148,000)	0.00%
404	PENALTY REVENUE	\$ (4,000)	\$ (4,000)	\$ (4,500)	12.50%
405	MOSQUITO GROUND	\$ -	\$ -	\$ -	0.00%
406	MOSQUITO AIR	\$ (3,000)	\$ (3,000)	\$ (3,000)	0.00%
408	TURN ON REVENUE	\$ (1,200)	\$ (1,200)	\$ (500)	-58.33%
409	RV REVENUE (MONTHLY PAYEES)	\$ (5,500)	\$ -	\$ -	0.00%
	UTILITY SUBTOTAL	\$ (903,700)	\$ (921,200)	\$ (1,036,000)	12.46%
	BUILDING PERMIT REVENUE				
410	BUILDING PERMIT REVENUE	\$ (5,000)	\$ (10,000)	\$ (10,000)	0.00%
411	TAP CONNECTION REVENUE	\$ (750)	\$ (3,200)	\$ (3,200)	0.00%
	PERMIT SUBTOTAL	\$ (5,750)	\$ (13,200)	\$ (13,200)	0.00%
	FRANCHISE REVENUE				
420	ATMOS FRANCHISE REVENUE	\$ (8,000)	\$ (8,800)	\$ (10,000)	13.64%
421	SPEC FRANCHISE REVENUE	\$ (15,000)	\$ (16,000)	\$ (16,000)	0.00%
422	SOUTH PLAINS TEL FRANCHISE REV	\$ (2,000)	\$ (2,000)	\$ (2,000)	0.00%
423	SBC FRANCHISE REVENUE	\$ (100)	\$ (100)	\$ (100)	0.00%
424	MISC FRANCHISE REVENUE/INTERNET	\$ (100)	\$ (500)	\$ (500)	0.00%
425	INTERNET REVENUE	\$ (4,900)	\$ (4,900)	\$ (7,500)	53.06%
	FRANCHISE SUBTOTAL	\$ (30,100)	\$ (32,300)	\$ (36,100)	11.76%
	AD VALOREM TAX REVENUE				
443	DELINQUENT TAX REVENUE	\$ (1,200)	\$ (5,115)	\$ (6,000)	17.30%
444	CURRENT TAX REVENUE	\$ (950,000)	\$ (945,000)	\$ (955,000)	1.06%
445	TAX P&I REVENUE	\$ (3,000)	\$ (3,000)	\$ (3,000)	0.00%
446	TAX CERTIFICATE REVENUE	\$ (100)	\$ (100)	\$ (100)	0.00%
	TAX SUBTOTAL	\$ (954,300)	\$ (953,215)	\$ (964,100)	1.14%
	INTEREST REVENUE				
455	INTEREST INCOME	\$ (18,000)	\$ (5,000)	\$ (5,000)	0.00%
	INTEREST SUBTOTAL	\$ (18,000)	\$ (5,000)	\$ (5,000)	0.00%
	LIBRARY REVENUE				
465	LIBRARY REVENUE	\$ (6,500)	\$ (6,500)	\$ (7,000)	7.69%
	LIBRARY SUBTOTAL	\$ (6,500)	\$ (6,500)	\$ (7,000)	7.69%
	COURT REVENUE				
477	COURT FEES	\$ (250)	\$ (500)	\$ (600)	20.00%

478	COURT FINES	\$ (250)	\$ (1,000)	\$ (1,200)	20.00%
	COURT SUBTOTAL	\$ (500)	\$ (1,500)	\$ (1,800)	20.00%
	OTHER REVENUE				
480	BUFFALO LAKE REVENUE	\$ (100,000)	\$ (130,000)	\$ (161,000)	23.85%
482	TEXAS WATER DEVELOPMENT BOARD	\$ (1,535,000)	\$ (2,710,000)	\$ (3,000,000)	10.70%
483	CITY SALES TAX	\$ (13,000)	\$ (14,000)	\$ (16,000)	14.29%
486	LEOSE TRAINING REVENUE	\$ -	\$ -	\$ -	0.00%
487	BOAT PERMIT REVENUE	\$ (1,500)	\$ (1,500)	\$ (1,500)	0.00%
488	RV STORAGE REVENUE annual payees	\$ (10,000)	\$ (10,000)	\$ (15,000)	50.00%
489	MISC REVENUE	\$ (5,000)	\$ (7,000)	\$ (7,000)	0.00%
491	NOTE PROCEEDS - CENTENNIAL BANK	\$ -	\$ -	\$ -	0.00%
492	COVID/ARPA GRANT FUNDS	\$ (50,000)	\$ (170,000)	\$ (133,000)	-0.21764706
493	LUBBOCK COUNTY FIRE GRANT	\$ (10,300)	\$ (10,300)	\$ (55,643)	440.22%
495	CC PROCESSING FEES	\$ (1,000)	\$ (2,500)	\$ (5,500)	120.00%
490	GENERAL FUND TRANSFER	\$ (210,801)	\$ (357,482)	\$ (398,788)	11.55%
	OTHER SUBTOTAL	\$ (1,936,601)	\$ (3,412,782)	\$ (3,793,431)	11.15%
	TOTAL REVENUES	\$ (3,855,451)	\$ (5,345,697)	\$ (5,856,631)	9.56%

ACCT# EXPENDITURES

CITY COURT

504-4020	JUDGE CONTRACT	\$ 2,678	\$ 5,000	\$ 5,000	0.00%
504-4030	COURT OPERATING EXPENSE	\$ 1,200	\$ 1,200	\$ 2,400	100.00%
504-4040	COURT EDUCATION EXPENSE	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
	COURT SUBTOTAL	\$ 6,878	\$ 9,200	\$ 10,400	13.04%

ADMINISTRATION

505-5000	PAYROLL, INCLUDING BENEFITS	\$ 264,916	\$ 258,334	\$ 302,288	17.01%
505-5010	AUDIT	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
505-5020	COMPUTER EXP	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
505-5030	ELECTION EXP	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
505-5040	XEROX EXPENSE	\$ 5,800	\$ 5,800	\$ 5,800	0.00%
505-5050	PITNEY BOWES EXPENSE	\$ 1,394	\$ 1,394	\$ 1,394	0.00%
505-5070	GENERAL LIABILITY INSURANCE	\$ 943	\$ 943	\$ 1,037	9.97%
505-5071	WORKERS COMP INS	\$ 854	\$ 854	\$ 710	-16.86%
505-5075	E&O/REAL & PERSONAL, CRIME INSUR/	\$ 4,969	\$ 5,494	\$ 6,043	9.99%
505-5080	LEGAL EXPENSE	\$ 20,000	\$ 27,000	\$ 25,000	-7.41%
505-5081	LEGAL EXPENSE CODIFY ORD	\$ 5,000	\$ 5,000	\$ 7,000	40.00%
505-5090	LCAD EXPENSE	\$ 15,459	\$ 16,382	\$ 17,562	7.20%
505-5100	MEETINGS-EDUCATION EXPENSE	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
505-5101	CITY COUNCIL TML CONFERENCE	\$ 8,000	\$ 8,000	\$ 8,000	0.00%
505-5105	ASSOCIATION DUES EXPENSE	\$ 1,700	\$ 1,700	\$ 1,700	0.00%
505-5110	ADMIN OFFICE SUPPLIES	\$ 8,500	\$ 8,500	\$ 8,500	0.00%
505-5120	POSTAGE EXPENSE	\$ 5,200	\$ 5,200	\$ 6,600	26.92%
505-5130	PUBLIC RELATIONS EXPENSE	\$ 7,000	\$ 7,000	\$ 7,000	0.00%
505-5140	OFFICE UTILITY EXPENSE	\$ 10,500	\$ 10,500	\$ 10,500	0.00%
505-5150	OFFICE TELEPHONE EXPENSE	\$ 12,000	\$ 12,000	\$ 11,000	-8.33%
505-5155	SECURITY SYSTEM	\$ 13,000	\$ 9,000	\$ 3,740	-58.44%
505-5170	MILEAGE REIMBURSEMENT	\$ 500	\$ 500	\$ 2,000	300.00%
505-5175	CREDIT CARD FEE EXPENSE	\$ 6,000	\$ 8,000	\$ 8,000	0.00%
	ADMINISTRATION SUBTOTAL	\$ 445,735	\$ 445,601	\$ 487,874	9.49%

OPERATIONS

506-6000 PAYROLL, INCLUDING BENEFITS	\$ 153,556	\$ 158,000	\$ 120,030	-24.03%
506-6010 DUES AND FEES EXPENSE	\$ 1,400	\$ 1,400	\$ 1,400	0.00%
506-6015 OPERATIONS SCHOOL EXPENSE	\$ 12,500	\$ 12,500	\$ 12,500	0.00%
506-6016 OPERATIONS CELL PHONE	\$ 6,000	\$ 6,000	\$ 6,000	0.00%
506-6020 ENGINEERING EXPENSE	\$ 17,000	\$ 17,000	\$ 17,000	0.00%
506-6030 BUILDING INSPECTION EXPENSE	\$ 6,000	\$ 6,000	\$ 6,000	0.00%
506-6040 GARBAGE CONTRACT EXPENSE	\$ 120,000	\$ 120,000	\$ 120,000	0.00%
506-6050 GAS AND OIL EXPENSE	\$ 13,000	\$ 13,000	\$ 18,792	44.55%
506-6055 MILEAGE REIMBURSEMENT	\$ 2,800	\$ 3,000	\$ 3,000	0.00%
506-6060 SHOP MATERIALS EXPENSE	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
506-6080 BUILDING REPAIR EXPENSE	\$ 15,000	\$ 10,000	\$ 12,000	20.00%
506-6100 EQUIPMENT REPAIR EXPENSE	\$ 8,000	\$ 8,000	\$ 8,000	0.00%
506-6110 SMALL TOOLS EXPENSE	\$ 500	\$ 500	\$ 500	0.00%
506-6120 UNIFORMS EXPENSE	\$ 6,500	\$ 6,800	\$ 6,800	0.00%
506-6160 EQUIPMENT PURCHASE EXPENSE	\$ 8,000	\$ 8,000	\$ 8,000	0.00%
506-6170 MOSQUITO SPRAY GROUND	\$ 7,000	\$ 7,500	\$ 7,500	0.00%
506-6171 MOSQUITO SPRAY AIR	\$ 13,000	\$ 13,000	\$ 13,000	0.00%
506-6200 WORKERS COMP	\$ 12,376	\$ 10,780	\$ 11,858	10.00%
506-6210 AUTO& APD INSURANCE	\$ 4,202	\$ 4,284	\$ 4,712	9.99%
506-6220 GENERAL/E&O LIABILITY INS	\$ 2,018	\$ 2,018	\$ 2,220	10.01%
506-6230 REAL/PERSONAL/MOBILE PROP INS	\$ 5,500	\$ 5,830	\$ 6,413	10.00%
OPERATIONS SUBTOTAL	\$ 416,352	\$ 415,612	\$ 387,725	-6.71%

FIRE DEPARTMENT

507-7020 COMPUTER EXPENSE	\$ 300	\$ 1,500	\$ 1,500	0.00%
507-7030 DUES EXPENSE	\$ 75	\$ 575	\$ 575	0.00%
507-7040 EDUCATION EXPENSE	\$ 2,000	\$ 3,500	\$ 4,500	28.57%
507-7045 LUBBOCK COUNTY GRANT	\$ 10,300	\$ 10,300	\$ 55,643	440.22%
507-7050 EQUIPMENT EXPENSE	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
507-7060 AUTO & APD INSURANCE EXPENSE	\$ 2,861	\$ 2,862	\$ 3,088	7.90%
507-7061 REAL & PERSONAL PROP INSURANCE	\$ 2,183	\$ 3,161	\$ 3,592	13.63%
507-7070 WORKERS COMP INSURANCE	\$ 631	\$ 631	\$ 631	0.00%
507-7080 MEDICAL EQUIPMENT EXPENSE	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
507-7090 PERSONAL EQUIPMENT EXPENSE	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
507-7100 RADIO REPAIR EXPENSE	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
507-7140 BUILDING UTILITIES EXPENSE	\$ 7,000	\$ 7,000	\$ 7,000	0.00%
507-7145 FIRE STATION BUILDING REPAIR	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
507-7150 TELEPHONE EXPENSE	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
507-7160 VEHICLE REPAIR EXPENSE	\$ 17,000	\$ 17,000	\$ 18,500	8.82%
FIRE DEPARTMENT SUBTOTAL	\$ 58,850	\$ 63,029	\$ 111,529	76.95%

LIBRARY

508-8020 CONTRACT LABOR	\$ 21,631	\$ 22,280	\$ 23,171	4.00%
508-8030 LIBRARY EXPENSES	\$ 9,500	\$ 9,500	\$ 9,500	0.00%
508-8140 UTILITIES EXPENSE	\$ 2,400	\$ 2,400	\$ 2,400	0.00%
508-8150 TELEPHONE EXPENSE	\$ 1,245	\$ 1,245	\$ 1,245	0.00%
508-8160 WORKERS COMP INS	\$ 93	\$ 93	\$ 102	9.68%
LIBRARY SUBTOTAL	\$ 34,869	\$ 35,518	\$ 36,418	2.53%

POLICE DEPARTMENT

509-9000 PAYROLL, INCLUDING BENEFITS	\$ 260,331	\$ 285,390	\$ 319,459	11.94%
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509-9010 AMMUNITION	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
509-9015 ANIMAL CONTROL	\$ 150	\$ 150	\$ 150	0.00%
509-9020 DUES EXPENSE	\$ 300	\$ 400	\$ 400	0.00%
509-9030 EDUCATION EXPENSE	\$ 3,500	\$ 3,500	\$ 4,000	14.29%
509-9041 EMERGENCY MGT TRAINING	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
509-9050 GAS -OIL EXPENSE	\$ 8,000	\$ 9,000	\$ 15,000	66.67%
509-9055 MILEAGE REIMBURSEMENT	\$ -	\$ -	\$ -	0.00%
509-9060 AUTO & APD INSURANCE EXPENSE	\$ 1,878	\$ 1,895	\$ 2,085	10.03%
509-9065 LAW ENFORCEMENT LIABILITY INSUR/	\$ 2,520	\$ 2,744	\$ 4,118	50.07%
509-9066 E&O/REAL & PERSONAL PROP INS	\$ 4,660	\$ 4,940	\$ 5,752	16.44%
509-9067 WORKERS COMP	\$ 8,996	\$ 9,500	\$ 8,413	-11.44%
509-9070 CELL PHONE EXPENSE	\$ 4,750	\$ 4,750	\$ 4,750	0.00%
509-9090 OFFICE SUPPLY EXPENSE	\$ 500	\$ 500	\$ 500	0.00%
509-9110 SMALL EQUIPMENT EXPENSE	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
509-9130 RADIO REPAIR EXPENSE	\$ 2,500	\$ 3,000	\$ 3,500	16.67%
509-9150 TELEPHONE EXPENSE	\$ 2,500	\$ 2,000	\$ 1,500	-25.00%
509-9160 VEHICLE REPAIR EXPENSE	\$ 5,500	\$ 6,000	\$ 3,000	-50.00%
509-9175 SURVEILLANCE VIDEO CAMERAS	\$ 2,000	\$ 2,000	\$ 14,000	600.00%
509-9180 COMPUTER EXPENSE	\$ 5,500	\$ 5,500	\$ 7,500	36.36%
509-9200 UNIFORM EXPENSE	\$ 1,750	\$ 1,750	\$ 2,000	14.29%
509-9210 BOAT MAINTENANCE EXPENSE	\$ 500	\$ 500	\$ 1,000	100.00%
509-9220 LAKE REPAIR & MAINT EXPENSE	\$ 1,000	\$ 750	\$ 750	0.00%
509-9221 COMMUNITY EVENTS EXPENSE	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
POLICE DEPARTMENT SUBTOTAL	\$ 326,835	\$ 354,269	\$ 407,877	24.80%

SEWER DEPARTMENT

Type equation here.

510-1000 CHEMICALS	\$ 4,600	\$ 6,000	\$ 6,000	0.00%
510-1001 PAYROLL, INCLUDING BENEFITS	\$ 84,455	\$ 87,000	\$ 108,186	24.35%
510-1005 PERMIT INSPECTION EXPENSE	\$ 1,500	\$ 2,500	\$ 2,500	0.00%
510-1010 LAB EXPENSE	\$ 5,000	\$ 5,000	\$ 6,000	20.00%
510-1014 UTILITY EXPENSE	\$ 42,000	\$ 42,000	\$ 42,000	0.00%
510-1016 SEWER SLUDGE HAULING AND HANDL	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
510-1020 REPAIR EXPENSE	\$ 18,000	\$ 18,000	\$ 16,000	-11.11%
510-1025 WATER EXPENSE AT SEWER PLANT				
510-1100 WORKERS COMP	\$ 2,573	\$ 2,573	\$ 2,592	0.74%
SEWER DEPARTMENT SUBTOTAL	\$ 160,128	\$ 165,073	\$ 185,278	12.24%

ROADS AND GROUNDS DEPT

511-1000 PAYROLL, INCLUDING BENEFITS	\$ 80,361	\$ 81,773	\$ 74,167	-9.30%
511-1100 STREET SWEEPING	\$ 7,000	\$ 7,000	\$ 7,000	0.00%
511-1101 CONTRACT ROAD REPAIR EXPENSE	\$ 2,000	\$ 2,000	\$ -	-100.00%
511-1110 EQUIPMENT REPAIR	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
511-1115 GROUNDS MAINTENANCE EXPENSE	\$ 7,500	\$ 7,000	\$ 7,000	0.00%
511-1120 MATERIALS & SUPPLIES EXPENSE	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
511-1124 STREET SIGNS EXPENSE	\$ 1,300	\$ 1,300	\$ 1,300	0.00%
511-1130 TREE TRIMMING EXPENSE	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
511-1140 PARK EXPENSES	\$ 8,000	\$ 8,000	\$ 8,000	0.00%
ROADS & GROUNDS SUBTOTAL	\$ 113,161	\$ 114,073	\$ 104,467	-8.42%

WATER DEPARTMENT

512-1000 PAYROLL, INCLUDING BENEFITS	\$ 66,953	\$ 68,700	\$ 79,767	16.11%
512-1200 WATER SYSTEM PERMIT FEES	\$ 1,600	\$ 1,600	\$ 1,600	0.00%
512-1205 LAB EXPENSE	\$ 2,000	\$ 2,000	\$ 3,000	50.00%
512-1210 LP&L PURCHASE	\$ 370,000	\$ 370,000	\$ 370,000	0.00%

512-1214 UTILITIES EXPENSE	\$ 4,000	\$ 4,000	\$ 9,000	125.00%
512-1215 WATER METER EXPENSE	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
512-1220 REPAIR EXPENSE	\$ 9,000	\$ 9,000	\$ 8,000	-11.11%
512-6165 TANK INSPECTION	\$ 800	\$ 800	\$ 800	0.00%
WATER DEPARTMENT SUBTOTAL	\$ 457,353	\$ 459,100	\$ 475,167	3.50%

EMERGENCY OPERATIONS DEPARTMENT

514-1405 EOC DEPARTMENT EXPENSE	\$ 3,000	\$ 23,000	\$ 23,000	0.00%
514-1410 EOC SIREN	\$ 4,875	\$ 4,875	\$ 4,875	0.00%
EMERGENCY OPS SUBTOTAL	\$ 7,875	\$ 27,875	\$ 27,875	0.00%

BONDS

545-4500 BOND PRINCIPAL EXPENSE	\$ 100,000	\$ 130,000	\$ 130,000	0.00%
545-5000 BOND INTEREST EXPENSE	\$ 16,515	\$ 100,647	\$ 98,021	-2.61%
545-5010 BOND SERVICING FEES	\$ 900	\$ 1,000	\$ 1,000	0.00%
BONDS SUBTOTAL	\$ 117,415	\$ 231,647	\$ 229,021	-1.13%

TOTAL EXPENDITURES	\$ 2,145,451	\$ 2,320,997	\$ 2,463,631	6.15%
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CAPITAL EXPENDITURES

520-5010 SEAL COAT/STREET REPAIRS		\$ 185,500	\$ 175,000	-5.66%
520-5030 WATER TANK REPAIR CIP	\$ 710,000	\$ 710,000	\$ -	-100.00%
520-5300 WATER METER REPLACEMENT PROG			\$ 133,000	
520-5701 VACTRON	\$ -	\$ 57,000	\$ -	100.00%
520-5073 SEWER PLANT REHABILITATION & ENC	\$ 1,000,000	\$ 2,000,000	\$ 3,000,000	50.00%
520-5009 VEHICLE -Police			\$ 50,000	100.00%
520-5812 LAND PURCHASE/ACQUISITION	\$ -	\$ 25,000	\$ -	-100.00%
520-5813 FIRE TRUCK	\$	\$ 47,200	\$ 35,000	4.92%
CAPITAL SUBTOTAL	\$ 1,710,000	\$ 3,024,700	\$ 3,393,000	12.18%
TOTAL BUDGET	\$ 3,855,451	\$ 5,345,697	\$ 5,856,631	9.56%

RANSOM CANYON - SUMMARY OF REVENUE AND EXPENSES

TOTAL REVENUES	\$ 5,856,631
LESS OPERATING EXPENSES AND CAPITAL	\$ 5,856,631
NET POSITION	\$ -

TOWN OF RANSOM CANYON - SUMMARY OF BANK BALANCES

as of 5/31/22

INTEREST & SINKIN	\$ 621,735.37
POLICE SEIZURE	\$ -
RESERVES	\$ 252,465.06
CONSTRUCTION	\$ 650,490.60
I&S WATER DEV.	\$ 237,924.00
OPERATING	\$ 47,609.90
I&S TWDB	\$ 203,318.44
TOTAL	\$ 2,013,543.37

Public Participation: Consumer Confidence Report

2021 Consumer Confidence Report for Public Water System TOWN OF RANSOM CANYON

This is your water quality report for January 1 to December 31, 2021

For more information regarding this report contact:

TOWN OF RANSOM CANYON provides surface water and ground water from the City of Lubbock who blends surface water from Lake Alan Henry and Canadian River MWA with groundwater from Bailey County and Roberts County Well Fields.

Name Cory Needham

Phone (806)829-2470

Este reporte incluye información importante sobre el agua para tomar. Para asistencia en español, favor de llamar al telefono (806)829-2470

Definitions and Abbreviations

Definitions and Abbreviations

Action Level:

The following tables contain scientific terms and measures, some of which may require explanation.

The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Avg:

Regulatory compliance with some MCLs are based on running annual average of monthly samples.

Level 1 Assessment:

A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.

Level 2 Assessment:

A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an E. coli MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

Maximum Contaminant Level or MCL:

The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal or MCLG:

The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Maximum residual disinfectant level or MRDL:

The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum residual disinfectant level goal or MRDLG:

The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

MFL:

million fibers per liter (a measure of asbestos)

mmcm:

millirems per year (a measure of radiation absorbed by the body)

na:

not applicable

NTU:

nephelometric turbidity units (a measure of turbidity)

pc/L:

picocuries per liter (a measure of radioactivity)

Definitions and Abbreviations

ppb:	micrograms per liter or parts per billion
ppm:	milligrams per liter or parts per million
ppq	parts per quadrillion, or picograms per liter (pg/L)
ppt	parts per trillion, or nanograms per liter (ng/L)
Treatment Technique or TT:	A required process intended to reduce the level of a contaminant in drinking water.

Information about your Drinking Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPAs Safe Drinking Water Hotline at (800) 426-4791.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.
- Radioactive contaminants, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. FDA regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Contaminants may be found in drinking water that may cause taste, color, or odor problems. These types of problems are not necessarily causes for health concerns. For more information on taste, odor, or color of drinking water, please contact the system's business office.

You may be more vulnerable than the general population to certain microbial contaminants, such as *Cryptosporidium*, in drinking water. Infants, some elderly, or immunocompromised persons such as those undergoing chemotherapy for cancer, persons who have undergone organ transplants; those who are undergoing treatment with steroids; and people with HIV/AIDS or other immune system disorders, can be particularly at risk from infections. You should seek advice about drinking water from your physician or health care providers. Additional guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* are available from the Safe Drinking Water Hotline (800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high quality drinking water, but we cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Information about Source Water

TOWN OF RANSOM CANYON purchases water from LUBBOCK PUBLIC WATER SYSTEM. LUBBOCK PUBLIC WATER SYSTEM provides purchase surface water from Lake Alan Henry and Canadian River Municipal Water Authority. This water is used in conjunction with Groundwater from Roberts County and Bailey County Well Fields.

WATER QUALITY REPORT DATA - 2021

CONTAMINANT	Year of Range	Average Level	Minimum Level	Maximum Level	MCL	MCLG	Unit of Measure	Contaminant Sources	Violation
SUBSTANCES REGULATED AT THE TREATMENT PLANT									
BETA/PHOTON EMITTERS	2017	6.2	4.3	8.1	50 *	0	pCi/L	Decay of natural and man-made deposits	NO
ALPHA EMITTERS	2017	4.5	2	7	15	0	pCi/L	Erosion of natural deposits	NO
URANIUM	2017	4.2	3.5	4.9	30	0	ppb	Erosion of natural deposits	NO
ARSENIC	2021	1.95	1.6	2.3	10	0	ppb	Erosion of natural deposits; runoff from orchards	NO
BARIUM	2021	0.155	0.089	0.22	2	2	ppm	Erosion of natural deposits	NO
CHROMIUM	2021	3.65	2.7	4.6	100	100	ppb	Erosion of natural deposits	NO
CYANIDE	2021	67.1	N/A	N/A	200	200	ppb	Discharge from steel/metal, plastic, and fertilizer factories	NO
FLUORIDE	2021	0.866	0.682	1.05	4	4	ppm	Erosion of natural deposits	NO
NITRATE	2021	0.944	0.053	1.69	10	10	ppm	Fertilizer runoff, septic tank leachate, sewage, erosion	NO
TURBIDITY	2021	0.054	0.027	0.112	***% < 0.3 (TT)	0	NTU	Soil runoff	NO
TOTAL ORGANIC CARBON	2021	1.66	0.610	4.86	TT	TT	ppm	Naturally present in environment	NO
TOTAL CHLORINE	2021	3.73	3.10	4.60	MRDLG=4.0	MRDLG=4.0	ppm	Disinfectant used to control microbes	NO
CHLORITE	2021	0.39	0.07	0.67	1	0.8	ppm	By-product of drinking water disinfection	NO
ADDITIONAL MONITORING									
ALUMINUM	2021	0.131	0.072	0.190	0.05-0.2 ^m	N/A	ppm	Water Treatment Chemical	N/A
CHLORIDE	2021	297	292	301	300 ^m	N/A	ppm	Naturally occurring	N/A
SULFATE	2021	126	122	130	300 ^m	N/A	ppm	Naturally occurring	N/A
TOTAL DISSOLVED SOLIDS	2021	671	340	871	1000 ^m	N/A	ppm	Naturally occurring	N/A
AMMONIA	2021	0.155	0.102	0.211	Not Regulated	N/A	ppm	Water Treatment Chemical	N/A
CALCIUM	2021	47.3	36.9	57.7	Not Regulated	N/A	ppm	Naturally occurring	N/A
MAGNESIUM	2021	22	14	29	Not Regulated	N/A	ppm	Naturally occurring	N/A
POTASSIUM	2021	5.83	5.70	5.95	Not Regulated	N/A	ppm	Naturally occurring	N/A
SODIUM	2021	214	156	271	Not Regulated	N/A	ppm	Naturally occurring	N/A
HARDNESS	2021	209	150	267	Not Regulated	N/A	ppm	Naturally occurring	N/A
CONDUCTANCE	2021	1520	1480	1560	Not Regulated	N/A	µmho/cm	Naturally occurring	N/A
TOTAL ALKALINITY	2021	190	183	199	Not Regulated	N/A	ppm	Naturally occurring	N/A

The state allows us to monitor for some substances less than once per year because the concentrations of these substances do not change frequently.

Some of our data, though representative, are more than one year old. Note: TT= Treatment Technique. ***100% of plant turbidity meets the <0.3 NTU MCL.

*The MCL for beta/photon emitters is 4 mrem/year. The USEPA considers 50 pCi/L to be the level of concern for beta/photon emitters. **Note:µmhos= micromhos/cm

**Running Annual Average

*Highest Locational Running Annual Average

^mSecondary Constituent Levels set by the Texas Commission of Environmental Quality.

No Source Water Assessment for your drinking water source(s) has been conducted by the TCEQ for your water system. The report describes the susceptibility and the types of constituents that may come into contact with your drinking water source based on human activities and natural conditions. The information in this assessment allows us to focus our source water protection strategies.

Lead and Copper	Date Sampled	MCLG	Action Level (AL)	90th Percentile	# Sites Over AL	Units	Violation	Likely Source of Contamination
Copper	2021	1.3	1.3	0.042	0	ppm	N	Erosion of natural deposits; Leaching from wood preservatives; Corrosion of household plumbing systems.
Lead	2021	0	15	1	0	ppb	N	Corrosion of household plumbing systems; Erosion of natural deposits.

2021 Water Quality Test Results

Disinfection By-Products	Collection Date	Highest Level Detected	Range of Individual Samples	MCLG	MCL	Units	Violation	Likely Source of Contamination
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Halacetic Acids (HAA5)	2021	9	5.6 - 10.2	No goal for the total	60	ppb	N	By-product of drinking water disinfection
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*The value in the Highest Level or Average Detected column is the highest average of all HAA5 sample results collected at a location over a year

Total Trihalomethanes (TTHM)	2021	12	4.17 - 14.4	No goal for the total	80	ppb	N	By-product of drinking water disinfection
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*The value in the Highest Level or Average Detected column is the highest average of all TTHM sample results collected at a location over a year

Inorganic Contaminants	Collection Date	Highest Level Detected	Range of Individual Samples	MCLG	MCL	Units	Violation	Likely Source of Contamination
Nitrate [measured as Nitrogen]	2021	1	1.05 - 1.39	10	10	ppm	N	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Disinfectant Residual

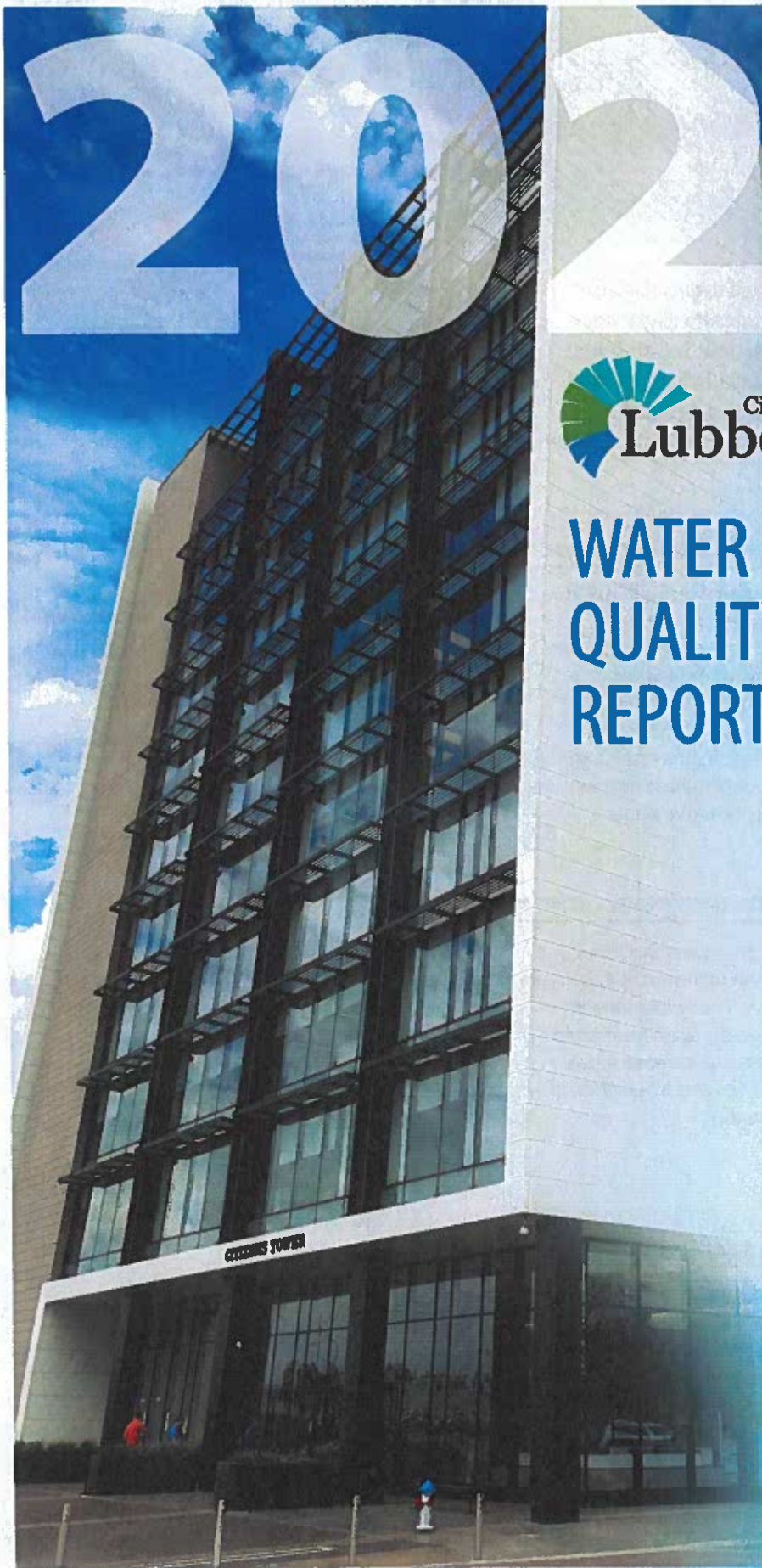
A blank disinfectant residual table has been added to the CCR template, you will need to add data to the fields. Your data can be taken off the Disinfectant Level Quarterly Operating Reports (DLQOR).

Disinfectant Residual	Year	Average Level	Range of Levels Detected	MRDL	MRDLG	Unit of Measure	Violation (Y/N)	Source in Drinking Water
Total Chlorine	2021	2.31	1.54 - 3.10	4	4	ppm	N	Water additive used to control microbes

2021



WATER QUALITY REPORT



How Do We Treat Your Water?

The Water Department's primary mission is to deliver safe, clean water to its customers. The Department operates the city's water system, which includes the treatment of water that is distributed throughout the City. The water treatment employees are dedicated to producing water that meets or exceeds strict water quality regulations set by the Texas Commission on Environmental Quality (TCEQ).



NORTH WATER TREATMENT PLANT

This plant was built in 1965. The water from Lake Meredith and the Roberts County Well Field is treated at this facility. The conventional treatment process includes sand, gravel, and coal filters to remove small particles in the water.



SOUTH WATER TREATMENT PLANT

This plant was built in 2012 to treat water from Lake Alan Henry. The water treated passes through membrane filters that remove small particles and impurities in the water.



BAILEY COUNTY WELL FIELD

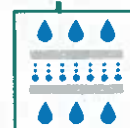
The City pumps water from the Ogallala aquifer and disinfects it near the well field. Then the water flows to Lubbock and enters into the distribution system in Northwest Lubbock.

Water Treatment Process

Transporting Source Water
Water is transported from lakes and the Ogallala aquifer to the treatment plants.



Disinfection
Chlorine and ammonia are added to both ground and surface water to kill potentially harmful organisms before the water enters the treatment plant.



Aeration/Coagulation
Raw surface water is aerated, or mixed, to release gases in the water. Coagulants are added to the water to cause particles to stick together. When the water is gently mixed (known as flocculation), larger, heavier particles are created.



Flocculation/Sedimentation
Heavier particles known as floc settle to the bottom of sedimentation tanks.



Filtration
Surface water filters consisting of membranes or coal, sand, and gravel layers, are used to remove smaller particles still remaining in the water.



Secondary Disinfection
Ammonia is added just before the treated ground or surface water leaves the plant to create chloramine. Chloramine maintains the disinfection in the distribution system.

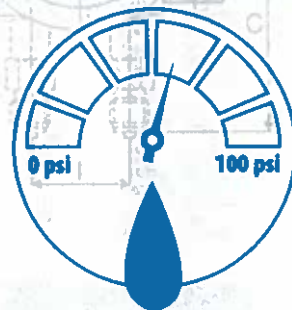


Distribution
Treated water is sent to Lubbock's homes and businesses for usage.



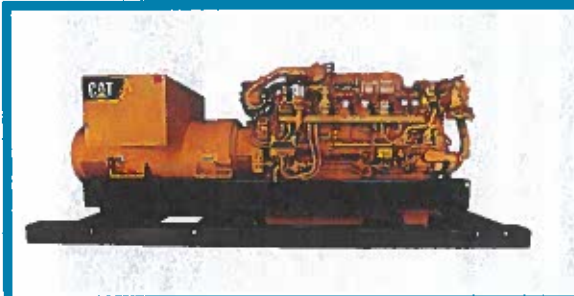
Maintaining Clean, Safe Water

Maintaining adequate water pressure throughout the City's water distribution system is essential to protecting the treated water that arrives at your house. A well pressurized system keeps contaminants out of the water distribution pipes. According to Texas Commission on Environmental Quality (TCEQ) regulations (30 TAC 290.46(r)), the water distribution system, "must maintain a minimum pressure of at least 35 psi throughout the distribution system during normal operations, and a minimum of 20 psi during emergencies." However, normal water pressure in Lubbock's distribution system typically ranges between 45 and 85 psi.



Alternative Power Supplies

Maintaining pressure can be difficult during power outages without alternative power supplies. Since 2008, the City has made it a priority to install dedicated emergency power generators at all of our pump stations and water treatment plants. This backup power capacity helps us respond proactively to power outages caused by extreme weather conditions or other emergency situations. During February 2021, Texas experienced the fury of Winter Storm Uri. This wide-spread event impacted cities across Texas. Many Texans experienced catastrophic power blackouts which caused a disruption in water service, including boil water notices. Forty-nine percent of the state had disruptions in water service.



Despite the impact of Winter Storm Uri, the City's water utility voluntarily switched to emergency generators for four days. By taking the water system off the electric grid, we saved customers from rolling blackouts and we never had a disruption of our water service.

Elevated Storage Tanks

Elevated storage tanks, or water towers, are an essential part of our water system in maintaining stable water pressure in our distribution system. Elevating the water high enough ensures that pressure, driven by gravity, forces the water down and through the system. The design helps keep the cost of water distribution lower by reducing the amount of pumps needed to maintain pressure in the system. Less pumping saves on energy cost.



You may see the City's skyline changing over the next few years as we take three old elevated storage tanks out of service and construct five new elevated storage tanks to meet the needs of our growing City. Two of these elevated storage tanks have already been constructed with three more scheduled for construction.

Drinking Water Analysis

Abbreviations & Definitions

CONTAMINANT	Year of Range	Average Level	Minimum Level	Maximum Level	MCL	MCLG	Unit of Measure	Contaminant Sources	Violation
CONTAMINANTS REGULATED AT THE TREATMENT PLANT									
BETA-PHOTOX EMITTERS	2017	6.2	4.3	8.1	50*	0	pCi/L	Decay of natural and man-made deposits	NO
ALPHA EMITTERS	2017	4.5	2	7	15	0	pCi/L	Erosion of natural deposits	NO
URANIUM	2017	4.2	3.5	4.9	30	0	ppb	Erosion of natural deposits	NO
ARSENIC	2021	1.95	1.6	2.3	10	0	ppb	Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes	NO
BARIUM	2021	0.155	0.099	0.22	2	2	ppm	Erosion of natural deposits; Discharge of drilling wastes; Discharge from metal refineries	NO
CHROMIUM	2021	3.65	2.7	4.6	100	100	ppb	Erosion of natural deposits; Discharge from steel and pulp mills	NO
CYANIDE	2021	67.1	N/A	N/A	200	200	ppb	Discharge from steel/metal, plastic, and fertilizer factories	NO
FLUORIDE	2021	0.866	0.682	1.05	4	4	ppm	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories	NO
NITRATE	2021	0.944	0.053	1.69	10	10	ppm	Fertilizer runoff; Septic tank leachate; Sewage; Erosion	NO
TURBIDITY	2021	0.054	0.027	0.112	*** < 0.3 (TT)	0	NTU	Soil runoff	NO
TOTAL ORGANIC CARBON	2021	1.66	0.610	4.86	TT	TT	ppm	Naturally present in environment	NO
CHLORITE	2021	0.39	0.07	0.67	1	0.8	ppm	By-product of drinking water disinfection	NO
DISINFECTANT RESIDUAL									
TOTAL CHLORINE	2021	3.73	3.10	4.60	MRLG=4.0	MRLG=4.0	ppm	Disinfectant used to control microbes	NO
REGULATED IN THE DISTRIBUTION SYSTEM									
TOTAL TRIHALOMETHANES	2021	16.6	5.4	32.7	80	N/A	ppb	By-product of drinking water chlorination	NO
HALOACETIC ACIDS (5)	2021	7.48	4.5	12.4	60	N/A	ppb	By-product of drinking water chlorination	NO
***Total Coliform	2021	0	0	5% of monthly samples are positive	0	***9/A	***9/A	Naturally present in environment	NO
REGULATED AT THE CUSTOMER'S TAP									
LEAD (90th percentile)	2019	N/A	0	41	15 AL	0	ppb	Natural deposit; Eroding plumbing system corrosion	NO
Out of 153 samples collected, 99 were below 15 ppb, 100 were below the Action Level (AL) of 15 ppb & 3.3 exceeded the AL at 20, 31 & 41 ppb									
COPPER (90th percentile)	2019	0.087	0.013	0.61	1.3 AL	0	ppm	Natural deposit; Eroding plumbing system corrosion	NO
Out of 100 sites collected, all were below the action level (AL) of 1.3 ppm									
ADDITIONAL MONITORING									
ALUMINUM	2021	0.131	0.072	0.190	0.05-0.24*	N/A	ppm	Water Treatment Chemical	N/A
CHLORIDE	2021	297	292	301	300 **	N/A	ppm	Naturally occurring	N/A
SULFATE	2021	126	123	130	300 **	N/A	ppm	Naturally occurring	N/A
TOTAL DISSOLVED SOLIDS	2021	671	340	871	1000**	N/A	ppm	Naturally occurring	N/A
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SODIUM	2021	214	156	271	Not Regulated	N/A	ppm	Naturally occurring	N/A
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CONDUCTANCE	2021	1520	1480	1560	Not Regulated	N/A	umho/cm	Naturally occurring	N/A
TOTAL ALKALINITY	2021	190	183	199	Not Regulated	N/A	ppm	Naturally occurring	N/A

Action Level (AL) - The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Action Level Goal (ALG) - The level of a contaminant in drinking water below which there is no known or expected risk to health. ALGs allow for a margin of safety.

Avg - Regulatory compliance with some MCLs are based on running annual average of monthly samples.

Level 1 assessment - A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.

Level 2 assessment - A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an E. coli MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

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Maximum Residual Disinfectant Level (MRDL) - The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG) - The level of a disinfectant necessary to control microbial contaminants. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

MP1 - Million Pints per Liter, a measure of asbestos

mrem - Millirems per year, a measure of radiation absorbed by the body

na - Not applicable

NTU - Nephelometric Turbidity Units, a measurement of turbidity

pCi/L - Picocuries per Liter, a measurement of radioactivity

ppb - Parts per billion or micrograms per liter

ppm - Parts per million or milligrams per liter

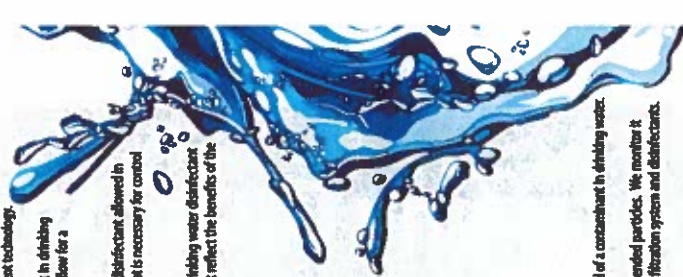
ppq - Parts per quadrillion or picograms per liter

ppt - Parts per trillion or nanograms per liter

Treatment Technique (TT) - A required process intended to reduce the level of a contaminant in drinking water.

Turbidity - A measurement of the cloudiness of the water caused by suspended particles. We monitor it because it is a good indicator of water quality and the effectiveness of our filtration system and disinfectants.

umho/cm - microhm/cm



For more information
 Visit our website at <http://www.ci.marysville.wa.us>
 or call us at 360.338.5500
 or email us at water@ci.marysville.wa.us

City of Marysville
 1500 1st Avenue
 Marysville, WA 98270
 (360) 338-5500

Important Health Information

Information about your drinking water

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- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.
- Radioactive contaminants, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Contaminants may be found in drinking water that may cause taste, color, or odor problems. These types of problems are not necessarily causes for health concerns. For more information on taste, odor, or color of drinking water, please contact the system's business office.



Lead

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high-quality drinking water, but we cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Arsenic

While your drinking water meets EPA's standard for arsenic, it does contain low levels of arsenic. EPA's standard balances the current understanding of arsenic's possible health effects against the costs of removing arsenic from drinking water. EPA continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.

Nitrate

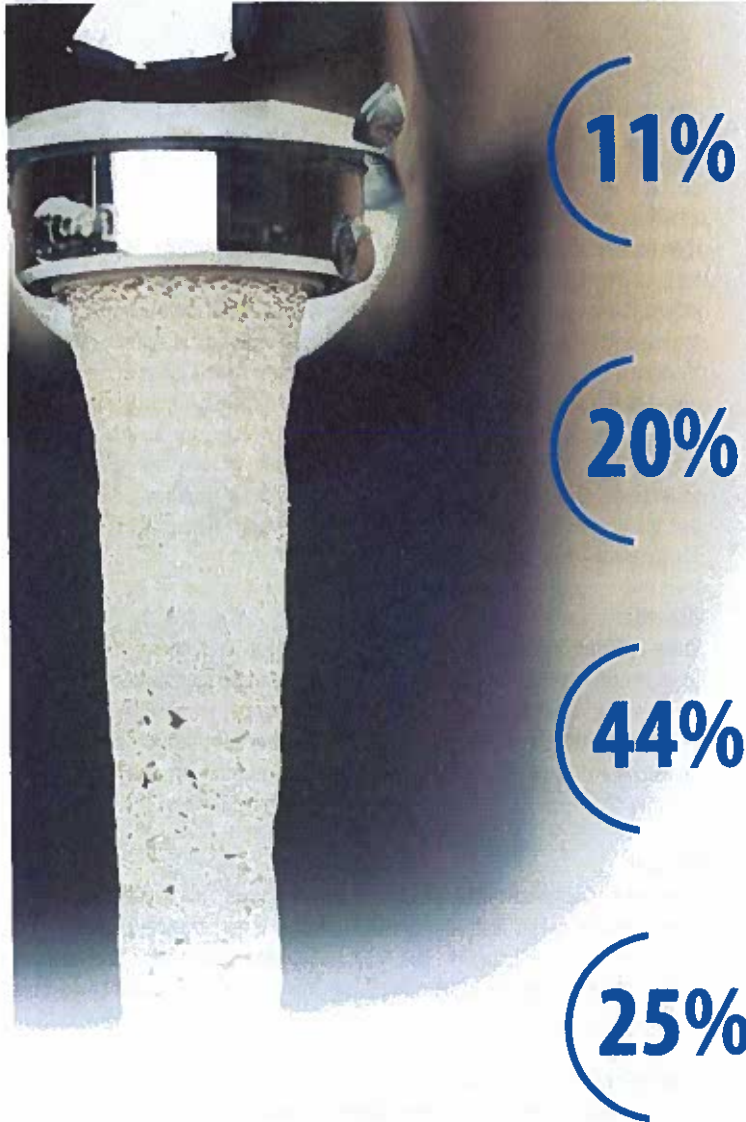
Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant, you should ask for advice from your health care provider.

Special information for people with immune system deficiencies

You may be more vulnerable than the general population to certain microbial contaminants, such as *Cryptosporidium*, in drinking water. Infants, some elderly, or immunocompromised persons such as those undergoing chemotherapy for cancer; persons who have undergone organ transplants; those who are undergoing treatment with steroids; and people with HIV/AIDS or other immune system disorders, can be particularly at risk from infections. You should seek advice about drinking water from your physician or health care providers. Additional guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* are available from the Safe Drinking Water Hotline (800-426-4791).

Where Does Our Water Come From?

Lubbock's water supply comes from diverse and resilient sources. Groundwater from the Ogallala Aquifer is supplied by Roberts County Well Field and Bailey County Well Field, which accounts for 64% of Lubbock's water usage. Surface water is supplied by Lake Alan Henry and Lake Meredith, which accounts for 36% of water usage.



Lake Meredith (LM)

Canadian River Municipal Water Authority (CRMWA) manages and operates LM, a reservoir formed by Sanford Dam on the Canadian River at Sanford, Texas. LM is approximately 160 miles north of Lubbock. CRMWA has supplied water from LM to Lubbock since the 1960s.

Bailey County Well Field (BCWF)

The City has owned and operated BCWF since the 1950s. The City owns over 80,000 acres of water rights in BCWF. Currently, there are 175 active wells and the average well production capacity is 200 gallons per minute. BCWF is located approximately 75 miles northwest of Lubbock in Bailey and Lamb Counties.

Roberts County Well Field (RCWF)

CRMWA manages and operates RCWF in Roberts County, Texas. RCWF is located approximately 150 miles to the northeast of Lubbock. CRMWA has supplied water from RCWF to Lubbock since the early 2000s.

Lake Alan Henry (LAH)

The City owns and operates LAH, a reservoir formed by Montford Dam on the Double Mountain Fork of the Brazos River. LAH is located approximately 65 miles southeast of Lubbock in Garza County, Texas. The City began using water from LAH in August 2012.

The Texas Commission on Environmental Quality completed an assessment of your source water and results indicate that some of our sources are susceptible to certain contaminants. The sampling requirements for your water system is based on this susceptibility and previous sample data. Any detections of these contaminants will be found in this Consumer Confidence Report. For more information on source water assessments and protection efforts at our system contact Michael Lowe at (806) 775-2616.

Delivering Clean, Safe Water

The City's water staff is passionate and serious about treating, maintaining, and delivering clean, safe water to our customers. In addition to water treatment and pressure maintenance, monitoring the condition of pipelines and customer service lines is essential to this effort. Water staff maintains over 1,200 miles of water distribution lines inside the City. However, once the water we provide passes through the City's meter onto your property, we have no control over your plumbing. Yet, you do.

Lead Contaminants

Protecting drinking water from lead sources is a shared responsibility of Lubbock's Water Utility and the property owner. We protect our water distributions system and you protect your service line and plumbing. Although there is no detectable lead in our water supplies, in some cases it can be detected in homes and businesses due to pipe corrosion or leaching. Clean water can be exposed to lead as it flows through plumbing in and around your facility. Lead enters water through corroding plumbing materials including lead service pipes, galvanized iron pipes, lead solder and brass faucets, valves or fittings. Knowing what type of plumbing was installed and when it was installed can assist you in determining your potential exposure to lead. We encourage our customers to replace any lead pipes or plumbing materials serving their home or businesses, especially lead service lines. Lead service lines were predominately installed prior to the mid-1950s.

Keeping Tap Water Fresh at Home

A few simple tips can help ensure clean, fresh water every time you turn on the tap.

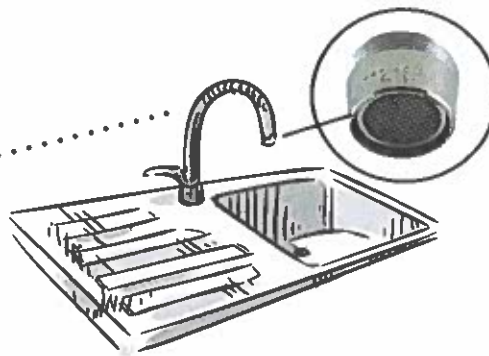
Household Water Quality Tips



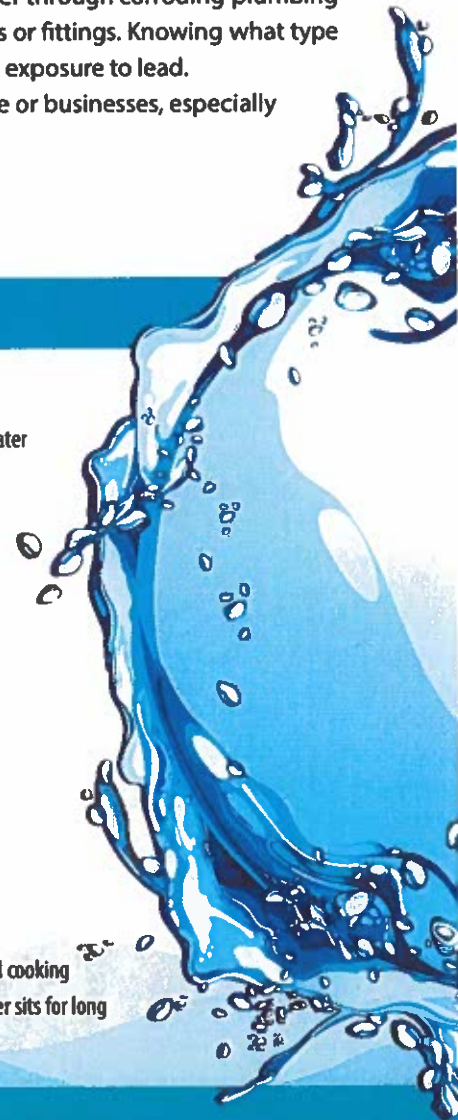
Use only cold water for drinking and cooking.

Build-up of metals, sediment, and bacteria in your hot water heater can enter your tap water when it runs through the water heater.

Sediment and metals can collect in the aerator screen located at the tip of your faucets. Replace aerators that are in poor condition or clean faucet aerators routinely (available at local hardware store).



Flush cold taps for a couple of minutes before using water for drinking and cooking when water has not been used for an extended period of time. When water sits for long periods in the pipes, water quality can degrade.



Get Involved

The Lubbock Water Advisory Commission conducts regularly scheduled board meetings that are open to the public. Visit our website at www.mylubbock.us/meetings to view upcoming meetings.

AGENDA ITEM #7

APPROVAL OF

MINUTES

Regular Meeting on

June 14, 2022

Special Meeting on

June 21, 2022

Ransom Canyon City Council Meeting Minutes
Regular Meeting, June 14, 2022
Ransom Canyon City Hall, 24 Lee Kitchens Drive

1. Call to Order/Pledges/Prayer

The regular meeting was called to order at 6:43 p.m. by Mayor Jana Trew. The City Council met in person at City Hall, 24 Lee Kitchens Drive, Ransom Canyon, Texas 79366. The following City Council members physically attended the meeting: Mayor Jana Trew, Mayor Pro Tem Brandt Underwood, Councilmembers Val Meixner, and John Hand. Councilmembers Dr. Terry Waldren and Ron McWilliams were absent. Staff members attending the meeting included City Administrator, Elena Quintanilla; Deputy City Secretary, Leslie Randolph, Chief of Police, James Hill; Director of Public Works, Cory Needham; Fire Chief, Rand McPherson; Assistant Fire Chief, Angela Hill; and Librarian, Angie Fikes. Guests attending the meeting included Sam Harryman and Brad Simpson from Texas Parks and Wildlife, Jim and Charlotte Bertram, Laurel Anderson, Mark Doty, LaRue Hand, Carol Farris, and Paul Acreman. The prayer was said by Elena Quintanilla, followed by the pledges to the United States and State of Texas.

2. Property Owner's Association (POA) Report and Citizen Comments

Linda Williams reported on behalf of the Chapel and stated that they hosted a successful tea party. They will also be hosting an event for the children which includes bible stories and snacks.

3. Discussion of Deer Population

Sam Harryman from the Texas Parks and Wildlife made a presentation to the City Council regarding chronic waste disease and options on how to get a more accurate count of deer that carry this disease in the Canyon.

4. Minutes

The minutes of the regular meeting on May 10, 2022 and the special meeting on May 19, 2022 were approved on a motion made by Councilmember Val Meixner, seconded by Mayor Pro Tem Brandt Underwood; motion carried unanimously.

5. Financials

The financial reports and the May 2022 claims and demands were approved on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Val Meixner; motion carried unanimously.

6. Agreement with Resound Networks

The City Council approved an agreement with Resound Networks on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Val Meixner; motion carried unanimously.

7. Strategic Plan

The City Council postponed approval on the 2022-2027 Town of Ransom Canyon Strategic Plan for the July City Council meeting on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Councilmember Val Meixner; motion carried unanimously.

8. Texas Municipal League Benefits Pool

The City Council approved a renewal rate for medical benefits for the city employees through the Texas Municipal League (TML) Benefits Pool and authorized the City Administrator to execute all pertinent documents on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Val Meixner; motion carried unanimously.

9. Preliminary Addressing for Ransom Ranch Addition

The City Council approved preliminary addressing for the Ransom Ranch Addition on a motion made by Mayor Pro Tem Brandt Underwood, seconded by Val Meixner; motion carried unanimously.

A. BUILDING REVIEW COMMITTEE REPORT: The Building Review Committee met on May 2, 2022 to review revised plans for new construction at 81 E. Canyonview. The homeowner is Rafe Foreman and the builder is Addison Homes. The Building Review Committee also met on May 23, 2022 to review plans for a 30X30X16 metal building at 70 E. Canyonview. The owners are Larry and Jessica Murphy and the builder is Pablo Luna Construction. They also reviewed plans for new construction at 31 Sunrise. The owners are Ricky and Brenda Driscoll, and the builder is Modern Homes.

B. DEPARTMENT REPORTS:

a. Administration: Elena Quintanilla reported the following:

- She discussed her schedule of events for the week.
- Lubbock County approved the first phase of the American Rescue Plan Act (ARPA) funds for the Buffalo Dam in order for Buffalo to conduct their engineering analysis of repairs for the dam.
- SGR has completed the personnel policy manual and it will be brought to the City Council for approval at a future date.

- The cities of Big Spring, Tahoka, and Brownfield have joined the Aerial Mosquito Coalition.
 - Councilmember John Hand attended a new city councilmember orientation
 - There was an update of the strategic plan and staff discussed some of the items they are researching that pertain to the plan.
 - Elena distributed a new budget calendar to all city councilmembers.
- b. The Municipal Court: Elena Quintanilla reported the following:
- There were no new changes in the docket.
- c. Operations: Cory Needham reported the following:
- The elevated and ground storage tanks are complete and the transition for the transfer of internet equipment from the temporary tower to the new tower went smoothly.
 - The Beast/Quad Investment subcontractors are working on their sewer and water line taps.
 - Jason Robb, new employee in the Operations Department, participated in a class for his wastewater license and his backflow prevention license. Lee Jones is working on his D Wastewater license.
 - Staff is beautifying the Canyon for the Fourth of July.
 - The Consumer Confidence Report pertaining to water quality will be presented to the City Council next month.
 - Operations is working on mosquito prevention and ground spraying to eradicate mosquitos.
- d. Police: James Hill reported the following:
- There were eight (8) citations and twenty-five (25) traffic warnings.
 - There were no incidents with the BSLT Triathlon and it went very smooth this year
 - The Memorial Day traffic was light this year.
 - The Police Department hired Stephan Martinez from the Slaton Police Department
 - The Movie Night this year will premier Sing 2
 - The Department issued forty-eight (48) weed notices and two (2) brush pile notices.
 - The Police Department will be monitoring the traffic heavily on July 2, 2022 when the firework display is taking place at Buffalo Lake.
 - The Chief turned in all hazard mitigation documents to H20, the consultant, handling the mitigation plan for Lubbock County.
- e. Fire: Rand McPherson reported the following:
- There were three (3) EMS calls and one (1) fire call this month.
 - The Fire Department participated in Kite Day this year.
 - The fire equipment purchased through Lubbock County funds is now being delivered.
 - Six Fire Department volunteers (some EMT's and paramedics) attended the South Plains Emergency Medical Services Conference this Saturday.

f. Library: Angie Fikes reported the following:

- She will be attending the Library Conference on September 13, 2022 in Chattanooga.
- The Summer Reading Program entitled "Oceans of Possibilities" will begin on June 18, 2022 with fun activities including a water slide and a water toddler play area.

10. Adjournment

The City Council adjourned the meeting at 8:25 p.m. on a motion made by Mayor Pro Tem Brandt Underwood; seconded by Councilmember Val Meixner; motion carried unanimously.

APPROVED:

Jana Trew, Mayor

ATTEST:

Elena Quintanilla, City Secretary

the 'information' and 'communication' fields. The 'information' field is defined as:

...the study of the processes of information production, distribution, access, use and evaluation, and the study of the social, cultural, economic and political contexts in which these processes take place. (p. 10)

The 'communication' field is defined as:

...the study of the processes of communication production, distribution, access, use and evaluation, and the study of the social, cultural, economic and political contexts in which these processes take place. (p. 10)

The 'information science' field is defined as:

...the study of the processes of information production, distribution, access, use and evaluation, and the study of the social, cultural, economic and political contexts in which these processes take place. (p. 10)

The 'information studies' field is defined as:

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The 'information science' field is defined as:

Ransom Canyon City Council Meeting Minutes
Special Meeting, June 21, 2022
Ransom Canyon City Hall, 24 Lee Kitchens Drive

1. Call to Order/Pledges/Prayer

The special meeting was called to order at 6:26 p.m. by Mayor Jana Trew. The City Council met in person at City Hall, 24 Lee Kitchens Drive, Ransom Canyon, Texas 79366. The following City Council members physically attended the meeting: Mayor Jana Trew, Councilmembers Dr. Terry Waldren, Ron McWilliams, and Val Meixner. Mayor Pro Tem Brandt Underwood and Councilmember John Hand were absent. Staff members attending the meeting included City Administrator, Elena Quintanilla; Chief of Police, James Hill; Director of Public Works, Cory Needham; and Fire Chief, Rand McPherson.

2. Budget Work Session #1

The following details were discussed for Budget Work Session #1 for both the capital and operating budgets:

REVENUES

- Water Projections for next year are conservatively projected at a 5% increase based on current figures as of May 2022. These projections do not consider any potential revenue from new housing in the subdivision.
- Sewer projections for next year are conservatively projected with a 55% increase based on current figures at \$21,758 minimum monthly actually received this year. I left a \$21,000 cushion in the event we do not meet the property tax projections. This does not consider revenue from new housing in Ransom Canyon.
- Ad Valorem (Property Tax Current Revenue) projections are conservative and based upon the LCAD's estimates of 2022 taxes without new property on the tax rolls which equals \$963,935 in ad valorem. Also considered in our projections is the addition of 6 new houses, of which 5 are currently under construction (assuming the housing is \$250,000 in value).
- Buffalo Lake Revenue is projected upon current estimates. We projected \$130,000 last year and are currently at 99% of the budget as of May, 2022 with 4 months remaining. Buffalo's average monthly payment is \$12,000, so we have conservatively projected them at \$161,000 for next year.
- Texas Water Development Board (TWDB) is projected based upon \$3,000,000 of the funds expended through TWDB for the sewer project. Visited with Parkhill on these projections The same amount will reflect the sewer plant (capital) budget.

- COVID/ARPA (American Rescue Plan Act) Funds are projected based upon the remaining funds that we will be provided through the federal government for ARPA to fund water meters.
- Fire Department will receive their annual allocation of \$10,300 and Lubbock County has typically increased us 3% annually, plus the County will be provided ARPA funds in the amount of \$45,343. This same amount will be reflected in the Lubbock County Grant Expense category for the Fire Department.

EXPENSES

- All payroll projections reflect a 4% cost of living and the addition of a 2:1 TMRS retirement benefit to retain and recruit employees for Ransom Canyon to keep up with the 9.2% inflation rate projected as of April 2022, and the current average Consumer Price Index of 8.6% on household items (see attached Lubbock County salary survey)
- Payroll also reflects an 18% increase in healthcare for employees. Costs that employees are paying for deductibles have also increased along with out-of-pocket expenses. For some, the pharmaceuticals have increased when not using a generic brand.
- All TML Risk Pool (Insurance) has been projected with a 10% increase across the board which has been caused by COVID Worker's Compensation claims (deaths in the workplace)
- Postage is increasing due to an increase in federal rates from 58 to 60 cents per envelope
- All gas and oil line items have increased due to gas prices, in addition to some mileage line items
- Security system costs are down due to the repair of the gate at the Solid Waste Citizen Collection Station
- Utility costs for the water department have increased due to the pumps for the new ground storage tank

Elena Quintanilla, City Administrator, will review all risk pool items, particularly Administration because it is lower than last year's budgeted amount. Furthermore, she will review whether the Ad Valorem is still in line with projections for this year.

James Hill, Chief of Police will bring additional information to the City Council regarding surveillance cameras. This cost will increase the budget by approximately \$11,000 and involves a 5-year commitment.

City Council is currently in favor of building a new road in front of City Hall at a cost of \$108,000 for strip paving as projected by Parkhill; and spending the remaining funds toward seal coating Foothill from East Brookhollow to East Lakeshore and Mesquite.

Elena mentioned that piping the water back from the lift station to the Lake will cost \$415,000 - \$475,000 based on the projections provided by Brian Stephens of Parkhill. This may be a consideration for a future budget and she recommended that this project be taken to the Capital Improvement Advisory Committee. The projection for dredging the lake is \$4.8 million according to Parkhill without funding the engineering and land acquisition.

3. Adjournment

The City Council adjourned the meeting at 7:30 p.m. on a motion made by Councilmember Ron McWilliams; seconded by Councilmember Val Meixner; motion carried unanimously.

APPROVED:

Jana Trew, Mayor

ATTEST:

Elena Quintanilla, City Secretary

AGENDA ITEM #8:

APPROVAL OF

FINANCIAL REPORTS

Claims and Demands

for

June, 2022

and Financial

Investment Reports

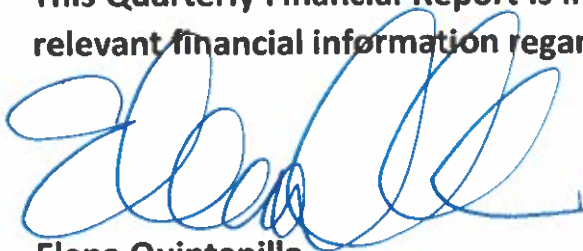
ABOUT THIS QUARTERLY FINANCIAL REPORT

This report has been prepared by the Town of Ransom Canyon's City Administrator. The Quarterly Financial Report is intended to provide our users (internal and external) with information regarding the town's financial position and economic activity. This report includes information for the Quarter ending June 30, 2022.

The Report is presented in the following three sections:

1. The Financial Summary section reports the performance of the major operating funds of the Town. This section also highlights accounts payable transactions.
2. The Quarterly Investment section provides information regarding the current balances in the Town's bank accounts, along with any current debts to be paid.
3. The Southwest Economy Report for the Quarter provides information on the Texas Economy to review the Market Outlook in the State of Texas. This quarter has articles that provide information regarding the Texas Economy.

This Quarterly Financial Report is intended to provide our users with timely and relevant financial information regarding the Town of Ransom Canyon.



Elena Quintanilla

City Administrator

24 Lee Kitchens Drive

Ransom Canyon, TX

1 - GENERAL FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
UTILITY REVENUE	921,200.00	499.72	716,118.37	205,081.63	77.74
BUILDING PERMIT REVENUE	13,200.00	725.00	7,746.30	5,453.70	58.68
FRANCHISE REVENUE	32,300.00	0.00	30,730.62	1,569.38	95.14
AD VALOREM TAX REVENUE	953,215.00	7,968.64	954,150.86	(935.86)	100.10
INTEREST REVENUE	5,000.00	1,643.21	5,806.29	(806.29)	116.13
LIBRARY REVENUE	6,500.00	0.00	7,317.98	(817.98)	112.58
COURT REVENUE	1,500.00	889.00	5,376.00	(3,876.00)	358.40
OTHER REVENUE	2,872,500.00	294,299.76	941,575.45	1,930,924.55	32.78
BUDGETED SURPLUS	540,282.00	319.89	20,429.51	519,852.49	3.78
TOTAL REVENUES	5,345,697.00	306,345.22	2,689,251.38	2,656,445.62	50.31
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CITY COURT	9,200.00	19.95	4,778.26	4,421.74	51.94
ADMINISTRATION	445,601.00	31,234.56	312,672.00	132,929.00	70.17
OPERATIONS	415,612.00	33,967.27	216,334.34	199,277.66	52.05
FIRE DEPARTMENT	63,029.00	2,685.55	25,438.54	37,590.46	40.36
LIBRARY	35,518.00	2,636.49	23,569.52	11,948.48	66.36
POLICE DEPARTMENT	354,269.00	26,591.22	268,911.06	85,357.94	75.91
SEWER DEPARTMENT	165,073.00	12,685.13	115,409.00	49,664.00	69.91
ROADS AND GROUNDS DEPT	114,073.00	4,758.60	57,731.82	56,341.18	50.61
WATER DEPARTMENT	459,100.00	72,485.11	314,596.74	144,503.26	68.52
PAYROLL DEPARTMENT	0.00	0.00	0.00	0.00	0.00
EMERGENCY OPS CENTER	27,875.00	168.60	1,280.37	26,594.63	4.59
CAPITAL EXPENDITURES	3,024,700.00	162,795.25	747,532.13	2,277,167.87	24.71
BONDS	231,647.00	0.00	181,358.75	50,288.25	78.29
TOTAL EXPENDITURES	5,345,697.00	350,027.73	2,269,612.53	3,076,084.47	42.46
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(43,682.51)	419,638.85	(419,638.85)	0.00

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

PAGE: 2

1 -GENERAL FUND

EVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>UTILITY REVENUE</u>					
01 WATER REVENUE	610,000.00	0.00	435,055.61	174,944.39	71.32
02 SEWER REVENUE	155,000.00	0.00	174,967.88 (19,967.88)	112.88
03 GARBAGE REVENUE	148,000.00	0.00	102,221.88	45,778.12	69.07
04 PENALTY REVENUE	4,000.00	499.72	4,158.00 (158.00)	103.95
05 MOSQUITO SPRAY GROUND	0.00	0.00	0.00	0.00	0.00
06 MOSQUITO SPRAY AIR	3,000.00	0.00	0.00	3,000.00	0.00
07 GAS LIGHTS REVENUE	0.00	0.00	0.00	0.00	0.00
08 TURN ON REVENUE	1,200.00	0.00	100.00	1,100.00	8.33
09 RV REVENUE MONTHLY PAYEES	0.00	0.00 (385.00)	385.00	0.00
TOTAL UTILITY REVENUE	921,200.00	499.72	716,118.37	205,081.63	77.74
<u>BUILDING PERMIT REVENUE</u>					
10 BUILDING PERMIT REVENUE	10,000.00	325.00	5,746.30	4,253.70	57.46
11 TAP CONNECTION REVENUE	3,200.00	400.00	2,000.00	1,200.00	62.50
TOTAL BUILDING PERMIT REVENUE	13,200.00	725.00	7,746.30	5,453.70	58.68
<u>FRANCHISE REVENUE</u>					
120 ATMOS FRANCHISE REVENUE	8,800.00	0.00	10,405.87 (1,605.87)	118.25
121 SPEC FRANCHISE REVENUE	16,000.00	0.00	14,518.78	1,481.22	90.74
122 SOUTH PLAINS TEL FRANCHISE REV	2,000.00	0.00	848.85	1,151.15	42.44
123 SBC FRANCHISE REVENUE	100.00	0.00	10.36	89.64	10.36
124 MISC FRANCHISE REVENUE	500.00	0.00	1.38	498.62	0.28
125 INTERNET REVENUE	4,900.00	0.00	4,945.38 (45.38)	100.93
TOTAL FRANCHISE REVENUE	32,300.00	0.00	30,730.62	1,569.38	95.14
<u>AD VALOREM TAX REVENUE</u>					
143 DELINQUENT TAX REVENUE	5,115.00	6.64	6,496.72 (1,381.72)	127.01
144 CURRENT TAX REVENUE	945,000.00	7,141.84	943,560.77	1,439.23	99.85
145 TAX P&I REVENUE	3,000.00	802.16	3,945.37 (945.37)	131.51
146 TAX CERTIFICATE REVENUE	100.00	18.00	138.00 (38.00)	138.00
147 MISC TAX REVENUE	0.00	0.00	10.00 (10.00)	0.00
148 TAX COLLECTION REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL AD VALOREM TAX REVENUE	953,215.00	7,968.64	954,150.86 (935.86)	100.10
<u>INTEREST REVENUE</u>					
455 INTEREST INCOME	5,000.00	1,643.21	5,806.29 (806.29)	116.13
456 I&S INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
457 CONSTRUCTION INTEREST	0.00	0.00	0.00	0.00	0.00
TOTAL INTEREST REVENUE	5,000.00	1,643.21	5,806.29 (806.29)	116.13
<u>LIBRARY REVENUE</u>					
465 LIBRARY REVENUE	6,500.00	0.00	7,317.98 (817.98)	112.58
466 CH FOUNDATION GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY REVENUE	6,500.00	0.00	7,317.98 (817.98)	112.58

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

1 -GENERAL FUND
EVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>COURT REVENUE</u>					
76 SEIZURE INCOME	0.00	0.00	0.00	0.00	0.00
77 COURT FEES	500.00	148.00	1,975.00 (1,475.00)	395.00
78 COURT FINES	1,000.00	741.00	3,401.00 (2,401.00)	340.10
79 COURT TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL COURT REVENUE	1,500.00	889.00	5,376.00 (3,876.00)	358.40
<u>OTHER REVENUE</u>					
80 BUFFALO LAKE REVENUE	130,000.00	13,233.03	142,429.43 (12,429.43)	109.56
81 POA REVENUE	0.00	0.00	0.00	0.00	0.00
82 TEXAS WATER DEVELOPMENT BOARD	2,710,000.00	275,357.50	671,897.50	2,038,102.50	24.79
83 CITY SALES TAX REVENUE	14,000.00	1,695.17	17,110.94 (3,110.94)	122.22
84 COPS FAST GRANT	0.00	0.00	0.00	0.00	0.00
85 SCHOLARSHIP DONATION REVENUE	0.00	0.00	0.00	0.00	0.00
86 LEOSE TRAINING REVENUE	0.00	0.00	0.00	0.00	0.00
87 BOAT PERMIT REVENUE	1,500.00	160.00	700.00	800.00	46.67
88 RV STORAGE REVENUE ANNUAL PAY	10,000.00	840.00	15,940.00 (5,940.00)	159.40
89 MISC REVENUE	7,000.00	3,014.06	93,497.58 (86,497.58)	1,335.68
TOTAL OTHER REVENUE	2,872,500.00	294,299.76	941,575.45	1,930,924.55	32.78
<u>BUDGETED SURPLUS</u>					
190 OPERATING GEN FUND TRANSF	357,482.00	0.00	0.00	357,482.00	0.00
191 NOTE PROCEEDS - CITIZENS BANK	0.00	0.00	0.00	0.00	0.00
192 INSURANCE RECOVERIES	0.00	0.00	0.00	0.00	0.00
193 LUBBOCK COUNTY FIRE GRANT	10,300.00 (419.00)	15,127.00 (4,827.00)	146.86
194 COVID GRANT FUNDS	170,000.00	0.00	275.21	169,724.79	0.16
195 CC PROCESSING FEES	2,500.00	738.89	5,027.30 (2,527.30)	201.09
196 JAG GRANT	0.00	0.00	0.00	0.00	0.00
197 BULLET PROOF VESTS GRANT	0.00	0.00	0.00	0.00	0.00
198 SECO GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL BUDGETED SURPLUS	540,282.00	319.89	20,429.51	519,852.49	3.78
<u>TOTAL REVENUES</u>					
	5,345,697.00	306,345.22	2,689,251.38	2,656,445.62	50.31
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CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

PAGE: 4

1 -GENERAL FUND

CITY COURT

EXPENDITURES

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
.04-4020	JUDGE CONTRACT	5,000.00	0.00	0.00	5,000.00	0.00
.04-4030	COURT OPERATING EXPENSE	1,200.00	19.95	4,678.26	3,478.26	389.86
.04-4040	COURT EDUCATION EXPENSE	3,000.00	0.00	100.00	2,900.00	3.33
TOTAL CITY COURT		9,200.00	19.95	4,778.26	4,421.74	51.94

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

1 -GENERAL FUND

ADMINISTRATION

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
05-5000 PAYROLL	258,334.00	22,012.15	197,434.31	60,899.69	76.43
05-5005 PAYROLL SERVICE	0.00	0.00	0.00	0.00	0.00
05-5006 FUEL ALLOWANCE	0.00	0.00	0.00	0.00	0.00
05-5010 AUDIT EXPENSE	15,000.00	0.00	12,600.00	2,400.00	84.00
05-5020 COMPUTER EXP	25,000.00	2,349.09	23,457.43	1,542.57	93.83
05-5030 ELECTION EXP	4,000.00	0.00	244.10	3,755.90	6.10
05-5040 XEROX EXPENSE	5,800.00	514.30	5,030.03	769.97	86.72
05-5050 PITNEY BOWES EXPENSE	1,394.00	0.00	1,067.46	326.54	76.58
05-5070 GENERAL LIABILITY INSURANCE	943.00	0.00	938.09	4.91	99.48
05-5071 WORKERS COMP INSURANCE	854.00	0.00	645.84	208.16	75.63
05-5075 E&O/REAL & PERSONAL, CRIME IN	5,494.00	0.00	5,494.00	0.00	100.00
05-5080 LEGAL EXPENSE	27,000.00	912.00	7,049.46	19,950.54	26.11
05-5081 LEGAL EXPENSE CODIFY CITY ORD	5,000.00	0.00	3,439.18	1,560.82	68.78
05-5090 LCAD EXPENSE	16,382.00	0.00	10,592.75	5,789.25	64.66
05-5100 MEETINGS-EDUCATION EXPENSE	10,000.00	1,732.23	6,734.15	3,265.85	67.34
05-5101 TML CONFERENCE CITY COUNCIL	8,000.00	0.00	5,746.24	2,253.76	71.83
05-5105 ASSOCIATION DUES EXPENSE	1,700.00	0.00	1,458.97	241.03	85.82
05-5110 ADMIN OFFICE SUPPLIES	8,500.00	186.30	4,455.04	4,044.96	52.41
05-5120 POSTAGE EXPENSE	5,200.00	0.00	3,097.39	2,102.61	59.57
05-5130 PUBLIC RELATIONS EXPENSE	7,000.00	0.00	1,934.54	5,065.46	27.64
05-5140 OFFICE UTILITY EXPENSE	10,500.00	763.57	8,112.62	2,387.38	77.26
05-5150 OFFICE TELEPHONE EXPENSE	12,000.00	618.29	4,990.22	7,009.78	41.59
05-5155 SECURITY SYSTEM	9,000.00	30.00	270.00	8,730.00	3.00
05-5160 SCHOLARSHIP GRANT	0.00	0.00	310.00 (310.00)	0.00
05-5170 MILEAGE REIMBURSEMENT	500.00	1,373.00	1,781.80 (1,281.80)	356.36
05-5175 CREDIT CARD FEE EXPENSE	8,000.00	743.63	5,788.38	2,211.62	72.35
05-5180 OTHER USES OF FUNDS	0.00	0.00	0.00	0.00	0.00
05-5300 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	445,601.00	31,234.56	312,672.00	132,929.00	70.17

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

1 -GENERAL FUND

OPERATIONS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
06-6000 PAYROLL	158,000.00	4,945.87	54,650.11	103,349.89	34.59
06-6010 DUES AND FEES EXPENSE	1,400.00	520.07	999.03	400.97	71.36
06-6015 OPERATIONS SCHOOL EXPENSE	12,500.00	1,883.27	3,720.79	8,779.21	29.77
06-6016 OPERATIONS CELL PHONE	6,000.00	246.19	1,937.01	4,062.99	32.28
06-6020 ENGINEERING EXPENSE	17,000.00	1,066.33	19,523.91	2,523.91	114.85
06-6030 BUILDING INSPECTION EXPENSE	6,000.00	75.00	2,475.00	3,525.00	41.25
06-6040 GARBAGE CONTRACT EXPENSE	120,000.00	21,536.04	79,525.48	40,474.52	66.27
06-6050 GAS AND OIL EXPENSE	13,000.00	1,204.55	11,616.01	1,383.99	89.35
06-6055 MILEAGE REIMBURSEMENT	3,000.00	212.94	1,715.84	1,284.16	57.19
06-6060 SHOP MATERIALS EXPENSE	2,000.00	81.87	702.75	1,297.25	35.14
06-6080 BUILDING REPAIR EXPENSE	10,000.00	621.72	10,214.49	214.49	102.14
06-6100 EQUIPMENT REPAIR EXPENSE	8,000.00	52.50	5,427.35	2,572.65	67.84
06-6110 SMALL TOOLS EXPENSE	500.00	0.00	342.53	157.47	68.51
06-6120 UNIFORMS EXPENSE	6,800.00	661.92	4,090.01	2,709.99	60.15
06-6150 JOHN DEERE EXPENSE	0.00	0.00	0.00	0.00	0.00
06-6160 EQUIPMENT PURCHASE EXPENSE	8,000.00	859.00	5,153.04	2,846.96	64.41
06-6170 MOSQUITO SPRAY GROUND	7,500.00	0.00	2,151.60	5,348.40	28.69
06-6171 MOSQUITO SPRAY AIR	13,000.00	0.00	0.00	13,000.00	0.00
06-6175 DUMP TRUCK REPAIR	0.00	0.00	0.00	0.00	0.00
06-6200 WORKERS COMP INSURANCE	10,780.00	0.00	0.00	10,780.00	0.00
06-6210 AUTO & APD INSURANCE	4,284.00	0.00	4,241.39	42.61	99.01
06-6220 GENERAL /E&O LIABILITY INS	2,018.00	0.00	2,018.00	0.00	100.00
06-6230 REAL/PERSONAL/MOBILE PROP INS	5,830.00	0.00	5,830.00	0.00	100.00
06-6300 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATIONS	415,612.00	33,967.27	216,334.34	199,277.66	52.05

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

1 -GENERAL FUND

FIRE DEPARTMENT

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
07-7020 COMPUTER EXPENSE	1,500.00	0.00	1,549.92 (49.92)	103.33
07-7030 DUES EXPENSE	575.00	0.00	47.00	528.00	8.17
07-7040 EDUCATION EXPENSE	3,500.00	360.00	1,351.05	2,148.95	38.60
07-7045 LUBBOCK COUNTY GRANT	10,300.00	0.00	0.00	10,300.00	0.00
07-7050 EQUIPMENT EXPENSE	3,000.00	0.00	2,522.95	477.05	84.10
07-7055 SUPPLIES	0.00	0.00	361.51 (361.51)	0.00
07-7060 AUTO & APD INSURANCE EXPENSE	2,862.00	0.00	2,806.85	55.15	98.07
07-7061 REAL & PERSONAL PROP INSURANC	3,161.00	0.00	3,265.44 (104.44)	103.30
07-7065 TANKER TRUCK PAYMENT	0.00	0.00	0.00	0.00	0.00
07-7070 WORKERS COMP INSURANCE	631.00	0.00	452.00	179.00	71.63
07-7080 MEDICAL EQUIPMENT EXPENSE	3,000.00	353.91	1,647.65	1,352.35	54.92
07-7090 PERSONAL EQUIPMENT EXPENSE	2,500.00	690.34	690.34	1,809.66	27.61
07-7100 RADIO REPAIR EXPENSE	3,000.00	0.00	445.18	2,554.82	14.84
07-7140 BUILDING UTILITIES EXPENSE	7,000.00	711.56	5,545.83	1,454.17	79.23
07-7145 FIRE STATION BUILDING REPAIR	3,000.00	436.61	2,116.09	883.91	70.54
07-7150 TELEPHONE EXPENSE	2,000.00	101.17	912.99	1,087.01	45.65
07-7160 VEHICLE REPAIR EXPENSE	17,000.00	31.96	1,723.74	15,276.26	10.14
07-7170 BUNKER GEAR CAPITAL EXP	0.00	0.00	0.00	0.00	0.00
07-7190 INTEREST EXPENSE ASB	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE DEPARTMENT	63,029.00	2,685.55	25,438.54	37,590.46	40.36

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

1 -GENERAL FUND

LIBRARY

EXPENDITURES

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
08-8020	PAYROLL	22,280.00	1,856.00	16,704.00	5,576.00	74.97
08-8030	LIBRARY PROGRAMS EXPENSE	9,500.00	481.30	3,968.97	5,531.03	41.78
08-8035	CH FOUNDATION GRANT	0.00	0.00	0.00	0.00	0.00
08-8140	UTILITIES EXPENSE	2,400.00	195.43	1,869.25	530.75	77.89
08-8145	Building Repair	0.00	0.00	0.00	0.00	0.00
08-8150	TELEPHONE EXPENSE	1,245.00	103.76	936.30	308.70	75.20
08-8160	WORKERS COMP INSURANCE	93.00	0.00	91.00	2.00	97.85
TOTAL LIBRARY		35,518.00	2,636.49	23,569.52	11,948.48	66.36

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

1 -GENERAL FUND
POLICE DEPARTMENT
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
09-9000 PAYROLL	285,390.00	23,394.63	209,930.00	75,460.00	73.56
09-9010 AMMO EXPENSE	3,000.00	18.07	18.07	2,981.93	0.60
09-9015 ANIMAL CONTROL	150.00	0.00	176.97	26.97	117.98
09-9020 DUES EXPENSE	400.00	0.00	424.81	24.81	106.20
09-9030 EDUCATION EXPENSE	3,500.00	130.00	1,817.14	1,682.86	51.92
09-9040 EMT EDUCATION EXPENSE	0.00	0.00	0.00	0.00	0.00
09-9041 EMERGENCY MGT TRAINING	1,500.00	0.00	0.00	1,500.00	0.00
09-9050 GAS -OIL EXPENSE	9,000.00	1,429.00	9,661.48	661.48	107.35
09-9055 MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
09-9060 AUTO & APD INSURANCE EXPENSE	1,895.00	0.00	1,858.99	36.01	98.10
09-9065 LAW ENFORCEMENT LIABILITY INS	2,744.00	0.00	3,743.60	999.60	136.43
09-9066 E&O/REAL & PERSONAL PROP INS	4,940.00	0.00	5,229.00	289.00	105.85
09-9067 WORKERS COMP INSURANCE	9,500.00	0.00	8,412.21	1,087.79	88.55
09-9070 CELL PHONE EXPENSE	4,750.00	264.15	2,451.03	2,298.97	51.60
09-9090 OFFICE SUPPLY EXPENSE	500.00	38.09	134.67	365.33	26.93
09-9110 SMALL EQUIPMENT EXPENSE	3,000.00	303.80	1,811.47	1,188.53	60.38
09-9130 RADIO REPAIR EXPENSE	3,000.00	0.00	3,105.28	105.28	103.51
09-9150 TELEPHONE EXPENSE	2,000.00	105.28	960.10	1,039.90	48.01
09-9160 VEHICLE REPAIR EXPENSE	6,000.00	0.00	3,904.89	2,095.11	65.08
09-9170 CAMERA EXPENSE	0.00	0.00	0.00	0.00	0.00
09-9175 SURVEILLANCE VIDEO CAMERAS	2,000.00	0.00	0.00	2,000.00	0.00
09-9180 COMPUTER EXPENSE	5,500.00	34.44	7,397.51	1,897.51	134.50
09-9200 UNIFORM EXPENSE	1,750.00	0.00	2,020.92	270.92	115.48
09-9210 BOAT MAINTENANCE EXPENSE	500.00	0.00	3,057.32	2,557.32	611.46
09-9215 05 POLICE VEH PAYMENT	0.00	0.00	0.00	0.00	0.00
09-9220 LAKE REPAIR & MAINT EXPENSE	750.00	47.76	47.76	702.24	6.37
09-9221 COMMUNITY EVENTS EXPENSE	2,500.00	826.00	2,747.84	247.84	109.91
09-9230 INTEREST EXPENSE - FMCC	0.00	0.00	0.00	0.00	0.00
09-9240 BULLET PROOF VEST MATCH	0.00	0.00	0.00	0.00	0.00
09-9300 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
 TOTAL POLICE DEPARTMENT	 354,269.00	 26,591.22	 268,911.06	 85,357.94	 75.91

CITY OF RANSOM CANYON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2022

1 -GENERAL FUND

SEWER DEPARTMENT

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
10-1000 CHEMICAL EXPENSE	6,000.00	561.02	3,574.54	2,425.46	59.58
10-1001 PAYROLL	87,000.00	7,672.44	68,733.09	18,266.91	79.00
10-1005 PERMIT INSPECTION EXPENSE	2,500.00	0.00	1,250.00	1,250.00	50.00
10-1010 LAB EXPENSE	5,000.00	201.00	2,308.00	2,692.00	46.16
10-1014 UTILITY EXPENSE	42,000.00	3,875.07	27,819.75	14,180.25	66.24
10-1016 SEWER SLUDGE HAULING	2,000.00	88.82	534.88	1,465.12	26.74
10-1020 REPAIR EXPENSE	18,000.00	286.78	8,832.90	9,167.10	49.07
10-1025 SEWER PLANT WATER EXPENSE	0.00	0.00	0.00	0.00	0.00
10-1100 WORKERS COMP INSURANCE	2,573.00	0.00	2,355.84	217.16	91.56
TOTAL SEWER DEPARTMENT	165,073.00	12,685.13	115,409.00	49,664.00	69.91

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

1 -GENERAL FUND
ROADS AND GROUNDS DEPT
EXPENDITURES

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
11-1000	PAYROLL	81,773.00	3,918.23	48,225.45	33,547.55	58.97
11-1100	STREET SWEEPING EXPENSE	7,000.00	0.00	2,450.00	4,550.00	35.00
11-1101	CONTRACT ROAD REPAIR EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
11-1110	EQUIPMENT REPAIR	2,000.00	0.00	1,339.80	660.20	66.99
11-1115	GROUNDS MAINTENANCE EXPENSE	7,000.00	612.12	40.12	6,959.88	0.57
11-1120	MATERIALS & SUPPLIES EXPENSE	3,000.00	108.62	1,236.78	1,763.22	41.23
11-1124	STREET SIGNS EXPENSE	1,300.00	0.00	300.80	999.20	23.14
11-1130	TREE TRIMMING EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
11-1140	PARK EXPENSES	8,000.00	119.63	4,138.87	3,861.13	51.74
11-1300	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL ROADS AND GROUNDS DEPT		114,073.00	4,758.60	57,731.82	56,341.18	50.61

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

1 -GENERAL FUND

WATER DEPARTMENT

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
12-1000 PAYROLL	68,700.00	5,759.84	52,468.80	16,231.20	76.37
12-1200 WATER SYSTEM PERMIT FEES	1,600.00	0.00	1,345.08	254.92	84.07
12-1205 LAB EXPENSE	2,000.00	0.00	1,296.40	703.60	64.82
12-1210 LP&L PURCHASE	370,000.00	64,929.20	244,536.05	125,463.95	66.09
12-1214 UTILITIES EXPENSE	4,000.00	951.00	6,442.00 (2,442.00)	161.05
12-1215 WATER METER EXPENSE	3,000.00	0.00	1,228.72	1,771.28	40.96
12-1220 REPAIR EXPENSE	9,000.00	845.07	7,279.69	1,720.31	80.89
12-6155 PICKUP LEASE EXPENSE	0.00	0.00	0.00	0.00	0.00
12-6160 TAIL GATE LIFT	0.00	0.00	0.00	0.00	0.00
12-6165 TANK INSPECTION	800.00	0.00	0.00	800.00	0.00
 TOTAL WATER DEPARTMENT	 459,100.00	 72,485.11	 314,596.74	 144,503.26	 68.52

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

1 -GENERAL FUND
PAYROLL DEPARTMENT
EXPENDITURES

		CURRENT	CURRENT	YEAR TO DATE	BUDGET	% OF
		BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
13-1301	ADMINISTRATION EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1302	OPERATIONS EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1303	POLICE EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1304	MEDICAL INSURANCE EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1306	LONGEVITY EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1310	PAYROLL SERVICE EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1311	PAYROLL TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1325	TMRS EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1350	WORKERS COMP EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1355	POLICE WORKERS COMP EXPENSE	0.00	0.00	0.00	0.00	0.00
13-1360	CITY SEC FUEL REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
TOTAL PAYROLL DEPARTMENT		0.00	0.00	0.00	0.00	0.00

CITY OF RANSOM CANYON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2022

1 -GENERAL FUND

EMERGENCY OPS CENTER

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
14-1405 EMERGENCY OPERATIONS CENTER	23,000.00	168.60	1,280.37	21,719.63	5.57
14-1410 EOC SIREN	4,875.00	0.00	0.00	4,875.00	0.00
TOTAL EMERGENCY OPS CENTER	27,875.00	168.60	1,280.37	26,594.63	4.59

1 -GENERAL FUND
CAPITAL EXPENDITURES
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
20-4900 BUDGETED SURPLUS TRANSFER	0.00	0.00	0.00	0.00	0.00
20-4910 CONSTRUCTION SAVINGS	0.00	0.00	0.00	0.00	0.00
20-4920 OPERATING RESERVE	0.00	0.00	0.00	0.00	0.00
20-5000 POLICE DEPT VEHICLE	0.00	0.00	0.00	0.00	0.00
20-5005 DAM REPAIR	0.00	0.00	0.00	0.00	0.00
20-5007 E LAKE SHORE DR SAVINGS PLAN	0.00	0.00	0.00	0.00	0.00
20-5008 DEBT PMT SEWER LINE REPAIR	0.00	0.00	0.00	0.00	0.00
20-5009 POLICE VEHICLE	0.00	0.00	0.00	0.00	0.00
20-5010 SEAL COAT/STREET REPAIRS	185,500.00	0.00	86,061.65	99,438.35	46.39
20-5011 SEWER JETTER	0.00	0.00	0.00	0.00	0.00
20-5012 OPERATIONS VEHICLE	0.00	0.00	0.00	0.00	0.00
20-5015 CITY HALL DEBT PAYMENT	0.00	0.00	0.00	0.00	0.00
20-5016 CITY HALL	0.00	0.00	0.00	0.00	0.00
20-5017 CITY HALL REPAIRS/FURNITURE	0.00	0.00	0.00	0.00	0.00
20-5027 SHREDDER	0.00	0.00	0.00	0.00	0.00
20-5028 SECO GRANT CITY HALL WINDOWS	0.00	0.00	0.00	0.00	0.00
20-5029 WATER & SEWER LINE REPAIR	0.00	0.00	0.00	0.00	0.00
20-5030 WATER TANK REPAIR CIP	710,000.00	162,795.25	513,021.25	196,978.75	72.26
20-5071 SEWER PLANT MUFFLER REPAIR	0.00	0.00	0.00	0.00	0.00
20-5072 SEWER REPAIR ENGINEERING	0.00	0.00	0.00	0.00	0.00
20-5073 SEWER PLANT REHABILITATION	2,000,000.00	0.00	31,224.25	1,968,775.75	1.56
20-5080 ROOSEVELT WATER LINE	0.00	0.00	0.00	0.00	0.00
20-5081 FERRARA FIRE TRUCKS (2)	0.00	0.00	0.00	0.00	0.00
20-5085 WATER SYSTEM VAULT & VALVE FR	0.00	0.00	0.00	0.00	0.00
20-5090 MASTER CONTROL VALVE	0.00	0.00	0.00	0.00	0.00
20-5095 ISOLATION VALVE FRONT ROAD VA	0.00	0.00	0.00	0.00	0.00
20-5101 LEGAL/ENGINEERING,CCN/WATERLI	0.00	0.00	0.00	0.00	0.00
20-5102 ENGINEERING, ZONING CODE	0.00	0.00	0.00	0.00	0.00
20-5120 CROFOOT VAULT & METER	0.00	0.00	0.00	0.00	0.00
20-5150 PRUSSURE SUSTAINING VALVES-FR	0.00	0.00	0.00	0.00	0.00
20-5160 CAMERA SYSTEMS	0.00	0.00	0.00	0.00	0.00
20-5200 GARAGE ADDITION	0.00	0.00	0.00	0.00	0.00
20-5300 WATER METER REPLACEMENT PROG	0.00	0.00	0.00	0.00	0.00
20-5400 DUMP TRAILER	0.00	0.00	0.00	0.00	0.00
20-5500 POLICE VEHICLE JAG GRANT	0.00	0.00	0.00	0.00	0.00
20-5600 METAL DETECTOR	0.00	0.00	0.00	0.00	0.00
20-5700 SKID LOADER	0.00	0.00	0.00	0.00	0.00
20-5701 VACTRON	57,000.00	0.00	56,388.45	611.55	98.93
20-5800 BUFFALO FLOW METER	0.00	0.00	0.00	0.00	0.00
20-5810 EMERGENCY ROAD	0.00	0.00	0.00	0.00	0.00
20-5811 LAWN MOWER	0.00	0.00	0.00	0.00	0.00
20-5812 LAND ACQUISITION	25,000.00	0.00	25,550.53	550.53	102.20
20-5813 FIRE TRUCK	47,200.00	0.00	35,286.00	11,914.00	74.76
<hr/>					
TOTAL CAPITAL EXPENDITURES	3,024,700.00	162,795.25	747,532.13	2,277,167.87	24.71

CITY OF RANSOM CANYON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

PAGE: 16

1 -GENERAL FUND

ONDS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
45-4500 BOND PRINCIPAL EXPENSE	130,000.00	0.00	130,000.00	0.00	100.00
45-5000 BOND INTEREST EXPENSE	100,647.00	0.00	50,758.75	49,888.25	50.43
45-5001 NOTE INTEREST	0.00	0.00	0.00	0.00	0.00
45-5010 BOND SERVICING FEE	1,000.00	0.00	600.00	400.00	60.00
45-5015 Amortization	0.00	0.00	0.00	0.00	0.00
45-6000 Depreciation	0.00	0.00	0.00	0.00	0.00
TOTAL BONDS	231,647.00	0.00	181,358.75	50,288.25	78.29
TOTAL EXPENDITURES	5,345,697.00	350,027.73	2,269,612.53	3,076,084.47	42.46
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (43,682.51)	419,638.85 (419,638.85)	0.00	0.00	0.00

*** END OF REPORT ***

ENDOR SET: 01 City of Ransom Canyon

ANK: * ALL BANKS

ATE RANGE: 6/01/2022 THRU 6/30/2022

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	6/03/2022			019161		
C-CHECK	VOID CHECK	V	6/30/2022			019208		

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	2 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	2	0.00	0.00	0.00
BANK: * TOTALS:	2	0.00	0.00	0.00

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
770 I-06302022L	ANGELIA FIKES ANGELIA FIKES	E	6/30/2022	928.00		000133		928.00
039 I-202206026488	LESLIE RANDOLPH LESLIE RANDOLPH	R	6/02/2022	556.22		019131		556.22
094 I-202206036489	CHAMPION TANK SERVICES CHAMPION TANK SERVICES	R	6/03/2022	117,495.00		019133		117,495.00
023 I-202206036497	COMPUTER TRANSITION SERVICES, COMPUTER TRANSITION SERVICES,	R	6/03/2022	2,339.09		019134		2,339.09
034 I-240013	CASCO INDUSTRIES, INC CASCO INDUSTRIES, INC	R	6/03/2022	419.00		019135		419.00
056 I-060122	TAS UNITED TAS UNITED	R	6/03/2022	99.32		019136		99.32
069 I-1546	LubePro LubePro	R	6/03/2022	202.00		019137		202.00
080 I-531851	AFLAC AFLAC	R	6/03/2022	151.34		019138		151.34
1098 I-18662	SPECS REFRIDGERATION, INC SPECS REFRIDGERATION, INC	R	6/03/2022	436.61		019139		436.61
1102 I-202206036491	JASON ROBB JASON ROBB	R	6/03/2022	19.89		019140		19.89
1103 I-2231	STEVEN OLDHAM STEVEN OLDHAM	R	6/03/2022	31.96		019141		31.96
1104 I-455179	UNITED LABORATORIES UNITED LABORATORIES	R	6/03/2022	612.12		019142		612.12
1105 I-1107439	WHITE SERVICE CO., INC WHITE SERVICE CO., INC	R	6/03/2022	100.00		019143		100.00
1160 I-202206036494	ATMOS ATMOS	R	6/03/2022	787.43		019144		787.43
0210 I-202206036495	BECKERS BECKERS	R	6/03/2022	609.03		019145		609.03

ENDOR SET: 01 City of Ransom Canyon

ANK: APCO AP CITIZENS OPERATING

ATE RANGE: 6/01/2022 THRU 6/30/2022

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
360	CAPROCK WASTE - MUNICIPAL SERV							
I-22342934114	CAPROCK WASTE - MUNICIPAL SERV	R	6/03/2022	7,860.00		019146		7,860.00
600	DPC INDUSTRIES, INC							
I-757000901-22	DPC INDUSTRIES, INC	R	6/03/2022	491.02		019147		491.02
700	GALLS INC							
I-QR20816956	GALLS INC	R	6/03/2022	912.83		019148		912.83
750	GRAINGER							
I-202206036499	GRAINGER	R	6/03/2022	333.97		019149		333.97
980	PREMIER WATERWORKS, INC							
I-2007776	PREMIER WATERWORKS, INC	R	6/03/2022	286.78		019150		286.78
300	O D KENNEY							
I-202206036501	O D KENNEY	R	6/03/2022	309.84		019151		309.84
640	SOUTH PLAINS ELECTRIC							
I-1178981	SOUTH PLAINS ELECTRIC	R	6/03/2022	5,696.47		019152		5,696.47
650	SOUTH PLAINS TELEPHONE							
I-202206036502	SOUTH PLAINS TELEPHONE	R	6/03/2022	671.55		019153		671.55
2520	DISH NETWORK							
I-202206036498	DISH NETWORK	R	6/03/2022	99.69		019154		99.69
3440	AREA WIDE INSPECTION SERVICE							
I-2846	AREA WIDE INSPECTION SERVICE	R	6/03/2022	75.00		019155		75.00
3700	EUROFINS XENCO LLC							
I-202206036503	EUROFINS XENCO LLC	R	6/03/2022	134.00		019156		134.00
4710	AT&T MOBILITY							
I-05232022	AT&T MOBILITY	R	6/03/2022	632.97		019157		632.97
5300	CAPROCK WASTE - ROLL OFF							
I-2234344V114	CAPROCK WASTE - ROLL OFF	R	6/03/2022	4,645.88		019158		4,645.88
5460	ROBERT MCCARVER							
I-202206036492	ROBERT MCCARVER	R	6/03/2022	111.15		019159		111.15
5560	SAM'S CLUB MASTERCARD							
I-202206036500	SAM'S CLUB MASTERCARD	R	6/03/2022	3,386.64		019160		3,386.64

ENDOR SET: 01 City of Ransom Canyon

ANK: APCO AP CITIZENS OPERATING

ATE RANGE: 6/01/2022 THRU 6/30/2022

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
620	SLATON GAS & EQUIPMENT CO.							
I-79038	SLATON GAS & EQUIPMENT CO.	R	6/03/2022	2,322.00		019162		2,322.00
250	BILL WILLIAMS TIRE CENTER							
I-2846	BILL WILLIAMS TIRE CENTER	R	6/03/2022	52.50		019163		52.50
280	AQUAONE							
I-345140	AQUAONE	R	6/03/2022	50.50		019164		50.50
460	MARY ANN CROW							
I-202206036496	MARY ANN CROW	R	6/03/2022	500.00		019165		500.00
510	ELENA QUINTANILLA							
I-202206036490	ELENA QUINTANILLA	R	6/03/2022	159.23		019166		159.23
630	LEE JONES							
I-202206036493	LEE JONES	R	6/03/2022	81.90		019167		81.90
700	CSI: LUBBOCK							
I-12885	CSI: LUBBOCK	R	6/03/2022	30.00		019168		30.00
1039	LESLIE RANDOLPH							
I-202206086505	LESLIE RANDOLPH	R	6/08/2022	634.26		019169		634.26
810	TML EMPLOYEE BENEFITS POOL							
I-23401nk2206	TML EMPLOYEE BENEFITS POOL	R	6/08/2022	9,710.91		019170		9,710.91
1510	ELENA QUINTANILLA							
I-202206086504	ELENA QUINTANILLA	R	6/08/2022	1,223.51		019171		1,223.51
1760	STARS AND STRIPES DRIVE-IN THE							
I-202206086506	STARS AND STRIPES DRIVE-IN THE	R	6/08/2022	750.00		019172		750.00
1980	ARAMARK							
I-202206086507	ARAMARK	R	6/08/2022	709.22		019173		709.22
2058	ANGELIA FIKES							
I-L06152022	ANGELIA FIKES	R	6/15/2022	928.00		019186		928.00
3106	WINSTON WATER COOLER							
I-S3383984.002	WINSTON WATER COOLER	R	6/14/2022	859.00		019187		859.00
0360	CAPROCK WASTE - MUNICIPAL SERV							
I-2270637V114	CAPROCK WASTE - MUNICIPAL SERV	R	6/14/2022	7,875.00		019188		7,875.00

ENDOR SET: 01 City of Ransom Canyon

ANK: APCO AP CITIZENS OPERATING

ATE RANGE: 6/01/2022 THRU 6/30/2022

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
600	DPC INDUSTRIES, INC							
I-DE75001209-22	DPC INDUSTRIES, INC	R	6/14/2022	70.00		019189		70.00
700	GALLS INC							
I-021336853	GALLS INC	R	6/14/2022	101.25		019190		101.25
710	GEBO DISTRIBUTING CO., INC							
I-20790	GEBO DISTRIBUTING CO., INC	R	6/14/2022	18.07		019191		18.07
830	HOME DEPOT CREDIT SERVICES							
I-5050603	HOME DEPOT CREDIT SERVICES	R	6/14/2022	108.62		019192		108.62
980	PREMIER WATERWORKS, INC							
I-2007855	PREMIER WATERWORKS, INC	R	6/14/2022	99.96		019193		99.96
030	CITY OF LUBBOCK UTILITIES SOLI							
I-202206136508	CITY OF LUBBOCK UTILITIES SOLI	R	6/14/2022	58.82		019194		58.82
700	EUROFINS XENCO LLC							
I-8200004137	EUROFINS XENCO LLC	R	6/14/2022	67.00		019195		67.00
300	CAPROCK WASTE - ROLL OFF							
I-2270588V114	CAPROCK WASTE - ROLL OFF	R	6/14/2022	1,155.16		019196		1,155.16
860	TCEQ CASHIER'S OFFICE (MC-214)							
I-202206146513	TCEQ CASHIER'S OFFICE (MC-214)	R	6/14/2022	30.00		019197		30.00
100	SOUTH PLAINS EMS							
I-202206136511	SOUTH PLAINS EMS	R	6/14/2022	360.00		019198		360.00
720	PARKHILL SMITH & COOPER							
I-202206136510	PARKHILL SMITH & COOPER	R	6/14/2022	46,366.58		019199		46,366.58
200	CITY OF LUBBOCK UTILITIES WATE							
I-202206136509	CITY OF LUBBOCK UTILITIES WATE	R	6/14/2022	64,929.20		019200		64,929.20
320	NOVA HEALTHCARE, PA							
I-000002028583	NOVA HEALTHCARE, PA	R	6/14/2022	80.38		019201		80.38
060	BOJORQUEZ LAW FIRM, PC							
I-10558	BOJORQUEZ LAW FIRM, PC	R	6/14/2022	912.00		019202		912.00
780	TCT - LUBBOCK							
I-88458	TCT - LUBBOCK	R	6/14/2022	119.63		019203		119.63

ENDOR SET: 01 City of Ransom Canyon

ANK: APCO AP CITIZENS OPERATING

ATE RANGE: 6/01/2022 THRU 6/30/2022

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
102	JASON ROBB							
I=202206246514	JASON ROBB	R	6/24/2022	663.27		019204		663.27

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	60	290,532.77	0.00	290,532.77
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	1	928.00	0.00	928.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: APCO TOTALS:	61	291,460.77	0.00	291,460.77
BANK: APCO TOTALS:	61	291,460.77	0.00	291,460.77

ENDOR SET: 01 City of Ransom Canyon
ANK: PY PAYROLL LIABILITIES
ATE RANGE: 6/01/2022 THRU 6/30/2022

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
100	INTERNAL REVENUE SERVICE - IRS							
I-T1 202206136512	FEDERAL WITHHOLDING	D	6/15/2022	1,627.48		000131		
I-T3 202206136512	SOCIAL SECURITY PAYABLE	D	6/15/2022	2,870.70		000131		
I-T4 202206136512	MEDICARE PAYABLE	D	6/15/2022	671.38		000131		5,169.56
100	INTERNAL REVENUE SERVICE - IRS							
I-T1 202206286515	FEDERAL WITHHOLDING	D	6/30/2022	1,670.96		000132		
I-T3 202206286515	SOCIAL SECURITY PAYABLE	D	6/30/2022	2,946.96		000132		
I-T4 202206286515	MEDICARE PAYABLE	D	6/30/2022	689.22		000132		5,307.14
340	OFFICE OF THE TEXAS ATTORNEY G							
I-C02202206136512	RI# 0013095172B398711407	R	6/15/2022	392.45		019185		392.45
340	OFFICE OF THE TEXAS ATTORNEY G							
I-C02202206286515	RI# 0013095172B398711407	R	6/30/2022	392.45		019206		392.45
940	TEXAS MUNICIPAL RETIREMEN							
I-RET202206136512	TMRS PAYABLE	R	6/30/2022	5,028.91		019207		
I-RET202206286515	TMRS PAYABLE	R	6/30/2022	5,028.91		019207		10,057.82
026	AXA-Equitable							
I-AXA202206136512	457 Deferred Compensation	R	6/30/2022	100.00		019209		
I-AXA202206286515	457 Deferred Compensation	R	6/30/2022	100.00		019209		200.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	4	11,042.72	0.00	11,042.72
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	10,476.70	0.00	10,476.70
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: PY TOTALS:	6	21,519.42	0.00	21,519.42
BANK: PY TOTALS:	6	21,519.42	0.00	21,519.42
REPORT TOTALS:	67	312,980.19	0.00	312,980.19

SELECTION CRITERIA

ENDOR SET: 01-CITY OF RANSOM CANYON
ENDOR: ALL
ANK CODES: All
UNDS: All

HECK SELECTION

HECK RANGE: 000000 THRU 999999
ATE RANGE: 6/01/2022 THRU 6/30/2022
HECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
NCLUDE ALL VOIDS: YES

RINT OPTIONS

EQUENCE: CHECK NUMBER

RINT TRANSACTIONS: YES
RINT G/L: NO
NPOSTED ONLY: NO
XCLUDE UNPOSTED: NO
ANUAL ONLY: NO
TUB COMMENTS: NO
EPORT FOOTER: NO
HECK STATUS: NO
RINT STATUS: * - All

Payment Information



New Balance: \$15,626.58
Total Minimum Payment Due: \$651.00
Payment Due Date: 07/13/2022

Payments must be received by 5pm ET on 07/13/2022 if mailed, or by 11:59pm ET on 07/13/2022 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is not registered. The authentication code is: 5UAR858. Or call toll-free 1-866-220-2760.

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Account Summary

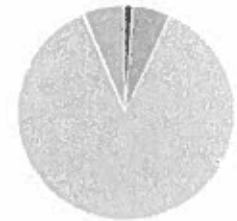
Previous Balance as of 05/24/2022	\$3,386.64	Credit Limit	\$25,000
Payments	- 3,386.64	Available Credit	\$9,318
Other Credits	- 106.43	Cash Advance/Quick Cash Limit	\$5,000
Purchases/Debits	+ 15,733.01	Available Cash	\$5,000
New Balance as of 06/23/2022	\$15,626.58		

31 Day Billing Cycle from 05/24/2022 to 06/23/2022

Rewards Summary

5% earned on Gas/EVCharging	\$0.00
3% earned on dining	\$4.35
1% earned on other purchases	\$148.29
3% earned on Sam's Club Purchases	\$19.59
Rewards this Statement	\$172.23
Total Rewards Earned 2022	\$383.76

Total Rewards earned 2022



- \$4.30 on Gas /EVCharging
- \$22.14 on Dining
- \$333.19 on other purchases
- \$24.13 on Sam's Club Purchases

6709 0010 HJJ

1 7 23 220623

PAGE 1 of 5

1469 1000 8673 01F06709

173392

Use blue or black ink.
 detach & mail with your
 check.

Account Number [REDACTED]
New Balance \$15,626.58
Total Minimum Payment Due \$651.00
Payment Due Date 07/13/2022

Amount Enclosed \$

No other correspondence please.
 Print new address or email changes on back.

VIEW AND PAY YOUR BILL ONLINE!
SamsClubCredit.com/businesscard

MARIA QUINTANILLA
 TOWN OF RANSOM CANYON
 24 LEE KITCHENS DR
 RANSOM CANYON TX 79366-2200

173392
 0206

Make SAM'S CLUB MC/SYNCR
 Payment P.O. BOX 960016
 to: ORLANDO, FL 32896-0016

00651000338664 006510001562658 000556053 1040175 85822

PAGE 2 of 5

Visit us at SamsClubCredit.com/businesscard or Call 1.866.220.2760

Transaction Detail

Date	Reference #	Description	Amount
Payments			-\$3,386.64
06/08	8556053HH01N1CN6H	PAYMENT - THANK YOU	\$3,386.64
		TOTAL [REDACTED] 6	\$3,386.64
Other Credits			-\$106.43
06/19	5543286H555JBF2H2	AMZN MKTP US AMZN.COM/BILL WA	\$0.74
06/19	5543286H555JQYY3R	AMZN MKTP US AMZN.COM/BILL WA	\$1.92
06/19	5543286H555JVHPYN	AMZN MKTP US AMZN.COM/BILL WA	\$3.77
06/21	5550629HXL2VJ5B65	TEXAS MUNICIPAL POLICE 5124548900 TX JAMES HILL <i>pd</i>	\$100.00
		TOTAL [REDACTED] 6	\$106.43
Purchases and Other Debits			\$15,733.01
06/06	5543286HD55HNFT76	AWEBER SYSTEMS INC 877-293-2371 PA	\$10.00
06/08	5542950HFMNNZBY1L	EB TML REGION 3 REGIO 8014137200 CA	\$240.00
06/08	5543286HF55WQZEL4	TEXAS MUNICIPAL LEAGUE 512-231-7400 TX	\$375.00
06/12	5270487HLM19NMRKF	HYATT REGENCY LOST PIN LOST PINES TX FOLIO #42139664 MARIA QUINTANILLA	\$1,008.81
		TOTAL [REDACTED] 6	\$1,633.81
05/24	5548872H18M0FH0WJ	TX DEPT AG LICENSE 5124754701 TX	\$76.94
05/31	7545491H7566L4MXA	PRO CHEM SALES LBB LUBBOCK TX	\$742.23
06/01	0230537H900JY5VWW	USPS PO 4884150494 SLATON TX	\$7.38
06/05	8271116HD0000M65W	WEAT.ORG AUSTIN TX	\$70.00
06/09	7518412HGS66EZWJ0	LUBBOCK LOCK AND KEY LUBBOCK TX	\$52.90
06/13	5548077HM2M65BF4S	ACADEMY SPORTS #268 LUBBOCK TX	\$77.95
06/14	5548872HNBMOGFYND	TX DEPT AG LICENSE 5124754701 TX	\$76.94
06/16	5548872HR2MQZRO9W	TCEQ EPAYMENT 5122390369 TX	\$113.75
06/17	0522702HR8PMB21XA	ACE SPRAY EQUIPMENT LUBBOCK TX	\$1,263.00
06/21	8529808HXWGNAB876	BOOT CITY LUBBOCK TX	\$324.98
06/21	5543286HW5V45KMSM	EXPEDIA 72329511912497 EXPEDIA.COM WA HAROLD NEEDHAM	\$647.49
		TOTAL [REDACTED] 6	\$3,453.56
05/24	5548077H1BMAJSWQE	ACADEMY SPORTS #49 LUBBOCK TX	\$127.96
05/26	5526352H2RBGHMJQ2	JEFFY LUBE 3840 LUBBOCK TX	\$177.95
05/26	1527021H202MXZ8N3	S.11. INC. IRVINE CA	\$82.00
05/27	7545491H3566FDPAD	MIGHTY WASH 10 MIDLAND TX	\$9.00
05/27	8270159H3566ERJAP	SAFE LIFE DEFENSE 702-8794588 NV	\$219.37
05/28	5270487H4LQDDA909	ADOBE ACROPRO SUBS 4085366000 CA	\$16.08
05/31	7545667H7566MBLAS	ALTERATIONS UNLIMITED LUBBOCK TX	\$136.00
05/31	1527021H7029Z1HHL	S.11. INC. IRVINE CA	\$246.00
06/01	5543286H855W9GPYA	INDEED 203-564-2400 CT	\$25.39
06/01	2524780H8001X9FGG	SIMPLY MAC 200 LUBBOCK TX	\$43.28
06/01	1527021H8034D8QZV	S.11. INC. IRVINE CA	\$216.00
06/03	5526352H855M1SRNW	WICKLANDER ZULAWSKI AS 6308526800 IL	\$495.00
06/03	5550629HBL2RG1GKI	TEXAS MUNICIPAL POLICE 5124548900 TX	\$100.00
06/03	0230663HBEJ0FW43W	FUZZYS TACO SHOP - LUB LUBBOCK TX	\$24.85
06/07	8545093HGWGR3T2X2	OSS ACADEMY SPRING TX	\$125.00
06/09	8556053HH01JLVWY5	SAM'S CLUB 008270 LUBBOCK TX SAM'S/WAL - MART PURCHASE(S)	\$498.99
06/10	7545491HHS66G2NOM	MIGHTY WASH 5 LUBBOCK TX	\$23.00
06/13	8270159HL566D1NL	SAFE LIFE DEFENSE 702-8794588 NV	\$740.70
06/15	5554650HN60RP7GDP	A LINE AUTO PARTS #85 LUBBOCK TX	\$266.09
06/15	5550629HNM44TNN3P	PROJECT RACER LUBBOCK - LUBBOCK TX	\$10.00
06/15	0230537HP00K6LG4B	AUTOZONE #3072 LUBBOCK TX	\$51.87
06/15	8271116HP0003DZGK	SP DRAGYNSKY INC CLOVIS CA	\$251.97
06/16	7545491HPS66GMSJ9	MIGHTY WASH 5 LUBBOCK TX	\$9.00
06/16	5543286HPSKYDQP8	AMZN MKTP US*N54KG4403 AMZN.COM/BILL WA	\$32.06
06/16	5543286HPSKYFG4D	AMZN MKTP US*7B2CC6453 AMZN.COM/BILL WA	\$28.37
06/16	5550629HPM4FIYH2Q	PROJECT RACER LUBBOCK - LUBBOCK TX	\$10.00
06/16	0230537HREHV53KEP	OFFICE DEPOT # 2785 LUBBOCK TX	\$133.99
06/17	8554402HRWGNHV1SP	A-1 FLAGS OVER LUBBOCK LUBBOCK TX	\$300.00
06/17	5543286HPS5Z8XRIE	AMZN MKTP US*347X00BZ3 AMZN.COM/BILL WA	\$185.23
06/17	7530637HR60Z1BFHE	LUBBOCK CO SVC FEE FORT WORTH TX	\$0.16
06/17	7530637HR60Z1BFNW	LUBBOCK CO. TX TAC - MV LUBBOCK TX	\$7.50
06/17	7533700HT8PQR18HJ	ACME MARKING PRODUCTS LUBBOCK TX	\$14.95
06/21	5542950HWRS26FFK4	PAYPAL *CARID.COM 8884565712 NJ	\$138.87
06/21	5542950HWS15P18RB	PAYPAL *WHOLESALEMA 8/73882628 OH	\$1,403.95
06/21	5554650HWRDQ4RBE0	SCOTTS COMPLETE CAR CA LUBBOCK TX	\$352.95

(Continued on next page)

Transaction Detail (Continued)

Date	Reference #	Description	Amount
06/21	5541741HW8B1BTRK3	SUPERCIRCUITS INC 8003359777 TX	\$1,378.67
06/22	7545667HX566DBDY9	ALTERATIONS UNLIMITED LUBBOCK TX JAMES HILL	\$64.00
		TOTAL [REDACTED] \$7,946.20	
06/06	5541734HD4216Q9F3	CAPITOL VISITORS PARK AUSTIN TX	\$1.00
06/06	3518013HE1G4RYSZX	HILTON GARDEN INN AUS AUSTIN TX FOLIO #51936	\$68.14
06/06	3518013HE1G4RYV1Y	HILTON GARDEN INN AUS AUSTIN TX FOLIO #51936	\$250.90
06/08	8556053HC01JKWRZE	SAM'S CLUB 008270 LUBBOCK TX SAM'S/WAL-MART PURCHASE(S)	\$153.88
06/19	5543286HV5551VB7X	WESTIN SAN ANTONIO NOR SAN ANTONIO TX FOLIO #030677 LESLIE RANDOLPH	\$492.93
		TOTAL [REDACTED] \$966.85	
05/25	5543286H15SRLSF5H	AMZN MKTP US*1R13X3QM2 AMZN.COM/BILL WA	\$26.98
05/26	5531020H22DJP0TF9	AMZN MKTP US*TS8YQ4AE3 AMZN.COM/BILL WA	\$70.13
05/27	5543286H35SQQ4H8S	SQ *ENDLESS FUN GOSQ.COM TX	\$54.38
05/27	5513158H3R3V54QRR	APPLE.COM/BILL 1111111111 CA	\$9.64
05/28	5543286H45SK0FGQA	AMZN MKTP US*1R13N8980 AMZN.COM/BILL WA	\$7.50
05/28	5543286H45SP5GLFJ	AMZN MKTP US*1R6HK3110 AMZN.COM/BILL WA	\$7.19
06/06	8230509HD000BEERD	CANVA* I03443-22691991 CAMDEN DE	\$119.99
06/11	5513158HJ2M725FQH	MICROSOFT* MICROSOFT 36 MSBILL.INFO WA	\$75.76
06/12	5543286HK5599V3YK	AMZN MKTP US*NN98P6ML3 AMZN.COM/BILL WA	\$28.04
06/13	5543286HL5SEP83DM	AMZN MKTP US*OQ41U1GZ3 AMZN.COM/BILL WA	\$27.98
06/14	7530637HN4M3QVM8N	ASSOCIATION FOR RURAL SEATTLE WA	\$360.00
06/15	5531020HN2DKGWTVS	AMZN MKTP US*PHSE92Q93 AMZN.COM/BILL WA	\$22.99
06/16	5550629HPM4GP4WVW	SCIENCE SPECTRUM 8067452525 TX	\$225.00
06/17	5550036HTRKXFGWVD	BAHAMA BUCKS LUBBOCK TX	\$119.98
06/18	5543286HT5590T58N	SQ *ENDLESS FUN GOSQ.COM TX ANGELIA FIKES	\$577.03
		TOTAL [REDACTED] \$1,732.59	

Total Fees Charged This Period

\$0.00

Total Interest Charged This Period

\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

(v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge
Regular Purchases and Cash Over	N/A	23.15% (v)	\$0.00	\$0.00
Cash Advances	N/A	26.15% (v)	\$0.00	\$0.00

THE PERIODIC RATE SHOWN ON THIS STATEMENT MAY VARY.

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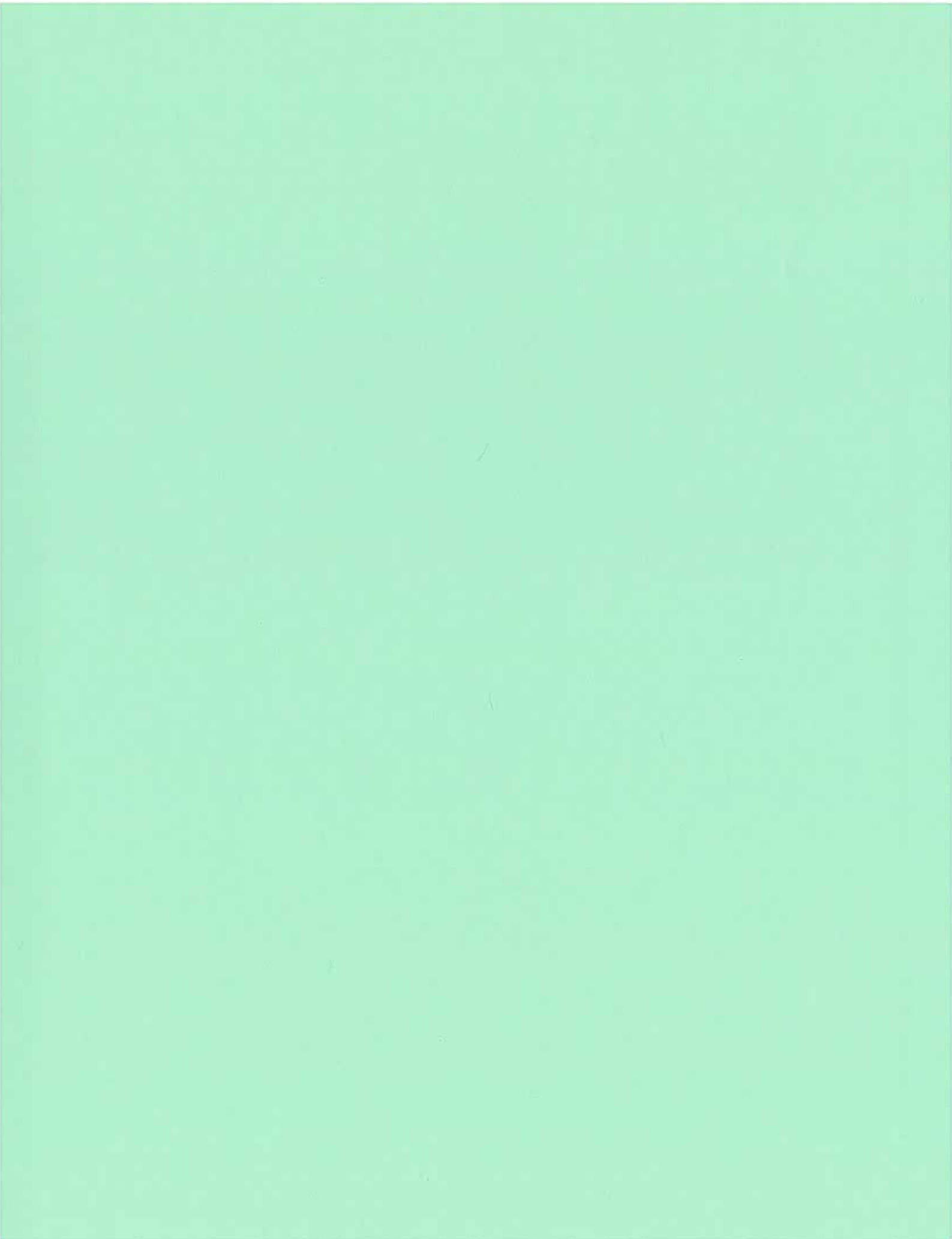
MARIA QUINTANILLA					
ACCOUNT #: 5550-5550		DATE OF SALE #: 220609		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000826		CLUB #: 8270	
REFERENCE #: 8556053HH01JLVWY5		TRANSACTION #: 0		REGISTER #: 96	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT PRICE
SALES TAX		1.000		\$0.0000	\$0.00
055416771	4 YR AST TV 300-499	1.000	EA	\$49.9900	\$49.99
380013359	55 4K UHD SMART	1.000	EA	\$449.0000	\$449.00
SUB \$498.99		TAX \$0.00		TOTAL INVOICE	\$498.99
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$498.99

MARIA QUINTANILLA					
ACCOUNT #:		DATE OF SALE #:		220608	
		P.O. #:			
INVOICE#:		000000		AUTHORIZATION #:	
		000688		CLUB #:	
REFERENCE #:		8556053HG01JKWRZE		TRANSACTION #:	
		0		REGISTER #:	
		94			
S K U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT PRICE
SALES TAX		1 000		\$0 0000	\$0 00
005818110	FR VAN PUMP 50 7FLOZ	4 000	EA	\$12 2800	\$49.12
006132450	CUTLERY KNIFE	1 000	EA	\$12 2400	\$12 24
053068969	12OZ PFTCH	1 000	EA	\$17 5800	\$17 58
053790648	MM 10 1/16 IN PLATE	1 000	EA	\$17 9800	\$17 98
054217299	13GAL TALL KITC FRES	1 000	EA	\$18 9800	\$18 98
380019049	FG 43 5OZ CL GR COF	3 000	EA	\$12 6600	\$37.98
SUB \$153.88		TAX \$0.00		TOTAL INVOICE	
				\$153.88	
				CREDITS TOTAL	
				\$0.00	
				BALANCE DUE	
				\$153.88	

Town of Ransom Canyon
Financial Investment Report
Balance for June 1 - June 30, 2022

INTEREST BEARING CASH ACCOUNTS AT DEPOSITORY BANK

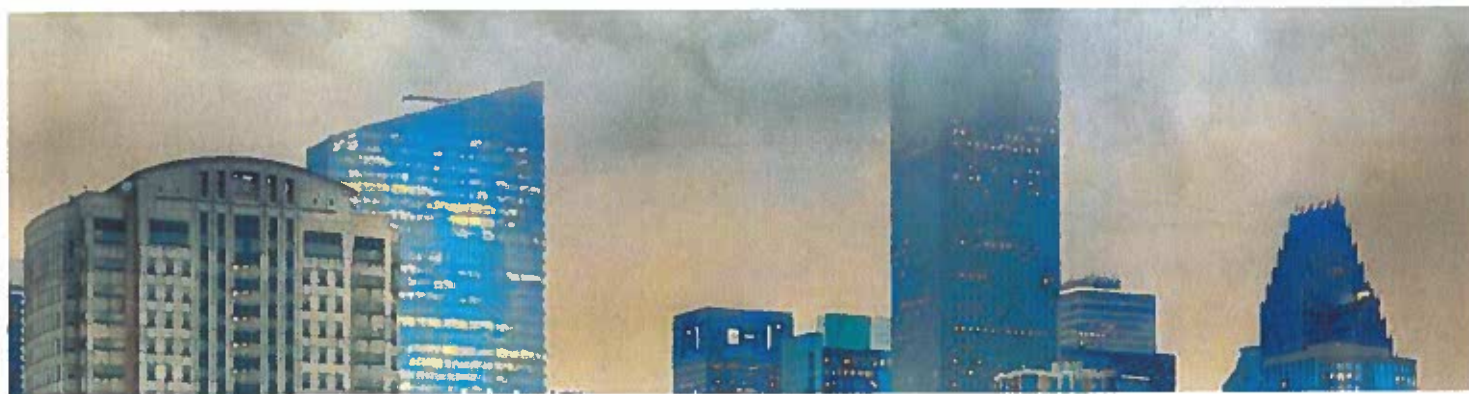
Investment Type/Institution	Annual Percentage Ending Rate of Interest	Maturity Date	Beginning Balance	Ending Balance	Interest Accrued	YTD Interest
Construction Account (Centennial Bank)	1.00%	N/A	\$ 650,490.60	\$ 651,118.95	\$ 628.05	\$ 2,308.17
Reserve Account (Centennial Bank)	1.00%	N/A	\$ 252,465.06	\$ 252,708.93	\$ 243.87	\$ 889.79
Operating Account (Centennial Bank)	1.00%	N/A	\$ 47,609.90	\$ 18,796.97	\$ 154.07	\$ 493.18
Interest and Sinking Account (Centennial Bank)	1.00%	N/A	\$ 621,735.37	\$ 656,222.91	\$ 608.40	\$ 1,648.31
Police Seizure Account (Centennial Bank)	0.00%	N/A	\$ -	\$ -	\$ -	\$ -
Police LEOSE Account (Centennial Bank)	0.00%	N/A	\$ -	\$ -	\$ -	\$ -
Interest & Sinking Water 2020 Development	0.05%	N/A	\$ 203,310.67	\$ 203,318.44	\$ 8.02	\$ 85.15
Series 2020 Construction Fund	0.00%	N/A	\$ 237,924.00	\$ 230,222.50	\$ -	\$ -
	4.05%	N/A	\$ 2,013,535.60	\$ 2,012,388.70	\$ 1,642.41	\$ 5,424.60



OUTSTANDING LIABILITIES

FINANCED THROUGH	BALANCE	INT. RATE	MATURES
COMBINATION TAX AND SURPLUS REVENUE	\$ 6,377,356	2.27%	2/1/2050
CERTIFICATES OF OBLIGATION (TWDB)	UMB BANK		
SEWER PLANT AND WATER ELEVATED TANK AND GROUND STORAGE TANK			
TOTAL	\$ 6,377,356		

Southwest Economy, Second Quarter 2022



Changing Economy Likely to Test Banks as Stimulus Ends, Growth Slows

Amy Chapel and Kory Killgo

Banks in the region and the U.S., which have benefited from pandemic-era fiscal stimulus, face downside risks arising from Russia's invasion of Ukraine, ongoing COVID-19 shocks abroad and expectations of significant central bank tightening to address elevated inflation. If a meaningful macroeconomic shock occurs, banks could face decelerating loan growth, deteriorating asset quality and declining earnings.

The challenges to banks are numerous: decelerating global growth, high inflation, potential structural economic change, significantly tighter central bank policy and high cybersecurity risks.

All these factors confront institutions in the Eleventh District and across the country.[1]

The sources of these factors resemble those clouding the broader economic outlook—Russia's invasion of Ukraine and the continuing effects of the pandemic. Despite recent uncertainty, banks began 2022 on stronger footing and with a generally positive outlook.

Asset quality improved in 2021, with noncurrent loans as a share of total loans declining to lows not seen since before the 2008–09 financial crisis. Banks offered loan forbearance as part of the response to the pandemic which, combined with subsequent significant government stimulus, helped keep asset quality strong relative to prepandemic levels.

As a result, some banks reduced loan loss reserves, a move that boosted profitability last year. With asset quality at historically strong levels and a resumption of loan growth underway, it is unlikely banks will be able to further reduce loan loss reserves this year. Additionally, banks face significant hiring competition and wage pressures. These factors could further affect bank earnings this year.

Continued pressure on banks' net interest margins is also likely to weigh on earnings.[2] Net interest margins trended lower and were near historic lows in 2021. Despite the Federal Reserve beginning a monetary policy tightening cycle in March 2022, with higher short-term rates benefiting margins, it's likely margins will remain compressed as short-term rates are expected to increase more quickly than long-term ones.

In addition to raising the benchmark federal funds rate, the Federal Reserve began reducing the size of its balance sheet, which grew significantly during the financial crisis of the late 2000s and again in response to the COVID-19 economic downturn. Over time, reduction of the asset side of the Fed's balance sheet will also decrease Federal Reserve liabilities, including banks' reserves at the Federal Reserve.

Bank Profitability Rebounds

Profitability, as measured by return on average assets, recovered markedly in 2021.[3] Profitability was 1.33 percent for district banks in 2021, up 23 basis points (0.23 percentage points) from 2020, and 1.35 percent for U.S. banks, up 46 basis points (Chart 1).[4]

Securities increased \$42.5 billion for district banks in 2021—up 30.2 percent from 2020—and \$367.8 billion nationwide in 2021, up 31.8 percent (*Table 1*). Growth in securities drove bank balance sheet expansion last year. Banks' total assets—including loans, securities and reserve balances at the Fed—increased \$70.8 billion (11.9 percent) in the district and \$637.3 billion (10.2 percent) nationwide in 2021 compared with 2020.

Table 1: Fed Balances and Securities Drive Bank Balance Sheet Growth

Change: Dec. 31, 2020–Dec. 31, 2021

	Eleventh District banks		U.S. banks	
	Dollars (billions)	Percent	Dollars (billions)	Percent
Total assets	70.8	11.9	637.3	10.2
PPP	-18.5	-80.1	-192.2	-76.2
Loans (excl PPP)	17.8	5.7	283.0	7.4
Securities	42.5	30.2	367.8	31.8
Balances at the Fed	24.0	46.1	129.5	31.9
Other interest bearing	3.2	13.5	29.7	16.2
Other	1.8	4.4	19.5	4.3
Total liabilities	66.9	12.6	588.5	10.6
Deposits	73.7	14.8	662.6	12.8
Wholesale funds	-6.8	-38.9	-68.9	-27.7
Other	na	na	-5.2	-3.4
Equity capital	4.0	6.1	48.9	7.0

NOTES: Data are for commercial banks with total assets less than \$100 billion. PPP refers to the Paycheck Protection Program. Equity capital equals total assets minus total liabilities. The change from 2020 to 2021 is shown in both dollars and percent for Eleventh District and U.S. banks.

SOURCE: Federal Financial Institutions Examination Council, Reports of Condition and Income.

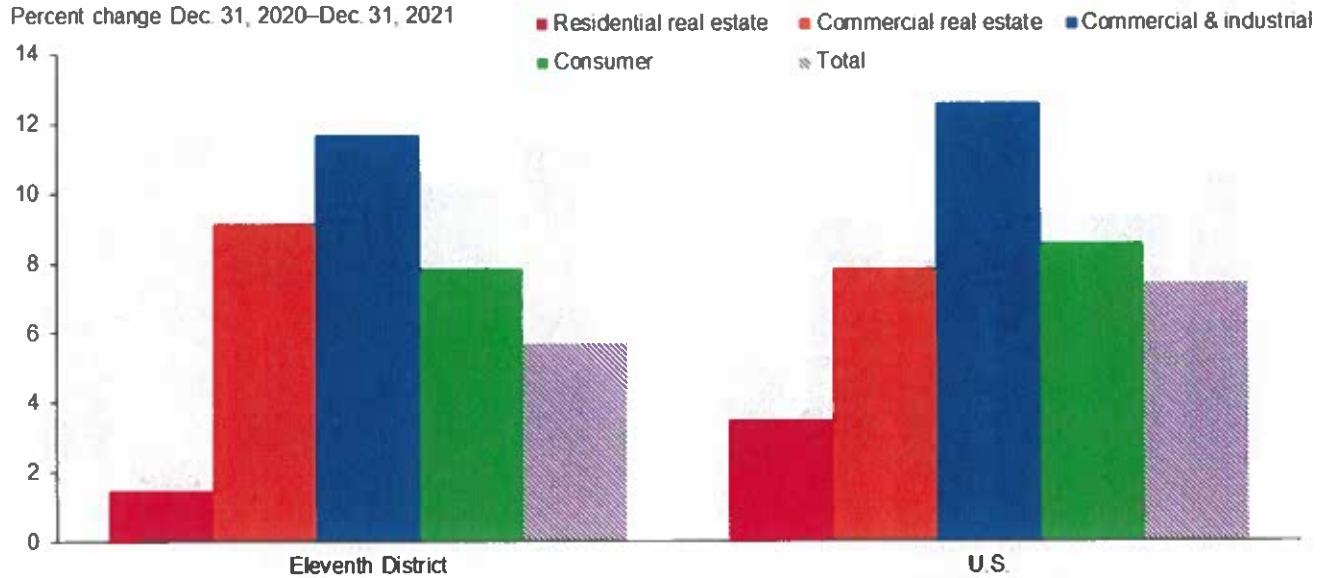
Another driver of asset growth was reserve balances at the Fed, attributable to the central bank's asset purchases and to stimulus funds moving from the U.S. Treasury to taxpayers, who, in turn, increased their deposit balances at banks.

However, as the Fed's Federal Open Market Committee reduces the Fed's balance sheet while tightening monetary policy, bank reserve balances at the Fed and consumer bank deposits are expected to decline. While this could marginally worsen banking liquidity, it could provide some relief to bank leverage ratios, weakened by double-digit balance sheet growth during the pandemic.[7]

Bank balance sheet expansion eased last year as government pandemic support to businesses and consumers ended, slowing deposit growth. Deposit growth driven by pandemic interventions peaked in early 2021. Deposits rose 27.1 percent year over year at district banks as of March 31, 2021, and 22.7 percent nationwide. Anecdotally, bankers reported that the PPP produced an inflow of retail and small business deposits.

Chart 3
All Major Categories of Bank Lending Improved In 2021

Percent change Dec. 31, 2020–Dec. 31, 2021



NOTE: Data are for commercial banks with total assets less than \$100 billion and have been adjusted to exclude Paycheck Protection Program loans.

SOURCE: Federal Financial Institutions Examination Council, Reports of Condition and Income.

Federal Reserve Bank of Dallas

The strength of consumers and demand for housing boosted consumer and residential mortgage loan growth, while new construction and a gradual return of employees to offices supported expansion of the commercial real estate category. In the district, commercial real estate loans rose 9.1 percent, consumer loans increased 7.9 percent, and residential real estate loans grew 1.5 percent.

By comparison, nationwide, consumer loans rose 8.6 percent, faster than both commercial real estate, 7.9 percent, and residential real estate, 3.5 percent.

High concentrations of commercial real estate loans and their rapid growth have been historically associated with elevated risk of failures. Thus, banks' commercial real estate activity bears monitoring. At year-end 2021, 17.4 percent of district banks had material concentrations in the sector, the highest percentage since 2006.[9]

Nationwide, 8.8 percent of banks had material concentrations in commercial real estate—close to a record high. While these loans are performing well, underlying property prices have been supported by a period of low interest rates and pandemic stimulus, and they bear watching as credit conditions evolve through the year.

Strong Asset Quality

Asset quality improved steadily in 2021 for banks in the district and nationwide, with noncurrent loans reaching levels last seen before the financial crisis in the late 2000s. Limited deterioration in asset quality during the pandemic was largely due to banks providing loan forbearance—including payment deferrals, fee waivers and extension of payment terms—under the Coronavirus Aid, Relief and Economic Security Act. The action allowed traditional measures of asset quality to remain strong and improve as borrowers largely resumed normal payments. The quick economic recovery as well as government stimulus also bolstered borrowers' financial positions.

Across the district, 0.58 percent of loans at year-end 2021 were noncurrent—past due 90 days or more or on nonaccrual status (not generating interest)—down from 0.91 percent at the end of 2020 (*Chart 4*). Nationwide, noncurrent loans fell to 0.85 percent in 2021 from 1.17 percent. These are the lowest noncurrent loan values since 2007 for banks both in the district and nationwide.

6. The relationship between the slope of the Treasury, or yield, curve and bank profitability as measured by net interest margin remains intact, according to an analysis in "Smaller Banks Less Able to Withstand Flattening Yield Curve," by Pavel Kapinos and Alex Musatov, Federal Reserve Bank of Dallas *Economic Letter*, vol. 13, no. 8, 2018.
7. Bank leverage ratios are a measure of a bank's core capital relative to its total assets. A bank's core capital includes assets that can be easily liquidated if the bank needs capital in the event of a large, unexpected loss or financial crisis.
8. Loan growth values exclude PPP loans.
9. "A bank has a material commercial real estate concentration if its: (1) total reported loans for construction, land development and other land represent 100 percent or more of their total capital; or (2) total commercial real estate loans represent 300 percent or more of their total capital, and the outstanding balance of their commercial real estate loans has increased by 50 percent or more during the prior 36 months.

About the Authors



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Southwest Economy, Second Quarter 2022

Spotlight: Federal Dollars Could Drive Electric Vehicle Charging Across Texas

Jessica Rindels and Michael D. Plante

Surveys often find that consumers who are reluctant to switch to electric vehicles cite inadequate charging facilities. The recently approved federal Infrastructure Investment and Jobs Act seeks to address such concerns, providing funding to expand charging infrastructure along interstates and in rural areas.

A total of \$7.5 billion is earmarked for construction of 500,000 chargers by 2030. Texas is set to receive more than \$400 million over the next five years, the most funding of any state. This could roughly double the number of charging stations along interstates in Texas.

The new facilities will boost the number of direct-current chargers, the most powerful chargers available, which can “refill” even the largest batteries in around 30 minutes. Less-powerful chargers, while cheaper, are much slower and can require hours for a full recharge.

Infrastructure in Texas

There are 266 charging stations with direct-current charging ports throughout the state.[1] Over 80 percent of those charging stations are in the vicinity of the Dallas–Fort Worth, Houston, Austin and San Antonio metropolitan areas (*Chart 1*). The remainder are scattered across the state, primarily along interstates.

Subsequent planning and installation could take up to 18 months, but greater accessibility to charging infrastructure appears likely.

Notes

1. National Renewable Energy Laboratory, U.S. Department of Energy, accessed May 25, 2022.
2. State EV Registration Dashboard for Texas, Atlas Public Policy's EV Hub, accessed May 25, 2022.
3. "U.S. Electric Vehicle Experience Ownership Study," J.D. Power, accessed May 25, 2022.

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Southwest Economy, Second Quarter 2022



Houston Still an Energy Town, Largely Pins Growth on the Sector

Jesse Thompson

At Houston's core, energy still rules. Two years after a COVID-19 lockdown helped collapse the energy sector and economic activity, historically high oil and gas prices and rising exports are propelling Houston ahead of the nation even as uncertainty and inflation erode the global economic outlook.

Some 25 months after the pandemic first struck, Houston has regained the 361,000 jobs that disappeared from February to April 2020 (*Chart 1*). Texas employment was 2.5 percent above its prepandemic level. By comparison, U.S. payrolls were 0.8 percent below prepandemic levels.

Apart from energy, the local service sector also suffered in the collapse, accounting for 330,000 lost jobs. Leisure and hospitality alone (especially restaurants) shed 134,000 positions, while trade, transportation and utilities (notably retail); professional and business services; and education and health services together lost another 138,000 jobs. Meanwhile, goods-producing sectors dropped 41,000 positions, more than half involving construction.

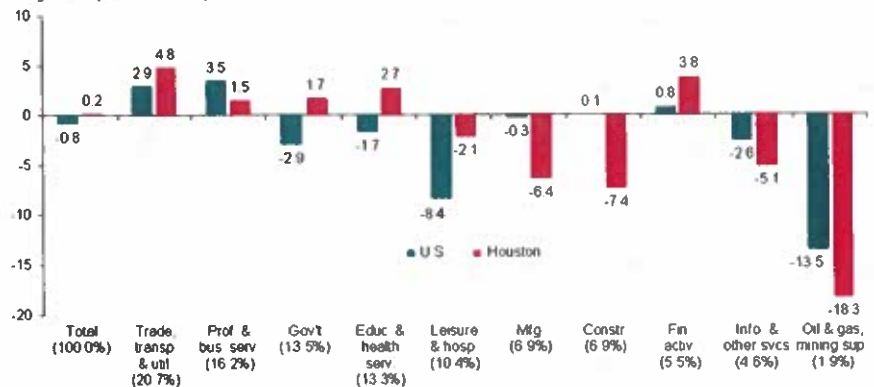
Houston, led by the service sector, initially declined more slowly than the U.S.; local employment fell 11.2 percent from February to April 2020 versus 14.4 percent in the U.S. By comparison, declines in area goods-producing industries continued into 2021.

Early in the pandemic, the energy downturn weighed on Houston manufacturing and construction industries. The fabricated metals industry, which produces components used by the oil and gas sector, slowed. Oilfield machinery, pipeline and related equipment, making up a large share of local machinery manufacturing, weakened. Construction sank, in part because of project cancellations and delays related to oil and gas mining, pipelines and petrochemicals.

Service industries in Houston—retail and wholesale trade and transportation, education and health, government, and financial activities—had surpassed prepandemic employment levels by April 2022. Nationally, education and health and government employment still had shortfalls. Texas' decision to end pandemic restrictions on businesses earlier than most other states aided Houston's leisure and hospitality rebound.

Chart 1
Houston Preceded U.S. in Recovery from Pandemic Job Losses

Job growth, April 2022/February 2020



NOTE: Numbers in parentheses indicate the share of total state employment for April 2022.
SOURCES: Bureau of Labor Statistics, Texas Workforce Commission, Federal Reserve Bank of Dallas

Federal Reserve Bank of Dallas

Energy Still Important

Still, the industry continued to cite investor demands for capital discipline and only modestly boosted spending on drilling and production activity. The reticence to spend has coincided with surging input prices for steel pipe, sand and machinery along with supply-chain delays and a very tight labor market. Thus, oil prices exceeding \$100 per barrel may not generate the same level of stimulus for Houston as prior oil upturns would suggest even if elevated prices persist well past 2022, as currently expected.

Houston Exports Boom

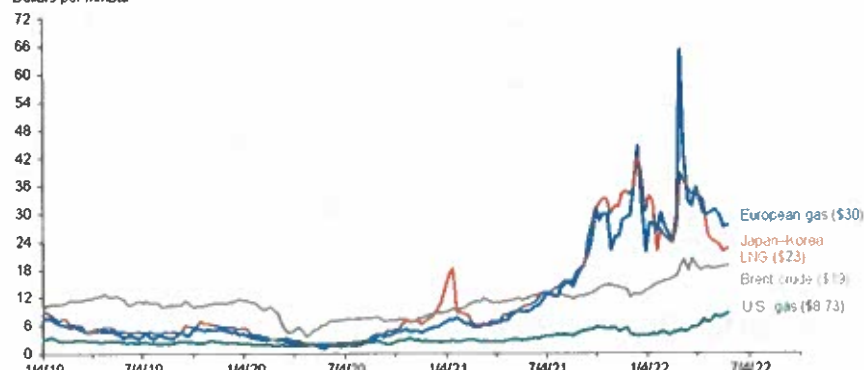
Russia's invasion of Ukraine in late February 2022 came at a time when European natural gas inventories were at perilously low levels dating back to early 2021 as Russia slowed deliveries. (Europe is a major purchaser of Russian natural gas).[4] The price of European gas rose from \$7 per million British thermal units (MMBtu) at the start of 2021 to \$30 in October 2021 and surged to \$65 in the week following the invasion (*Chart 3*). Energy-hungry European buyers bid up liquefied natural gas (LNG) prices all around the world, including in the U.S.

U.S. benchmark Henry Hub natural gas rose to nearly \$9 per MMBtu in May 2022 as moderate domestic supply growth met stronger domestic demand and growing LNG exports. A widening spread between U.S. and global energy benchmarks confers a cost advantage on U.S. firms with the capacity to export energy and energy-intensive products such as fuels and petrochemicals.[5]

Surging global demand for energy products has driven Houston exports to record highs. Chemicals, petroleum products, crude oil and natural gas make up three-quarters of the value of exports from the Houston-Galveston customs district, which extends along the Texas coast from Galveston and the Houston Ship Channel to Corpus Christi.

Chart 3
Curtailed Natural Gas Supplies, Strong Demand Push Prices Higher

Dollars per MMBtu



NOTES: MMBtu stands for million British thermal units. European gas is the Netherlands TTF (Title Transfer Facility) price, and U.S. gas is Henry Hub. LNG refers to liquefied natural gas. Currencies are converted using exchange rates. Prices in parentheses are for the week ended May 27, 2022.

SOURCES: Bloomberg, S&P Platts, author's calculations

Federal Reserve Bank of Dallas

In the near term, the price differentials for natural gas will support elevated petroleum chemical product exports—to the extent supply chains can accommodate them. Spurred by sanctions against Russia and a desire to speed the energy transition to more carbon-neutral fuels, nations are moving to diversify sources of natural gas while displacing coal as an energy source. This would favor new investments in LNG capacity along the Texas coast, boosting heavy construction, manufacturing, logistics and support services for several years.

U.S. Economic Drivers

Outside of its oil and gas booms and busts, the Houston economy tends to be more closely correlated with the national economy (*Chart 4*).

Employment in Houston's nonenergy sectors has grown at a 2 percent average annual pace over the past decade, while U.S. employment has expanded at a 1.3 percent rate. The area's nonenergy jobs had in aggregate fully recovered to prepandemic levels by March 2022, with its annual performance resembling the rest of Texas and rarely falling below U.S. growth rates.

Professional and business services, education and health services, and leisure and hospitality are major drivers apart from energy.[6]

U.S. Economy Slowing

Energy-producing regions such as Texas tend to benefit from higher oil and gas prices, while most of the rest of the U.S. does not. At the same time, U.S. economic slowing will diminish some of Houston's momentum.



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Around the Region: Texas Home Prices Rose at Record Pace in 2021

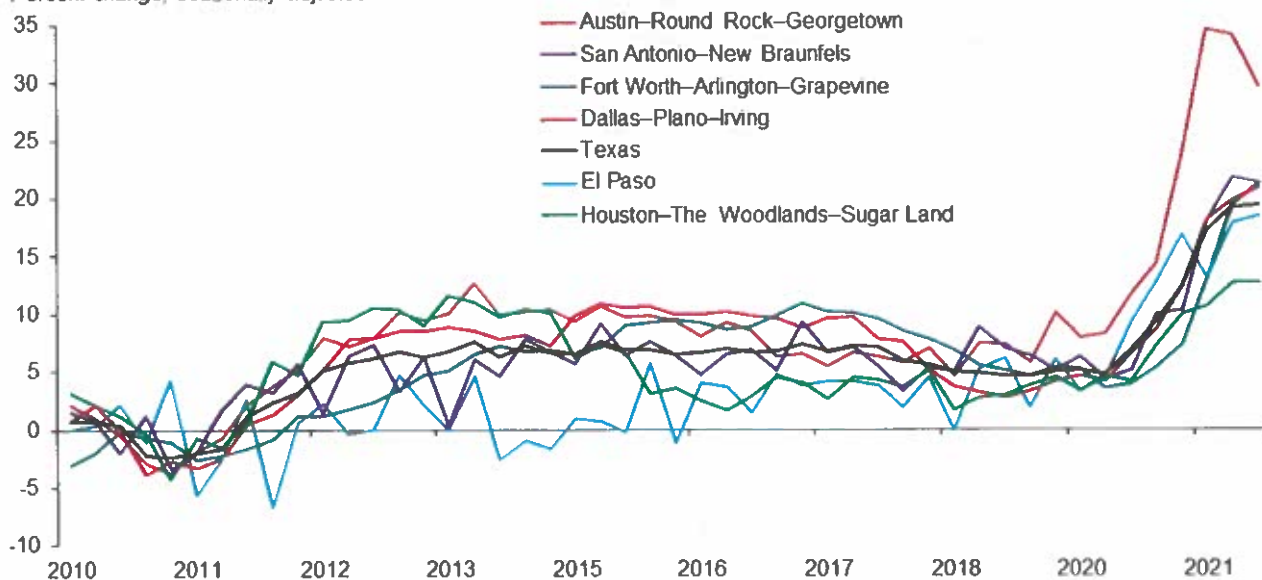
Luis Torres

House prices in Texas metropolitan areas recorded historic year-over-year increases in 2021. Austin registered the highest growth rate, with an average annual home price increase of 30 percent in fourth quarter 2021 (*Chart 1*). Fort Worth, San Antonio and Dallas home prices jumped 21 percent.

Home price growth also accelerated in El Paso, up an annualized 18 percent at year-end 2021. By comparison, Houston's rate of increase was the lowest among major metros at a healthy and still-elevated 13 percent. The buyer frenzy in Texas housing markets began in summer 2020, just months after COVID-19 shut down the economy in March and April. Several factors contributed to the surge, including low mortgage rates, more people working from home, federal stimulus payments and unemployment benefits, a federal student loan payment pause, a surging stock market and accelerating domestic migration to the state.[1]

Chart 1
Texas Homes Reach Record High Rate of Price Increase in 2021

Percent change, seasonally adjusted



SOURCE Federal Housing Finance Agency House Price Index, Purchase Only

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Slow Inventory Growth

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ACTION ITEM: #9

Personnel Policy

Manual

Town of Ransom Canyon, TX

Proposed

Personnel Policies

Template

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ARTICLE 1

GENERAL PROVISIONS

1.01 AUTHORITY

These policies are established by the City Council. Any deletions, amendments, revisions, or additions to the policies must be approved by resolution of the City Council.

These policies completely replace and supersede any and all personnel policies previously adopted, individually or as a set of policies, by the City Council. The Council may at any time add, delete, or change any portion of these guidelines without notice in order to more effectively and efficiently promote the interests of the Town of Ransom Canyon however, this Manual stays in effect even without review. **TERMS, CONDITIONS, AND PROVISIONS OF THESE EMPLOYEE GUIDELINES DO NOT CONSTITUTE AN "EMPLOYEE CONTRACT."**

In addition to these personnel policies, supervisors may establish rules and regulations that relate specifically to personnel issues under their control, subject to the approval of the City Administrator, as long as they do not conflict with these policies. If there is a conflict, these policies or any future amendments to these policies shall control.

1.02 PURPOSE

a) Basic Objectives. The objective of these personnel policies is to provide a fair and equitable system of personnel management for the Town of Ransom Canyon, subject to the applicable state and federal laws and regulations. It is recognized herein that these policies cannot specifically cover every conceivable situation that may arise, and therefore the right is specifically reserved to the City Administrator and the City Council to supplement, amend, interpret, and apply these policies.

b) These Personnel Policies do not create or imply an employment contract between the employee and the Town of Ransom Canyon, either taken by themselves or together with any express or implied oral or written representations of any official of the City or any other document or writing. By reason of employment with the City, no employee acquires and vest or tenured right of employment for life or for any specified time. employees of the Town of Ransom Canyon are at-will employees. This means that both the employer and the employee may terminate their employment with the Town of Ransom Canyon with or without cause.

1.03 APPLICABILITY OF PERSONNEL POLICIES

These personnel policies apply equally to all employees of the City unless a class of employees is specifically exempted by these policies.

In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary for compliance.

1.04 CHANGES TO THESE POLICIES/SEVERABILITY

These personnel policies may be amended or revised, or new policies may be added, at any time, with or without notice, upon the approval of the City Council. Employees will be notified by the City Administrator of any changes to these policies as soon as practicable.

Employees are encouraged to make constructive suggestions for improvements in these policies or in work procedures or conditions. Any employee who wishes to suggest a personnel policy change should submit his or her suggestions to the City Administrator for consideration. Employees are responsible for maintaining current knowledge and understanding of all personnel policy changes and for requesting clarification or assistance when needed.

The provisions of these policies are severable, and if any provision or part of a provision is held invalid, illegal, or unenforceable, this shall not affect the validity of the remaining provisions or parts of provisions, which shall remain in force and effect. Changes in state or federal law or regulations will supersede these policies and/or departmental policies from the effective date of the law or regulation forward.

1.05 RESPONSIBILITY FOR IMPLEMENTATION OF PERSONNEL POLICIES

The City Administrator is responsible for the administration of these personnel policies. The Administrator may delegate authority to appropriate staff members, to act on his or her behalf in the administration of these policies.

Final authority with regard to all personnel matters and subjects covered by these regulations is reserved to the City Council.

1.06 EMPLOYEE RESPONSIBILITY TO READ AND COMPLY WITH POLICIES

Each Employee will be provided a copy of these policies or have the policies otherwise made available to them. Employees are required to adhere to the rules and regulations stated herein. Within one week of employment, every employee is required to sign an acknowledgment of having read and understood the Employee Policy Manual and the policies contained in it and will comply with the same, as well as sign all other related documents.

1.07 CONFIDENTIALITY OF PERSONAL INFORMATION

As a municipal government, the Town of Ransom Canyon is required to comply with the Texas Public Information Act. However, Texas Government Code Sections 552.024, provides that each employee may choose whether the City discloses certain personal information (i.e., employee's home address and telephone number and social security information) to the public on request.

All new employees are required to complete and return a Public Access Option Form to City Administration within the first fourteen (14) days of employment. If it is not received, this information is considered to be public information, with the exception of police officers, whose addresses and telephone numbers are not public information. Employees may change their elections for disclosure or confidentiality at any time by submitting a new Public Access Option Form. (Appendix E)

1.08 DISSEMINATION OF PERSONNEL POLICIES

The City Administrator shall maintain the official set of the personnel policies with all revisions which shall be available to all employees. In addition, the City Administrator or a designee will provide a complete copy of these policies and copies of all subsequent revisions to each employee and member of City Council. If a question arises about a particular policy, the official set of policies maintained by the City Administrator should be consulted and will prevail in case of a dispute.

Employees are encouraged to make constructive suggestions for improvements in these policies or in work procedures or conditions. Each city employee shall receive a copy of these policies and is required to read it carefully and to adhere to the rules and regulations stated. Within two weeks of employment, every employee is required to sign an acknowledgment that he or she has read and understood the policies.

1.09 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The Town of Ransom Canyon is an equal employment opportunity employer. No person shall be discriminated against because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, political affiliation, citizenship, veteran's status or genetic information (including family medical history). In addition, the Town of Ransom Canyon does not discriminate, as set out above, regarding job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms or conditions of employment. The City prohibits retaliation or discrimination against any employee for opposing an unlawful or discriminatory employment practice, or for alleging such a practice or participating in an investigation of an allegation of discrimination.

ARTICLE 2

ORGANIZATION OF THE CITY GOVERNMENT

2.01 CITY ORGANIZATION:

Cities are formed for the purpose of managing the needs of people who live and work in close quarters. Cities provide basic services, such as streets, law enforcement, and utilities, and enact and enforce ordinances to protect citizens and foster a better city environment. City government in Texas, as in most of the United States, was founded on, and continues to evolve from, the premise that local communities know best how to run their local affairs.

The Town of Ransom Canyon Ransom Canyon was incorporated in December of 1977. An election changing the name from Lake Ransom Canyon to Ransom Canyon was held in April of 1984. It is a Type A General Law City with a governing body made up of the mayor and five aldermen. The mayor does not vote except in the case that his/her vote is needed to break a tie. Type A city aldermen have a two-year term of office. At each new governing body's first meeting, the council must elect one of its members to be the mayor pro-tempore for a term of one year. The mayor pro-tempore continues to vote but fills in for the mayor if the mayor refuses or is unable to act.

2.02 ROLE OF THE MAYOR:

- Presiding officer of City Council; may call meetings, set agendas depending on city structure
- Head of emergency management
- Some appointive powers, signatory duties, and ceremonial duties
- Leads policy priority process
- May appoint task forces

2.03 ROLE OF THE CITY COUNCIL:

- Broad policy-making authority, including passing ordinance and resolutions
- Oversees the direction of the city and the City Administrator
- Approves city budgeted purchases
- Fills vacancies in appointive offices
- Sets salaries and benefits for City Administrator and budgets for city employee pay.
- Sets the city's budget (including department budgets) and tax rate
- Signs and authorizes contracts
- May appoint task forces

2.04 ROLE OF THE CITY ADMINISTRATOR:

- Implements policy decisions made by Mayor and City Council
- Manages the city budget, prepares budget recommendations, and monitors city's financial position
- Coordinates city operations and programs, and recommends improvements
- Hires all city employees.
- Supervises city departments and is responsible for all disciplinary action.
- Oversees enforcement of non-criminal municipal laws and ordinances
- May authorize some expenditures without City Council approval

ARTICLE 3

CLASSIFICATION OF EMPLOYEES

3.01 ROLE OF THE EMPLOYEE:

Standards of Conduct

To an unusual extent, employees of a municipal organization are the “Good Will Ambassadors” of the City and such status involves a degree of duty and obligation regarding public and private conduct which is not common to many other classes of employment.

- 1) The Town of Ransom Canyon is a public, tax-supported organization. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct at all times. Employees are required to give a full day’s work, to carry out efficiently the work items assigned as their responsibility, and to do their part in maintaining good relationships with the public, their supervisors, City officials, and their fellow employees.
- 2) All employees shall strive to uphold the Constitution and laws of the United States, the State of Texas and ordinances of the Town of Ransom Canyon, and all employees shall strive to be:
 - Honest and trustworthy in what they say and write and in all professional and employment relationships.
 - Dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources.
 - Fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity, granting no special favors.
 - Committed to accomplishing all tasks in a superior way and abstaining from all job behavior that may tarnish the image of the City or public service.
 - Aware and recognize that public and political policy decisions are ultimately the responsibility of the City Council; and
 - Dedicated to service to improve the quality of life in the Town of Ransom Canyon.
- 3) Employees shall not accept or solicit for personal financial gain any benefit that might influence them to act improperly. Employees shall not use their positions improperly to secure unwarranted privileges or exemptions for themselves or their family members or participate in making or influencing any Town of Ransom Canyon decision or action in which they have any financial interest. Employees shall not accept employment or compensation that might reasonably induce them to disclose confidential information acquired in the performance of official duties; accept outside employment or compensation that might reasonably tend to impair independence of judgment in performance of duties for the Town of Ransom Canyon; or make any personal investment that might reasonably be expected to create a substantial conflict between the employee’s private interest and duties for the Town of Ransom Canyon.

- 4) As a condition of their employment, employees shall not use or disclose, other than in the performance of their duties or as may be required by law, confidential information gained in the course of or by reasons of their position with the Town of Ransom Canyon. As a condition of employment, each employee is required to sign a Non-Disclosure / Confidentiality Acknowledgment and Agreement (Appendix B).

Timeliness and Attendance

- 1) The Town of Ransom Canyon expects all employees to conduct themselves in a professional manner during their employment. Employees are to be punctual in reporting for work at their designated work site and shall keep appointments and meet schedules for completion of work.

Among other things, "good attendance habits" mean the following:

- appearing for work no sooner than 5 minutes prior to the start of the shift and no later than the start of the shift.
 - being at your workstation ready for work by the start of the shift.
 - remaining at your workstation unless the needs of the job require being elsewhere.
 - remaining at work during your entire shift, unless excused by a supervisor.
 - not leaving work until the scheduled end of your shift, unless excused by a supervisor.
 - leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point; and
 - calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy unless a verifiable emergency makes it impossible for you to do so.
- 2) An employee who expects to be late for or absent from work must report the expected tardiness or absence to his or her supervisor not later than 15 minutes prior to the time the employee is scheduled to begin work unless emergency conditions exist. It may be required in some departments for an employee who will be late or absent to contact his or her supervisor or department head four hours prior to the employee's scheduled time to begin work unless emergency conditions exist.
 - 3) Failure to report within the required period is justification for disallowing paid sick leave for an absence. Unless otherwise approved by the supervisor, employees are expected to call, text, or email on each day of absence. If an employee is absent for medical reasons for three or more consecutive workdays, or if the employee has already used 64 hours of sick leave cumulatively during the calendar year, the employee may not return to work without a report from a doctor describing the period of the employee's illness and stating that the employee is released to return to work without limitation.
 - 4) Frequent tardiness or unexcused absence is not permissible and is grounds for disciplinary action up to and including termination.

Professional Appearance

- 1) Employees of the City are hired to provide services to the citizens of Ransom Canyon and to perform specific tasks in a professional manner. As representatives of the City, employees are encouraged to set and meet high standards both in performing quality work and in presenting a professional personal image to the public.
- 2) Employees are expected to exercise regular hygiene care and to dress and groom themselves in a neat and tasteful manner appropriate for the job of being performed.
- 3) All Administration Department employees are required to dress in proper business attire, and to be clean and well groomed, since you will be working directly with the public and want to make a good impression for the Town of Ransom Canyon. Proper business dress includes business suits, dress slacks with a uniform shirt or appropriate business dresses. Flip flops, denim pants and t-shirts are not considered to be proper business attire. The exception is Friday Casual where denim pants and t-shirts are allowed. Pants of any fabric that have tears and t-shirts showing offensive language or pictures are never appropriate for the workplace and the City Administrator has the authority to send an employee home if either of those are worn to work.
- 4) Some City departments require employees to wear uniforms, In some cases, the City provides the uniform and/or pays for the maintenance costs. In all cases, the employees must keep their uniform neat and clean. Employees who have been issued City uniforms must return these uniforms before leaving City employment.
- 5) The City asks that while employees are in uniform, they act in a professional manner.

3.02 EMPLOYEE -AT- WILL

These policies do not create or imply an employment contract between the employee and the Town of Ransom Canyon, either taken by themselves or together with any express or implied oral or written representations of any official of the City or any other document or writing. By reason of employment with the City, no employee acquires a vested or tenured right of employment for life or for any specified time. Employees of the Town of Ransom Canyon are at-will employees. This means that both the employer and the employee may terminate their employment with the Town of Ransom Canyon with or without cause.

3.03 EMPLOYMENT CATEGORIES

Exempt/Non-exempt designation

Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. City Department Heads are classified as Exempt employees; these include, but are not limited to, the City Administrator, Director of Public Works, Deputy City Secretary and the Chief of Police.

Full Time Regular

Positions in which the required workweek usually equals or exceeds the established full-time work week of forty (40) hours. Regular full-time employees may be either hourly or salaried employees. These positions are eligible for benefits such as health insurance, retirement, and paid time off such as vacation and sick leave.

Part Time Regular

Positions in which the required workweek is on average, at least twenty (20) hours but less than forty (40) hours per workweek, and usually less than 1,000 hours annually. Regular part-time employees may be either hourly or salaried employees and are categorized as either half time or three-quarters time. Half time employees work at least twenty (20) hours but fewer than thirty (30) hours per week, and three-quarters time employees work at least thirty (30) but fewer than forty (40) hours per week. Employees working more than thirty (30) hours per week are eligible for medical insurance. Employees working 1,000 hours per year are eligible for participation in the Texas Municipal Retirement System. In both cases the employee is not eligible for other benefits.

Part Time Temporary without benefits

A temporary part-time non-seasonal employee is an employee hired to work an average of less than thirty (30) hours per week for a period expected to last less than four (4) months. Temporary part time employees may be either hourly or salaried employees.

Seasonal Temporary without benefits

A temporary part-time employee is an employee hired to work an average of fewer than 40 hours per week for a period of time which is normally specified in advance and is expected to last fewer than four (4) months. Temporary part-time employees are paid on an hourly basis.

Please note that the hours worked criteria noted above is used for the purpose of determining eligibility for benefits. The number of hours noted above is not used to determine other types of payment issues such as eligibility for overtime pay. Overtime pay is governed by the Fair Labor Standards Act as outlined in Article 5 of this manual.

3.04 CHAIN OF COMMAND

Individual City employees are responsible to the department head or City Administrator or to a supervisor designated by the department head or City Administrator. Department heads are responsible to the City Administrator. The City Administrator is responsible to the City Council as a whole. Directions regarding work to be done, expected results, the adequacy of work performance, and grievances will follow the chain of command as illustrated in the organizational chart a copy of which can be obtained from the City Secretary.

3.05 PROBATION PERIOD

All new regular employees are probationary for a period of six (6) months. When longer probationary periods are required by other regulation, the longer period shall apply.

The probationary period will be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the position, and for dismissing any employee whose performance does not meet the required work standards.

During the probationary period, the supervisor reports to the City Administrator on the employee's work, ability to perform the duties satisfactorily, attitude, habits, and dependability.

At any time during the probationary period, the City Administrator may dismiss a new employee if, in the City Administrator's opinion, the employee is either unable or unwilling to perform the duties; or if the employee's dependability does not merit continuance of the City employment; or for other reasons as provided elsewhere in these policies.

At the end of the six (6) month probationary period, each new employee shall receive a personal evaluation and interview by the department head. At such time, the employee shall be informed of his/her progress.

If the decision is made to extend the probation, the employee will be given expectations from the City Administrator on areas where there is improvement needed. At the end of the extension, the employee shall receive a personal evaluation and interview by the City Administrator.

A probationary period of three (3) months will also be in place for any employee who is promoted or transferred to a new position within the City.

ARTICLE 4

APPOINTMENT PROCEDURES

4.01 EQUAL EMPLOYMENT OPPORTUNITY

The Town of Ransom Canyon is an equal employment opportunity employer. No person shall be discriminated against because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, political affiliation, citizenship, veteran's status, or genetic information (including family medical history). In addition, the Town of Ransom Canyon does not discriminate, as set out above, regarding job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms or conditions of employment.

4.02 PERSONS WITH DISABILITIES

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

4.03 AGE REQUIREMENTS

Persons under 16 years of age will not be employed in any full-time regular position. Persons under 18 years of age will not be hired in any hazardous occupation. Any prospective City employee under 18 years of age must have written permission (a signed Minor's Release Form) from his or her lawful parent or guardian on file in the employee's personnel file prior to the first day of employment.

Other age limitations will be applied only as required by specific state or federal law applicable to the City.

4.04 METHODS OF RECRUITMENT AND SELECTION

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

- (1) promotion from within.
- (2) lateral transfer from within.
- (3) competitive consideration of applicants for employment and/or
- (4) selection from a valid current eligibility list.

Each person desiring employment with the City is required to submit an application on the City's official application form and other pertinent information regarding training and experience. All applicants shall be required to sign authorizations to release information regarding their employment history and driving record to the City. The City will make appropriate inquiries to verify education, experience, character, and required certificates and skills of an applicant prior

to appointment. 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.

An applicant is disqualified from employment by the City if he or she:

- Does not meet the minimum qualifications for performance of the duties of the position involved.
- Knowingly has made a false statement on the application form.
- Has committed fraud during the selection process.
- Is not legally permitted to hold the position.
- Has offered or attempted to offer money, service, or any other thing of value to secure an advantage in the selection process.
- Is not able to perform the essential functions of the position, with or without reasonable accommodation.
- Has failed to submit the application to the designated place or within the prescribed time limit.
- Has failed to produce within three days of employment original legal document(s) that establish identity and employment eligibility.

The City Administrator with the guidance of the City Council determines the method(s) of selection to be used in filling each vacancy.

The City may, if appropriate, may utilize a variety of methods to advertise recruitments including the official newspaper(s) of the City, social media, professional organizations, the Texas Employment Commission and job search websites.

Except for appointments reserved to the City Council by statute or ordinance, the City Administrator has exclusive authority to select and employ all City employees. The City Administrator may authorize department heads to appoint and remove employees within their departments, subject to approval by the Administrator and within the limits of these policies and the City's budget. Other supervisors may be asked for recommendations as appropriate.

4.05 PUBLIC POSITION ANNOUNCEMENTS

Public announcement of position openings at the City for which there will be competitive consideration may be disseminated by the City Administrator in the manner most appropriate for the position being filled, as determined by the City Administrator. Department heads wanting a position filled within their department, must submit relevant information about the position to the City Administrator who ensures that the job opening announcements are made public and posts them at the City's administrative offices. Jobs will be posted on the City Hall front door or the bulletin board outside of City Hall.

The length of time during which applications will be accepted for a given vacant position will be determined by the City Administrator or his or her designee in accordance with the circumstances that exist at the time.

Current employees may apply for positions for which they believe themselves to be qualified and will be given preference in employment decisions assuming their qualifications are essentially equal to outside applicants and the employee has a consistent record of good performance. If selected for the position for which he or she applied, a City employee can transfer to another City position without loss of pay provided that his or her current pay is within the range approved by the City Council for the transfer position and sufficient funds are available in the receiving department's budget.

Upon promotion, an employee serves an introductory period of 90 days in the new position and may be returned to a position in a lower pay group at any time during the introductory period if performance is unsatisfactory as documented by the department head and attested by the City Administrator.

4.06 PRE-EMPLOYMENT EXAMINATIONS/ REQUIREMENTS

Except for drug and psychological tests for certified police employees and any other test that may be required by state law or these policies, the only performance tests administered for employment or promotion normally will be specifically job-related ("piece-of-the-job") tests (e.g. typing, operating a computer, operating a piece of equipment, lifting something heavy required in the job, tabulating columns of numbers, writing samples, etc.). The City may conduct pre-employment qualification testing for certain jobs. The tests vary based on the required qualifications for the position. Reasonable accommodations will be made for applicants with a disability if a request for such an accommodation is made in advance of a test.

All prospective full-time, regular employees in safety-sensitive positions are required to undergo a drug test after a conditional offer of employment has been extended. A non-safety-sensitive employee shall not be placed, transferred, or promoted into a safety-sensitive position until the employee takes a drug test with a verified negative result. Refusal to submit to testing will result in rejection or removal from eligible list.

In addition, prospective new employees for active police officer certification may undergo an examination by a licensed psychologist or psychiatrist of the City's choice which will be paid for by the City.

All records relating to the medical condition, medical testing, or drug testing of an employee or prospective employee are maintained separately from employee personnel files. These medical files are confidential and are not released to anyone unless a "need to know" has been clearly established.

A prospective employee will first be informed of a conditional offer for the position and then be required to:

1. Have his/her driving record checked if he/she will be required to drive a City-owned vehicle. A poor driving record may be grounds to not consider an applicant for hire.
2. Have a criminal background investigation performed. Convictions may be grounds to not consider an applicant for hire.

3. Successfully complete a physical examination. The City Administrator will make the necessary arrangements for the exam.
4. Take a pre-employment drug test. The applicant for a safety-sensitive position will complete a consent form for the drug test. Failing a drug test may be grounds to not consider an applicant for hire.

4.07 PRIOR SERVICE WITH THE CITY

Employees entering service with the City who have had prior service with the City may be considered for appointment above the customary entry salary level. A break in continuous service with the City forfeits any benefits accrued prior to the break. However, an employee reentering City employment may, as appropriate, be given credit for prior years of service, and his or her date of employment may be adjusted accordingly to entitle the employee to the appropriate level of any current benefits which are based on longevity.

4.08 EMPLOYMENT OF RELATIVES (NEPOTISM)

Nepotism is the showing of favoritism toward a relative. The practice of nepotism in hiring personnel or awarding contracts is forbidden by the Town of Ransom Canyon.

3rd Degree of Consanguinity	<ul style="list-style-type: none"> • Great Grandparents • Aunt or Uncle • Niece or Nephew • Great Grandchild
2nd degree of Consanguinity	<ul style="list-style-type: none"> • Grandparents • Siblings (Full or Half-Blood) • Grandchildren
1st degree of Consanguinity	<ul style="list-style-type: none"> • Parents (Biological or Adoptive) • Children (Legitimate, Illegitimate, Adopted)
You	
1st degree of Affinity	<ul style="list-style-type: none"> • Spouse
2nd degree of Affinity	<ul style="list-style-type: none"> • Parent-in-law • Daughter/son-in-law

No person may be hired who is related within the second degree of affinity (marriage) or within the third degree by consanguinity (blood) to any member of the City Council, the City Administrator, or any other officer appointed by the City Council. No person may continue in the City employment who is related in one of the prohibited degrees unless the employee has been employed continuously by the City for a period of:

- At least 30 days if the officer or member is appointed.
- At least six months if the officer or member is elected.

A person related to a Department Head either within the third degree by blood or within the second degree by marriage shall not be appointed or hired for full-time employment within that department. Temporary and/or seasonal positions are exempt from this requirement as it applies to the City Administrator and a Department Head and will not account for more than 50% of the temporary or seasonal workforce.

In addition, in the interest of effective management, no personnel action will be taken that would result in any employee supervising another employee who is related within the second degree of affinity or the third degree of consanguinity to the supervisory employee.

4.09 CONFLICT OF INTEREST

Officers. An officer of the City will have neither financial interest in the profits of any contract, service, or other work performed for the City nor derive personal profit directly or indirectly from any contract, purchase, sale, or service between the City and any person or company except to the extent and in the manner authorized by Chapter 171 of the Texas Local Government Code.

Officers and Employees. An officer or employee may not:

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

Contracts.

Specifically, with reference to contracts, no officer or employee of the City who exercises any functions or responsibilities in the review or approval of an undertaking or the carrying out of one of the City's contracts shall participate in any interest in the contract except to the extent and in the manner authorized by Chapter 171 of the Texas Local Government Code.

4.10 CRIMINAL HISTORY

As a condition of employment, all employees must consent to a criminal background check. Further, all employees are required to notify the City Administrator in writing of any criminal conviction within 5 days of the date of conviction.

In the hiring process, no criminal background check will be made until a conditional offer of employment has been made and accepted by the candidate.

A criminal conviction will be evaluated, and the following factors will be considered when determining what, if any action will be taken in regard to employment:

- The nature of the crime and its relationship to the position.
- The time since the conviction.
- The number (if more than one) of convictions.
- Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the business, its employees, its customers and its vendors.

4.11 EMPLOYEE ACCESS TO PERSONNEL RECORDS

Personnel records, except medical records and I-9's are maintained in a central location by a staff person designated by the City Administrator. Medical records are kept in a separate confidential file and I-9's are kept collectively in a separate file maintained by the City Secretary

Generally, under normal circumstances, a current employee or their representative may examine the employee's personnel file upon written request and appropriate scheduling by the City Secretary for such review during normal working hours at the Town of Ransom Canyon offices. The Town of Ransom Canyon reserves the right to refuse an employee access to their file. Employees may not remove any documents or other information from their personnel file.

When a supervisor or department head requires access to the official personnel file of an employee under his or her supervision for the handling of personnel matters, the City Secretary will provide access to the specific file(s) after authorization has been obtained from the City Administrator. The City Secretary shall keep a record of instances in which supervisors and others have had access to personnel files.

An employee's official personnel file may contain at least the following:

- An employment records.
- A copy of the employee's application for employment/resume.
- A copy of the employment offer and letter of acceptance, if applicable.
- A signed copy of the employee's acknowledgment of having received and reviewed a copy of the Personnel Policies including the City's "Alcohol and Drug Abuse Policy".
- Employee's job description(s).
- Election to Disclose or Keep Confidential Home Address, Home Telephone Number and Social Security Number Form.
- Personnel Action Forms.
- Records of any citations for excellence, awards for good performance, or job-related training/education.
- Records of disciplinary action(s).
- Performance evaluations.

The employee's Personnel Form is the official document for recording and transmitting to the personnel file each personnel action. This form is used to promote uniformity in matters affecting:

- Position Title and Classification,
- Group and Pay Step,
- Annual Salary, and
- Other Actions Affecting the Employee's Status.

Each Personnel Form becomes a permanent part of the employee's personnel file, and a copy is given to the employee.

4.12 EMPLOYEE RESPONSIBLE TO UPDATE INFORMATION

Employees are responsible for informing the Town of Ransom Canyon and their supervisors of any changes or corrections to information recorded in their individual personnel file such as home address, telephone number, person to be notified in case of emergency, or other pertinent information such as divorce or birth of a child, etc.

4.13 VERIFICATION OF ELIGIBILITY TO WORK

In order to comply with the Immigration Reform and Control Act of 1986, each new employee is required to complete and sign an INS Form I-9 within three days of his or her first day of employment to provide proof of his or her identity and employment eligibility. Failure to provide the I-9 form and required proof of eligibility may result in termination of employment.

4.14 RELATIONSHIPS BETWEEN CO-WORKERS

Relationships between coworkers must never affect an employee's job performance or interfere with activities in the workplace. Supervisors may not "date", have romantic associations with or otherwise have a personal relationship with a subordinate employee. For the purpose of this section a "supervisor" is defined as a city employee who either directly or indirectly is in a position to influence, control, promote, assign work to, discipline or otherwise affect the employment of another employee of the City. In the event a supervisor has been found to have violated this section, the supervisor and the subordinate employee may be subject to the entire range of discipline under these policies, up to and including termination from employment.

ARTICLE 5

WORK WEEK, PAY SCHEDULE, HOURS

5.01 PAYDAY

The pay period for the City is semi-monthly. Paydays are the 15th of each month and the last day of the month. If payday falls on a Ransom Canyon holiday or a weekend, checks are distributed on the previous workday.

5.02 WAGE DELIVERY

Payment of wages will not be issued/deposited other than on the days set out above without the City Administrator's approval.

Wages are by check or direct deposit. A check stub showing earnings and deductions will be distributed to individual employees by their supervisors. Only the employee, or someone with prior written authorization from the employee, may receive the check stub in person.

No loans against future salary will be made to any employee for any reason.

Employees must bring any discrepancy in their paychecks (such as overpayment, underpayment, or incorrect payroll deductions) to the City Administrator's attention immediately. If an employee does not understand how to figure his or her pay or how to read his or her check, help should be sought from the supervisor or the City Administrator. Failure to report any discrepancy may result in disciplinary action. In addition, overpayment will be reimbursed to the City through payroll deduction (Appendix C)

5.03 ADDITIONAL TYPES OF PAY

Longevity Pay

The longevity payment will be made in November of each year for those full-time employees having completed one year of continuous longevity pay service in the current calendar year as outlined in the following sections for eligibility.

(a) Eligibility: In arriving at years of service for longevity pay calculations, total continuous employment with the City will be taken into account, regardless of position or department. The credit will span breaks in employment caused by required services in the armed forces of the United States, or as specifically noted in the Family Leave Act.

(b) Number of Years of Service: Persons who have completed at least one year of continuous permanent employment in the current calendar year will be eligible for longevity payment.

(c) Calculation of Longevity Payment:

- The salary upon which the longevity pay will be calculated is that daily salary the employee was making the last pay period in September of the current calendar year.
- No overtime salary, clothing allowance, longevity, previous longevity pay, or car allowance will be counted as part of the regular salary.
- Longevity pay will be computed to be one day's pay multiplied by the number of qualifying longevity pay years of service as calculated from the employment.

- The maximum number of longevity pay years will be limited to ten (10). Thus ten (10) day's pay is the maximum allowable longevity payment.

Incentive (Certificate) Program

Each employee of the Operations Department will receive incentive pay of \$500, added to their annual salary, for each A, B, C, or D Water or Wastewater Licenses, Customer Service Inspection (CSI) License or the Weed & Pest Control License. This is limited to two certification payments per budget year.

Each employee of the Police Department will receive incentive pay of \$500, added to their annual salary, for each of the following licenses:

- Basic Peace Officer License
- Intermediate Peace Office License
- Advanced Peace Officer License
- Master Peace Officer License
- Animal Control License
- Instructor's Certification

This is limited to two certification payments per budget year.

For both the Operations and Police Departments, other licenses may qualify with the approval of the Department Head and the City Administrator.

5.04 PAYROLL DEDUCTIONS

The following deductions made from employees' pay checks are either required by federal or state law or approved and authorized by the City Council:

- Required federal/state deductions:
- Federal Social Security and Medicare.
- Federal income taxes.
- Court ordered child support; and
- Texas Municipal Retirement System contributions.
- The portion not paid by the City of group health/medical and life insurance premiums for dependents, and other approved insurance policies.

If there is a change in the employee's family status, address, or any other factor affecting his or her payroll withholding or benefits status, the employee is responsible for obtaining, completing, and returning to the City Administrator the appropriate forms for communicating the changes.

5.05 ADMINISTRATIVE WORK PERIOD – MOST DEPARTMENTS

The regular workweek of the Town of Ransom Canyon is Monday through Friday. Regular working hours are 8:00 a.m. to 4:30 p.m., with one-half (½) hour for lunch, for a total of 40 hours. Department Heads shall implement work schedules, including work hours and lunch schedules,

to meet the general requirements of their departments. Individual employees may be directed to work special hours or shifts as determined by the needs of each department.

The City Council may set other hours of work for individuals or groups of employees if necessary or desirable.

Employees are expected to report punctually for duty and to work the hours as scheduled.

A Morning and an afternoon break of 15 minutes each may be available to each employee if the break does not interfere with City operations, but this time does not accumulate if not taken, and this time cannot be used to alter an employee's work hours. Breaks are a privilege and not to be abused.

Police Department hours shall be as established by the City Administrator and the Chief of Police. On-call duty is not paid for, but hours worked as the result of an after-hours call will be compensated at the employee's regular rate of pay and when applicable, the FLSA regulations.

5.06 NUMBER OF HOURS TO BE WORKED

The City Administrator determines the number of hours worked by an employee for the compensation to be received subject to laws governing pay and working hours and to the provisions of the City's budget.

5.07 EXEMPT EMPLOYEES

Department heads and other executive, administrative, and professional employees are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and are expected to render necessary and reasonable overtime services with no additional compensation. The salaries of these positions are established with this assumption in mind.

Extra hours worked by executive, administrative, and professional employees may be used as a factor in granting or denying paid leave other than vacation or sick leave.

Employees engaged in seasonal activities (such as recreational activities which do not operate for more than seven months in any calendar year) are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) as recreational, seasonal employees.

5.08 TIME REPORTING

Non-exempt employees must keep records of all hours worked by clocking in and out on a daily basis and leave time taken and, where appropriate, hours credited to particular projects. Forms for this purpose are provided by the City.

Time records must be signed by both the employee and the employee's department head. It is recommended that these forms be completed after each day's work in order to maintain an accurate and comprehensive record of the actual time spent on particular projects.

Each supervisor is responsible for ensuring that all hours worked and leave time taken are reported on the time sheets sent to the Deputy City Secretary as well as being recorded on the individual department's records.

5.09 OVERTIME WORKED

The policy of the City is to keep overtime to a minimum. However, employees may be required to provide services in addition to normal hours or on weekends or holidays. For example, in the event of an emergency, such as a natural disaster, employee(s) may be required to report to duty or to be available for duty throughout the duration of the emergency. Overtime is defined as hours worked in excess of the allowable number of hours under the Fair Labor Standards Act (FLSA). In the City, this is 40 hours per seven-day workweek for all employees, except police department personnel.

5.11 OVERTIME COMPENSATION

Nonexempt employees are compensated for overtime worked (defined as more than 40 hours of work in a seven-day period) by being given (listed in order of the City's policy preference):

- Compensatory time off may be taken in lieu of paid overtime if approved by the City Administrator.
- Payment at the rate of one and one-half times the employee's regular hourly rate.

5.12 COMPENSATORY TIME

The Town of Ransom Canyon chooses to provide non-exempt employees with compensatory time (comp time) off in lieu of overtime cash payments. The City discourages the accumulation of compensatory time off at one and one-half times the number of hours worked because of the contingent financial liability this creates for the City. Professional employees who are exempt from overtime pay provisions are expected to render necessary and reasonable overtime services with no additional compensation. However, additional compensation may be paid to exempted employees due to extenuating circumstances, if approved by the Mayor or City Council.

Compensation time should be pre-approved by the affected Department Head in order to accommodate staff scheduling. Any compensatory time earned must be used within a reasonable period of time of the date the overtime was worked. As a general rule, no more than 24 hours of compensatory time (representing 16 overtime hours worked) will be allowed to accumulate for employees without the express written consent of the City Administrator; and any compensatory time accrued should be used or paid within ninety (90) days of the date it was earned. Any accumulated but unused compensatory time in an employee's account at the time of termination will be paid in the employee's final paycheck.

5.13 OVERTIME AND HOLIDAYS WORKED

The City's policy is that each employee receives a specified number of paid holidays per year, as set forth in an annual notice to employees stating which holidays will be observed in the coming year.

In most instances, if an employee is required to work on a scheduled holiday, he or she will be given 8 hours of holiday pay in addition to being paid for the hours they worked.

Holidays are considered in the same manner as "hours worked" under FLSA for the purpose of determining when the employee has worked more than the maximum allowable hours and is therefore subject to overtime.

For additional information on holidays, see the chapter of these policies on ***Leave and Holiday benefits***.

5.14 EMERGENCY CALL BACK

Full-time, non-exempt employees will be reimbursed at the rate of a minimum of one (1) hour for any emergency call back to duty after normal working hours and will be paid at the rate of time and one-half (1.5) hours, (minimum one hour). The Mayor, at his discretion, may authorize other compensation.

One employee will be on call all weekend on a rotational basis. It will be the employee's duty to advise the Department Head where they may be reached for emergency purposes.

ARTICLE 6

EMPLOYEE BENEFITS

6.01 PENSION/RETIREMENT PLAN

The Town of Ransom Canyon is a member of the Texas Municipal Retirement System (TMRS), a non-traditional joint contributory, defined contribution plan. Membership in the retirement system is mandatory for all regular full-time employees (defined by TMRS as an employee who works in excess of 1,000 hours per year). Both the employee and the City contribute to the employee's retirement account. Employees who leave City employment prior to retirement will, after filing a request with TMRS, be refunded their portion of the retirement account.

Upon termination, employees with fewer than ten (10) years of creditable service may also choose to leave their deposits in the Retirement System for up to five (5) years. During this five-year period, the member will continue to earn interest and maintain membership in the retirement system. If an employee who is less than 59 ½ years old applies for a refund of accumulated deposits, the member may face tax liabilities for early withdrawal of a tax-deferred retirement account.

Employees who have been employed for ten (10) years or more, "vested" employees, may leave their accumulated contribution in the Retirement System, remain members of the Retirement System, and upon reaching age sixty (60), apply for a service retirement benefit. An employee will not, however, receive the City's matching contributions unless the member reaches retirement eligibility and applies for a service retirement benefit.

Retirement benefits are determined by a formula that involves life expectancy at the time of retirement, the amount deposited in the employee's account, the future interest rate assumption as set by law, and which of the benefit payment plans the employee selects. Each eligible new employee receives a brochure about the City's specific retirement coverage and options under TMRS at the time of employment.

Additional information about retirement is contained in **Article 13, Separation From Employment** chapter of these policies.

6.02 WORKERS' COMPENSATION

All employees of the City are covered by the workers' compensation insurance program. This coverage provides medical and salary continuation payments to employees who receive bona fide, on-the-job, work-related injuries. Detailed information about workers' compensation benefits is found in the sections of these policies in **Article 11, Health and Safety**.

6.03 UNEMPLOYMENT INSURANCE

All employees of the City are covered under the Texas Unemployment Compensation Insurance program, and the City pays for this benefit. This program provides payments for unemployed workers who qualify based on the circumstances of their exit from the City.

6.04 SOCIAL SECURITY

All employees of the City participate in Social Security and full-time employees participate in TMRS.

6.05 MEDICAL AND LIFE INSURANCE

The Town of Ransom Canyon makes available group hospitalization, medical insurance coverage, for regular full-time employees, regular part time employees who work at least thirty (30) hours per week, their spouses and dependents. In addition, the City pays the premium for short-term disability and long-term disability coverage. The other portion (dependent coverage) of the premium is deducted from the employee's paycheck. The City pays the cost for an employee's life insurance policy in the amount of \$5,000.00. Each employee may choose optional additional life insurance with the premium being paid through payroll deduction. Details of the life insurance program are available from the City Secretary.

Monetary compensation for replacement of insurance benefits is not offered by the Town of Ransom Canyon. If employee declines the insurance, no monies will be paid nor other benefits substituted to the employee.

Elections for coverage are made on an annual basis. Once made, the coverage cannot be changed or terminated unless a qualifying life event takes place. This would include the birth or adoption of a child, marriage or divorce, a spouse's loss of health coverage, or the death of a covered family member. Qualifying events must be provided to the City within 30 days of the event in order to make the change.

See section 13.10, *Continuation of Group Insurance* for information on continued coverage after certain status changes.

6.06 SUPPLEMENTAL INSURANCE

Employees are given the opportunity to participate at the employee's expense in a number of insurance policies provided by other carriers. Deductions are made by payroll deduction, and it is solely funded by employee contributions. Information regarding these programs is available from the Deputy City Secretary. The City reserves the right to eliminate the administration of these options. In such cases, the employee would have to pay the provider directly.

ARTICLE 7

LEAVE AND HOLIDAY BENEFITS

7.01 DEFINITIONS

Leave Time

Leave time is time during normal working hours in which an employee does not engage in the performance of job duties. Leave time may be either paid or unpaid and may include holidays, vacation leave, sick leave, military leave, training and education leave or other types of leave time under certain circumstances.

Unauthorized Absence

An unauthorized absence is one in which the employee is absent from regular duty without permission of the department head. Employees are not paid for unauthorized absences and such absences are subject to disciplinary action.

Abandonment of Position

Unauthorized absence from work for a period of three (3) consecutive working days will be considered as a resignation. Unless the City Administrator determines otherwise, the resignation is not in good standing, and the employee is not eligible for reemployment.

7.02 APPROVAL OF LEAVE

All leave taken by City employees must be approved in advance by the employee's supervisor or the City Administrator. Copies of signed leave forms are sent to the Deputy City Secretary for recording on the central leave records. Payroll records are verified against these leave records.

Supervisors are responsible for determining that leave has been accrued and is available for use in the amounts requested by an employee. In addition, supervisors are responsible for ensuring that all vacation and sick leave usage is recorded on the time sheet sent to the Deputy City Secretary for payroll purposes. In case of a disagreement, the central payroll records will prevail.

7.03 VACATION LEAVE

All regular full-time City employees and part time employees who are scheduled to work at least 30 hours per week are eligible to accrue paid vacation leave. Vacation leave benefits accrue for new City employees beginning at the date of employment; however, during the initial 6-months of employment, no vacation leave can be taken. Vacation leave cannot be taken, nor will it be paid upon separation, during the first year of employment.

Vacation Leave Accrual Rates

Starting from the date of employment, full time City employees accrue vacation leave at the rate of one (1) day per month, up to a maximum of ten (10) working days. After five (5) years of employment and at the beginning of the next fiscal year, vacation leave increases to three (3)

weeks, or fifteen (15) working days. After fifteen (15) years employment and at the beginning of the next fiscal year, leave increases to four (4) weeks, or twenty (20) working days.

An employee may carry over up to five (5) vacation days from one year to another. Department Heads may require employees to take leave during the year to prevent accumulations greater than the maximum allowed carryover. In the event that excess accrual results at year end, accumulations in excess of the maximum carryover will be paid down. Vacation leave must be approved by the employee's Department Head.

An employee shall receive credit for a full month of service if hired on or prior to the 15th day of the month. An employee shall receive credit for a full month of service if terminated on or after the 16th day of the month.

Temporary employees and regular part time employees do not earn vacation leave.

Payment for Unused Vacation Leave at Separation

When an employee leaves the service of the City, he or she may be paid for any unused vacation leave in his or her account at the time of separation. The rate of pay will be determined by the salary rate in effect at the time of termination.

Scheduling Vacation Leave

Supervisors should encourage their employees to schedule vacations and request leave well in advance. Vacation schedules must accommodate the City's work schedule; supervisors are responsible for establishing vacation schedules for employees in their departments. Provided departmental workloads will permit, employees should be allowed to select their desired vacation periods. If there is a conflict in vacation schedules involving two or more employees, the first employee requesting vacation time shall get preference. If the desired leave schedules conflict with City requirements, the City's requirements are given first consideration. A vacation leave request in excess of ten (10) working days must be submitted by the employee at least three weeks in advance and must be approved by the City Administrator.

Use of Vacation Leave

Regular, full-time employees are charged with eight hours of vacation leave for each full day they are absent on approved vacation leave. Use of vacation leave for less than full day(s) or full shifts is recorded in increments of one hour or more. A regular employee placed in unpaid leave of absence in excess of ten (10) calendar days during the year preceding his or her anniversary date will have the vacation benefit for that anniversary reduced on a proportionate basis. All regular employees that have not accrued vacation or have exhausted all vacation for the current year, that need time off, will not be paid for those days.

7.04 SICK LEAVE

Policy:

Full-time and part-time employees of the Town of Ransom Canyon are eligible for paid sick leave. Temporary employees are not eligible for paid sick leave.

Sick leave is defined as the temporary inability of an employee to perform his/her normal duties and assignments due to personal illness or illness in his/her immediate family (household) for whom the employee is responsible. Pregnancy will be treated in the same manner as any other extended illness or temporary disability. Illness can be a personal illness or physical or mental incapacity, medical, dental or optical examinations or treatments or medical quarantine resulting from exposure to a contagious disease.

Accrual and Use of Sick Leave

Full-time employees accrue sick leave benefits at the rate of 1 (one) day per month beginning at the date of employment up to a maximum of 10 days per fiscal year. Part-time employees accrue sick leave benefits at half the full-time employee rate.

Temporary employees do not earn sick leave.

Notification Requirements

Approval of sick leave for non-emergency medical, dental, or optical appointments must be secured at least one workday in advance. In all other instances, the employee must notify his or her supervisor by phone, email or text, fifteen (15) minutes prior to their normally scheduled workday, unless emergency conditions exist, and must request that approval of sick leave be granted.

Police personnel must notify the on-duty supervisor at least four hours prior to the beginning of their next assigned shift as to whether or not they will be returning to duty. Any employee on sick leave also must call the supervisor each subsequent day he or she will be out on sick leave unless other arrangements are made.

Failure to provide the required notice may result in the employee's being placed on leave-without-pay status and may result in disciplinary action against the employee. Employees are expected to return to work as soon as they no longer need to take sick leave.

Use of Sick Leave

Regular, full-time employees are charged with a regular workday of sick leave for each full day they are absent on approved sick leave. For employees who are exempt from FLSA under the executive, administrative, or professional categories, no deduction is made from salary or accrued sick leave for a partial day's absence on approved sick leave.

Excessive use of sick leave without adequate justification may result in disciplinary action, including dismissal.

Medical Statement

The department head or City Administrator may request, and employees must provide upon request, written verification by a physician of medical disability precluding availability for duty at any time that sick leave benefits are requested. A physician's statement is required for an absence for which sick leave is requested where the employee is sick for three (3) or more consecutive days.

Accumulation of Sick Leave

Sick leave not used by regular employees during the year in which it accrues, accumulates and is available for use in succeeding years up to a maximum of 720 hours (ninety (90) days).

Upon termination of employment, unused sick leave is canceled without compensation to the employee.

Exhaustion of Sick Leave

An employee who has exhausted accrued sick leave benefits may request leave of absence without pay. This may be done only with the approval of the City Administrator. No advance of unearned sick leave benefits will be made for any reason.

FAMILY AND MEDICAL LEAVE (FMLA)

Eligible Employees.

To be eligible for family leave, an employee must have been employed continuously by the Town of Ransom Canyon for at least the previous twelve (12) months and have worked at least 1,250 hours during those twelve (12) months in a regular position and be employed at a work site that has fifty (50) or more employees within a 75-mile radius. This policy applies equally to male and female employees. Temporary employees are not eligible for family leave.

Eligible Circumstances

An eligible employee is entitled to twelve (12) unpaid workweeks in any 12-month period for three reasons: (1) birth or placement for adoption or foster care of a child (only within 12 months of the birth or placement); or (2) a serious health condition of a spouse, child or parent; or (3) the employee's own serious health condition.

Limitations/Restrictions

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

Maximum Duration

The total cumulative maximum period of time which an employee may be absent from work on family leave during any 12-month period is twelve (12) weeks, regardless of whatever all or a portion of the leave period is paid or unpaid. If an employee has accrued sick, vacation, or personal leave on the books at the time the family leave commences, the employee must exhaust those leave balances before being eligible for unpaid family leave. Once the employee's leave balances have been exhausted, the City will then provide enough unpaid family leave to total twelve (12) weeks. During the unpaid portion of an employee's family leave period, the employee accrues no additional vacation leave, sick leave, or any other type of leave.

Married Couples

In cases where a married couple is employed by the same City, the two spouses together may take a combined total of twelve (12) weeks leave during any 12-month period to care for the employee's natural child or foster/adopted child during the first twelve (12) months after birth or placement or to care for a spouse, son, daughter, or parent with a serious health condition.

Notice

In the case of leave for birth or placement of a child, an employee must provide at least thirty (30) days' advance notice before the date on which the leave would begin. If the employee is unable to provide thirty (30) days' notice, he or she must provide as much notice as practicable. In the case of leave for a serious medical condition, if the leave is foreseeable, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the City's operations.

Certification of Condition

An employee requesting a paid or unpaid leave of absence for extended illness or temporary disability must submit to the City Administrator a medical doctor's statement as to the date upon which the employee is no longer able to perform his or her duties or a statement that the employee is needed to care for a spouse, parent, or child, with the expected length of the recuperation period or an estimate of the time required to care for the family member, and appropriate medical facts regarding the condition. In addition, the employee must also provide the City Administrator with a written statement from the employee concerning his or her intentions about returning to work at the City. An employee on family leave must contact the appropriate supervisor at least once each workweek to report on his or her condition. The City may also require subsequent re-certifications as reasonably needed. Failure to provide required medical status reports is grounds for disciplinary action.

Military Family Leave: Qualifying Exigency Leave

Employees meeting the eligibility requirements for this leave may be entitled to use up to twelve (12) weeks of their basic FMLA leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the military member or member) is on covered active duty or call to covered active-duty status (or has been notified of an impending call or order to covered active duty).

Regular Armed Forces- Military Family Leave: Leave to Care for a Covered Service Member

Permits employees who meet the eligibility requirements for FMLA leave to take up to Twenty-six (26) weeks of leave during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military service member or veteran recovering from serious injury or illness as defined by FMLA's regulations.

Return to Work/Assurances

After completion of an approved family leave period, an employee will be returned either to the same position he or she held before the leave began or to a position equivalent to the previously

held position in pay, benefits, and other terms and conditions of employment. Regardless of whether the family leave period is paid, unpaid, or a combination of paid and unpaid, the employee's health insurance coverage will be continued in the same manner and at the same level as it would have been had the employee continued in employment for the duration of the family leave period.

However, should the employee decide, at any time after family leave begins, that he or she will not return to work at the City, the employee must reimburse the City for health coverage premiums paid by the City on behalf of the employee during the family leave period unless the reason for not returning to work is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control.

Retention of Benefits

An employee on family leave does not lose any previously accrued seniority or employment benefits but does not earn any leave credits or other benefits during the unpaid portion of the leave. After returning to work from family leave, an employee receives an adjusted employment date and adjusted anniversary date which reflects the period of time the employee was on unpaid family leave. The adjusted date will be used for the purpose of calculation leave accrual and any other benefits based on longevity.

Summary of Act.

The City has posted a summary of the Family and Medical Leave Act on a central bulletin board for employee's information.

Request for Extension of Family and Medical Leave

If an employee requests additional unpaid leave beyond the 12-week maximum allowed under the family and medical leave provisions of these policies, any extension granted will be under the terms set out in the section of these policies headed ***Other Leaves of Absence Without Pay***. Employees should read the referenced section carefully and understand the differences between these two types of leaves before requesting an extension.

Documentation

All documentation regarding family leave will be filed in the employee's medical file, which is maintained separate from the personnel files, and which will be kept confidential to the extent allowed by law.

7.06 UNPAID LEAVE OF ABSENCE

Under certain circumstances, employees may need to be temporarily released from the duties of their job assignment for reasons not covered by FMLA or when FMLA/Medical Leave has been exhausted.

Such leave, when approved, shall protect an employee's unused vacation and/or sick leave balances and vacation accrual rate. No additional leave shall accumulate while the employee is on approved leave of absence. However, the City Administrator may request that the employee

exhaust all remaining vacation, sick and compensatory time before the leave will be deemed as unpaid.

When an employee wishes to take an unpaid leave of absence, he/she must:

- Apply in writing setting forth the reason for the leave,
- Indicate the date on which the leave will begin,
- Indicate the date of return to active employment,
- Submit the request to the City Administrator for appropriate review, approvals, and filing,
- Pay the total premiums (if anticipated leave duration is more than 90 days) for insurance coverage and dependents insurance coverage, if applicable, and
- Comply with other requests as may be deemed necessary for the situation.

It is at the City's discretion to approve or deny an unpaid leave of absence request. The employee's ability to return to service with the City shall be dependent upon job availability upon the employee's return. The City does not make any assurances that any position will be available at the conclusion of the leave.

Normally, during a leave of absence the employee must submit any monthly deduction normally taken from his/her paycheck for all insurance plans in order to continue coverage while on leave. Premium payments must be made to the City Secretary by the last day of each month for the duration of the leave of absence. The City's portion of the monthly insurance premium will be continued for a period up to ninety (90) days. Such time off will not count toward benefit or service accrual.

7.07 REVOCATION OF LEAVE

Subject to State and Federal requirements, a Medical Leave of Absence and an Extended Medical Leave of Absence may be revoked by the city upon receipt of evidence that the cause for granting the leave was misrepresented or has ceased to exist. If leave of absence is revoked and an employee fails to return to work, they will be considered to have voluntarily abandoned their position with the city and all benefits will cease.

7.08 ADMINISTRATIVE LEAVE

The City Administrator may authorize administrative leave, with or without pay, when warranted by unforeseen circumstances not otherwise provided for in these policies.

7.09 MILITARY LEAVE

Regular employees who have completed the probationary period and are members of the State Military Forces or members of any of the Reserve Components of the Armed Forces of the United States are entitled to leave of absence from their duties, without loss of time, seniority, or benefits on all days during which they are engaged in authorized training or duty ordered by proper authority, not to exceed fifteen (15) days in any one federal year. Employees will continue to receive pay from the City. Military leave in excess of fifteen (15) days will be charged to vacation leave or leave without pay.

Regular employees who have completed the probationary period who are ordered to extended active duty with the state or federal military forces are entitled to all the reemployment rights and benefits provided by law upon their release from active duty.

Requests for approval of military leave must have copies of the relevant military orders attached.

7.10 BEREAVEMENT/FUNERAL LEAVE

No more than three days per funeral may be granted to regular employees by the City Administrator in the event of a death in an employee's family. The length of time granted for a specific funeral must be approved by the City Administrator in advance and will depend on the circumstances. The terms of, reasons for, and length of leave time approved for the employee to attend the relative's funeral must be documented and filed in the employee's personnel file. Any time in excess of three (3) days will be deducted from vacation, sick leave or leave without pay. For purposes of emergency leave, "family" includes spouse, child, parent, brother, sister, grandparents or grandchildren of an employee, employee's spouse, or any relative living in the employee's household who is dependent on the employee for care.

7.11 JURY DUTY/ CITIZENSHIP LEAVE

Employees are entitled to civil leave for jury duty, for serving as a subpoenaed witness in an official proceeding, and for the purpose of voting.

When an employee has completed civil leave, he or she must report to the City for duty for the remainder of the workday. If the employee will be absent from work for more than one workday on civil leave, he or she must notify the appropriate supervisor daily at the beginning of the workday.

7.12 HOLIDAYS

Definitions:

Paid Holidays- days designated by the City when City offices are closed on what otherwise would be regular business days.

Holidays Observed

Paid holidays are established each year by the City Council. The City Council will establish the Holiday schedule at the beginning of each calendar year.

The following may be observed as paid holidays for regular employees:

New Year's Day	Labor Day
Martin Luther King Day (Jan. 16 th)	Veteran's Day
Good Friday	½ day- day before Thanksgiving
Memorial Day	Thanksgiving & Friday After Thanksgiving
Juneteenth Floating Holiday	½ day Dec. 23
Independence Day (July 4 th)	Christmas Eve (12/24), Christmas Day (12/25)

Seasonal or temporary employees (full-time or part-time) are not paid for holidays except for holiday hours actually worked.

If the legal holiday falls on a Saturday, the holiday is observed on the preceding Friday. If the holiday falls on a Sunday, the Holiday is observed on the following Monday.

An employee who is absent without approved leave or is on leave without pay on the workday immediately preceding or following a holiday will not be paid for the holiday.

Work During Holidays

It is not always feasible to grant holidays at the scheduled time, especially for employees who are assigned shifts on an “around the clock” operation. With the approval of the City Administrator or supervisor, some or all employees may be directed to report for work on a holiday.

The City’s policy is that each regular employee receives a specified number of paid holidays per year, as set forth in these policies. In a department requiring around-the-clock operation, the City Administrator or supervisor:

- May designate an alternate day off for the employee if the holiday falls on the employee’s regular day off or if the employee is required to work all or any part of a holiday; or
- With the approval of the City Administrator, may pay an employee an extra day’s pay, in addition to his or her regular pay for the holiday, for each holiday worked.

Holiday During Vacation

If an official holiday falls within a regular employee’s vacation, the employee will be granted the holiday and not charged for a day of vacation.

7.13 PAID QUARANTINE LEAVE

Pursuant to Section 180.008 of the Texas Local Government Code, as amended, Texas political subdivisions, including the City, shall provide paid quarantine leave for all Fire Fighters, Peace Officers and Emergency Medical Technicians, as defined by law, as well as certain employees of detention facilities (not applicable to the City). Quarantine leave shall be used to quarantine or isolate Fire Fighters, Peace Officers and Emergency Medical Technicians due to a possible or known exposure to a communicable disease while on duty.

Quarantine leave shall be provided after a Fire Fighter, Peace Officer or Emergency Medical Technician has had a possible or known exposure to a communicable disease while on duty. The Chief of Police or Fire Chief shall allow for the use of paid quarantine leave for the duration of quarantine, all as determined by the City’s health authority.

Any employee on paid quarantine leave shall receive all employment benefits, including pension and health plan benefits, and there shall be no reduction in the employee’s sick leave balance, vacation leave balance, holiday leave balance or other paid leave balance in connection with paid quarantine leave taken.

When applicable, employees who must quarantine may be eligible for reimbursement for reasonable costs related to the quarantine, including lodging, medical expenses, and transportation.

7.14 MENTAL HEALTH LEAVE

Pursuant to Section 614.015 of the Texas Government Code, as amended, any peace officer for law enforcement agencies, sworn firefighter or fire investigator shall be provided Mental Health Leave in the event the peace officer, sworn firefighter or fire investigator experiences a traumatic event. The purpose of Mental Health Leave is to allow the peace officer, sworn fire fighter or fire investigator time away from work to receive assistance in dealing with the traumatic event.

For purpose of this policy, according to the American Psychiatric Association, Diagnostic and Statistical Manual of Mental Disorders, 5th Edition, a traumatic event is defined as exposure to actual or threatened death, serious injury, or sexual violence in one (or more) of the following ways:

- directly experiencing the traumatic event(s).
- witnessing, in person, the traumatic event(s) as it occurred to others.
- learning that the traumatic event(s) occurred to a close family member or close friend (in case of actual or threatened death of a family member or friend, the event(s) must
- have been violent or accidental).
- or experiencing repeated or extreme exposure to aversive details of the traumatic event(s).

When a City peace officer, sworn firefighter, or fire investigator experiences trauma directly related to their job duties, the department head, in consultation with the Director of Human Resources, may authorize Mental Health Leave in order to recover or begin the process of recovery and accessing needed resources for treatment. A peace officer, sworn firefighter or fire investigator immediately after an on-duty traumatic event, or a peace officer, sworn firefighter or fire investigator's supervisor who is aware of an on-duty traumatic event involving the officer, may request Mental Health Leave. Mental Health Leave may be granted for up to forty (40) hours per event or a total of three 12-hour shifts. Any hours utilized for Mental Health Leave shall be calculated as regular hours worked. Confidentiality about a peace officer's, sworn firefighter's or fire investigator's use of Mental Health Leave shall be maintained to the greatest extent possible.

There shall be no deduction in salary or other compensation for Mental Health Leave.

*For the purpose of this policy, a firefighter is defined as a sworn firefighter, any rank, and fire investigator is defined as sworn or civilian.

7.15 BREAK TIME FOR NURSING MOTHERS

Lactating mothers may use time during the standard workday for milk expression. This may include various combinations of standard paid break periods, lunch periods, and other time as necessary. Lactating mothers must be afforded flexibility in their work schedules, such that the use of accrued leave or leave without pay is not required to cover time used for milk expression.

While in general, this may require two to three lactation breaks a day, scheduling will be arranged on a case-by-case basis and be based on the specific needs of the employee. Departments will provide a private location, shielded from view and free from any intrusion from others, to express breast milk. A bathroom, even if private, does not qualify as a location. While a private space does not have to be established strictly for the use of the breastfeeding employee, it does, however, have to be available any time the employee needs to express milk.

Affected employees are required to inform their supervisors when they need an accommodation for milk expression.

ARTICLE 8

ANTI-HARASSMENT POLICY

8.01 POLICY

The Town of Ransom Canyon will not tolerate harassment of any type. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, political affiliation, citizenship, veteran's status or genetic information (including family medical history). Harassment of employees by other employees is prohibited.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Harassment is a violation of State and Federal law. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to such conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, an elected official or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.

- The harasser's conduct must be unwelcomed.

An employee cannot be forced to submit to such conduct as a basis for any employment decision and the Town of Ransom Canyon will make all efforts to keep itself free of any conduct, which creates an intimidating, hostile, or offensive work environment for its employees; however, in order for the city to address such inappropriate behavior it is vital that the city and City Administrator must be informed of such behavior.

If an employee believes that they are being subjected to harassment, sexual harassment or intimidation, or if an employee knows of another employee who is being subjected to harassment, sexual harassment or intimidation in the work place they must bring this to the immediate attention of their supervisor, or if they are not comfortable with this, the employee should bring it to the attention of the Deputy City Secretary or City Administrator, so the matter can be addressed.

The very nature of harassment makes it difficult to detect unless the person being harassed reports the offensive conduct to the appropriate authority. Consequently, in order for the Town of Ransom Canyon to address any issues, employees must immediately report offensive conduct or situations. Each employee shall execute a harassment policy acknowledgement which is included with a copy of this policy manual, and the signed copy will be placed in employee's personnel file. (Appendix B1)

It will be the responsibility of the City Administrator to inform supervisors and employees of the policy concerning harassment, the gravity of such behavior and the procedure to be employed in the event such an allegation develops.

Each supervisor has a responsibility to maintain the workplace free of harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment.

8.02 PROCEDURE FOR REPORTING HARASSMENT

If an employee feels they are being subjected to harassment, they should firmly and politely ask the harasser to stop the unwelcome behavior, preferably in the presence of a witness. Any employee alleging harassment should report the incident to the City Administrator within forty-eight (48) hours of the alleged incident. Failure to report the harassment within 48 hours does not disqualify an employee from reporting the harassment. The employee will be interviewed on the nature of the allegations. **(All information disclosed in the procedure will be held in strictest confidence and will only be disclosed when and if necessary to investigate and resolve the matter).** Any employee who complains in good faith of harassment will be protected against retaliation or reprisal for making the complaint.

Complainants are expected to cooperate with the Town of Ransom Canyon's investigation procedures by providing in writing all relevant information relating to the complaint, as are other supervisory and non-supervisor employees having relevant or related knowledge or information.

The City Administrator shall, if necessary, designate a representative to assist the employee in drafting a written complaint. The complaint shall be signed by the employee. While not required, there is a Harassment Complaint Form (Appendix B2) which can be used to make the report.

8.03 PROCEDURE FOR HANDLING HARASSMENT COMPLAINTS

In recognition of the personal nature of harassment/discrimination complaints and the emotional impact of alleged harassment/discrimination, the Town of Ransom Canyon shall keep complaints as confidential to the extent consistent with a thorough investigation and with applicable laws and regulations.

An investigation into any claim of harassment including sexual harassment will begin immediately upon being made aware of the claim so that appropriate action can be taken. Following receipt of a complaint, the City Administrator shall contact the City Attorney who shall assist in the investigation of the matter. The City Administrator and City Attorney shall have available to them any and all resources or personnel necessary to conduct the investigation.

For the protection of all individuals who make complaints or are accused of prohibited discrimination, every witness interviewed during an investigation under this Policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the person involved. To the extent complaints made under this Policy implicate criminal conduct, the Town of Ransom Canyon may be required by law to contact and cooperate with the appropriate law enforcement authorities.

Upon completion of the initial investigation, the respondent will be provided with information regarding the allegations against him or her and will be informed of the seriousness of the allegation. If practical, the identity of the complainant will continue to be kept confidential. The respondent will be allowed forty-eight (48) hours after his notification of the complaint to respond to the allegations.

Following receipt of the response, the respondent may be suspended with pay for a period not to exceed two (2) weeks, pending a complete investigation.

Within three (3) business days after completion of the investigation, the City Administrator and City Attorney will deliver their written decision to the complainant, the respondent and the respondent's supervisor. The decision may include any disciplinary action contemplated by these policies including, if necessary, termination.

If you feel that your complaint has not been appropriately addressed by the person you have reported it to, contact the City Administrator or the City Attorney.

8.04 NO RETALIATION

There will be no retaliation against any person (victim or witness) who in good faith pursues their rights under the law or this policy. Any alleged retaliation should be reported according to the

same procedure for reporting harassment. If the harassment continues, the employee must immediately report it so that the matter can be addressed. Any employee who retaliates against an employee who has in good faith reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and/or including termination.

8.05 APPEALS

The decision of the City Administrator and the City Attorney will be implemented unless either the complainant or the respondent file a written notice of appeal with the City Administrator within five (5) days of receipt of a copy of the decision.

The hearing on the appeal will be before the City Administrator within seven (7) days of the receipt of the written notice of appeal, at which hearing the City Administrator will review the decision and consider such evidence as may be presented.

The City Administrator shall, within five (5) days of the hearing notify both the complainant and the respondent of his decision regarding the appeal and shall proceed to insure immediate implementation of such decision. The decision of the City Administrator shall be final.

The Town of Ransom Canyon at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to meritorious complaint.

8.06 RECORDS OF A HARASSMENT COMPLAINT KEPT SEPARATE

All records concerning a sexual harassment complaint shall be kept in a separate locked file in the Deputy City Secretary's office. Access shall be only with the City Administrator's approval given to parties who have a direct and relevant need to know, unless access is otherwise required by law of the State of Texas.

ARTICLE 9

GENERAL POLICIES

9.01 COMMUNICATIONS

Staff to City Council, Public and Media

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

Internal Communications

From time to time, an employee may be given work instructions from or asked questions by a City employee or official outside the normal chain of command. In such cases, it is the employee's responsibility to notify his or her immediate supervisor in a timely manner about the instruction or question, its purpose, the relevant facts of the situation, and the employee's response to the direction or question. In those instances where there could be adverse consequences to the City, supervisors are responsible for reporting these incidents promptly through the chain of command to the City Administrator.

- a) **Requests for Council Action.** An employee may request that a matter be considered by the City Council by submitting the item in writing to his or her supervisor. Final decisions as to what is to be brought forward to the Council from the staff are determined by the City Administrator.
- b) **Council to Staff.** Except for the purpose of inquiries and investigations specifically authorized by statute or the City Charter, the Council or its members shall deal with City officers and employees who are subject to the direction and supervision of the City Administrator solely through the Administrator. Neither the Council nor any of its members shall give work instructions or orders to any City officer or employee, either publicly or privately, unless specifically authorized by the Charter.

Secret Recordings Prohibited

If an employee, including a supervisor, wishes to tape record any conversation between the employee and any other City employee or officer, or between two or more other City employees, the employee wishing to make the recording must first notify the other person(s) of his or her intent to record the conversation or comments and must ask the other person(s)' authorization to make the recording. Any unauthorized taping of any conversation is grounds for disciplinary action.

9.02 SOCIAL MEDIA

Purpose

This document defines the social networking and social media policy for the Town of Ransom Canyon. To address the fast-changing landscape of the Internet and the way citizens and other customers communicate and obtain information online, the city departments may consider using social media tools to reach a broader audience. The city encourages the use of social media to further the goals of the city and the missions of its departments, where appropriate. The Town of Ransom Canyon has an overriding interest and expectation in deciding what is “spoken” on its behalf on social media sites. This policy establishes guidelines for the use of social media.

Acceptable Uses

Personal Use

All Town of Ransom Canyon employees may have personal social networking and social media sites. These sites should remain personal in nature and be used to share personal opinions or nonwork related information. Following this principle helps ensure a distinction between sharing personal views and the official City statements.

Town of Ransom Canyon employees must never use their city’s e-mail account or password in conjunction with a personal social networking or social media site.

The following guidance is for Town of Ransom Canyon employees who decide to have a personal social media, or social networking site or who decide to comment on posts about official City business:

- State your name and, if relevant, role, when discussing Town of Ransom Canyon business.
- Use a disclaimer such as: “The postings on this site are my own and don’t reflect or represent the opinions of the Town of Ransom Canyon for which I work.”

Professional Use

All official city-related communication through social media and social networking outlets should remain professional in nature and should always be conducted in accordance with the City’s policy, practices, and expectations. Employees must not use official City social media, or social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

Town of Ransom Canyon employees should be mindful that inappropriate usage of City social media, and social networking sites can be grounds for disciplinary action. If social media and social networking sites are used for official City business, the entire Town of Ransom Canyon site, regardless of any personal views, is subject to best practices guidelines, and standards.

Only individuals authorized by the City may publish content to a Town of Ransom Canyon Website or social media account.

9.03 POLITICAL ACTIVITY

Employees of the City are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies.

An employee, in his or her official capacity, may not:

- Use his or her official authority or influence to interfere with or affect the result of an election or nomination for office.
- Wear or display campaign related items while on duty.
- Directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose.
- Use funds provided by the State of Texas to influence the passage or defeat of any legislative measure in the Texas Legislature or the outcome of any election; or
- Use his or her working time or City resources to participate in a political campaign of another person for an elective position or for any other political purpose which includes making political speeches, soliciting by telephone, distributing political literature, or writing or handling letters related to a political campaign or activity.

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

All City employees are prohibited from participating in any way in any political activity while wearing a City uniform, regardless of whether the employee is on duty or on his or her own time. In addition, no City-owned property, vehicle, building, an/or office may be used for displaying campaign materials or for conducting any partisan political activity.

An employees' political activity, not in violation of this section, shall not be considered in determining his or her compensation, eligibility for promotion or demotion, work assignment, leave or travel request, or in applying any other employment practices to the employee.

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

9.04 OUTSIDE EMPLOYMENT ACTIVITIES

Employees may not engage in any outside employment, activity, or enterprise determined by the City Administrator (1) to be inconsistent or incompatible with employment with Town of Ransom Canyon or (2) to affect the employee's job performance adversely.

Request

An employee who wishes to engage in such activity must prepare a full and complete written request describing the employment activity for which permission is requested and must have the advance approval of his or her department head and the City Administrator to engage in any outside employment, including self-employment. Outside employment will generally be approved unless it violates the provisions of the policies contained under Timeliness and Attendance or the paragraph preceding this paragraph.

Injuries

If a City employee is injured on the job in the course of employment outside of his or her employment with the City, the employee may not file a workers' compensation claim against the City for benefits related to the injury, regardless of the fact that the City Administrator may have approved the outside employment.

9.05 NO EXPECTATION OF PRIVACY

All desks, drawers, office rooms, motor vehicles, lockers, storage areas and other property and facilities owned by the City and used by any employee are the property of the Town of Ransom Canyon even if they are subject to exclusive use by one of more employees. The City Administrator or his/her designee shall at all times, including both during working hours and all other times, have the right to inspect the contents thereof and may require any employee to provide access to any such area at any time, with or without cause. No employee shall have a right to exclude the City Administrator or his/her designee from access to any such area.

Searches

No employee has any personal privacy or property right in or to any City property or City premises. The City has the right to conduct searches of all City property on City premises at any time. This right extends to offices, vehicles, desks, lockers, toolboxes belonging to the City or mounted on City vehicles, regardless of whether such office, desk, etc. is assigned exclusively to the employee.

9.06 SOLICITATION OF FUNDS FOR CITY PROJECTS

City Solicitation

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

Private Solicitation

City employees are free to engage in fundraising efforts for outside organizations at the employee's choice, but the solicitations shall be made during the employee's nonworking hours, and the employee must not either represent himself or herself as a City employee or wear a City uniform when engaged in non-city-sponsored fundraising solicitations, unless specifically authorized by the City Administrator.

ARTICLE 10

USE OF CITY PROPERTY AND VEHICLES

10.01 USE OF TOOLS, EQUIPMENT, PROPERTY, AND VEHICLES

Employees who are assigned tools, equipment, vehicles, or any other City property by their departments are responsible for them and for their proper use and maintenance. Improper use and/or maintenance may result in disciplinary action.

City property, materials, supplies, tools, equipment, and vehicles are purchased with taxpayer funds and are intended for the maintenance and operations of the City. No personal or political use of any City property, materials, supplies, tools, or equipment is permitted. Upon termination of employment, employees must return any City property in their possession. Failure to return all City property in the employee's possession may result in legal action by the City against the employee.

City equipment is for use by city personnel only and can not be loaned or used to assist a citizen for work done on private property. Violation of this policy will be grounds for disciplinary action up to and including termination.

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 has 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, or is suspended. Smoking in City-owned vehicles is prohibited.

If any employee lives within the City limits and wishes to take a vehicle home, he/she will need the approval of their department head.

10.02 VALID DRIVER'S LICENSE

All operators of City vehicles are required to have the valid driver's license necessary for legal operation of that vehicle in the State of Texas and to keep their supervisors informed of any changes of status in their licenses. Department heads or supervisors will conduct periodic checks, at least annually, of the driving records of all employees who operate City vehicles. An employee who is required to drive as an essential function of his or her job must maintain a driving record satisfactory to the City's general liability insurance carrier, or the employee will be restricted from driving and/or disciplined up to and including dismissal.

Under most liability insurance policies, one offense that is certain to result in the employee's disqualification from coverage is a conviction for driving under the influence of alcohol or drugs.

Probation, suspension, or revocation of the driver's license of an employee who is assigned as a vehicle or equipment operator may result in a demotion, restriction, or dismissal.

10.03 VEHICLE INSURANCE

The city maintains up-to-date coverage on all vehicles owned by the City. Employees who drive a personal vehicle on City business are required to provide the City Administrator with proof of automobile liability insurance as required by the State of Texas and to maintain up-to-date insurance coverage. Failure to do so may be grounds for disciplinary action up to and including dismissal.

10.04 TELEPHONE USE

Telephones are to be used for City business. It is understood that occasionally personal calls are necessary; however, use of telephones for local personal calls is permitted only if the number and length of calls are kept to a minimum.

City employees and officials may not place personal long distance calls on City telephone equipment unless the charges will be billed directly by the telephone company to the individual's personal account or prior arrangements have been made for the employee to timely reimburse the City for the cost of the call.

10.05 CELLULAR PHONE USE POLICY

If the City furnishes a City official or employee with cellular telephone service, the employee/official shall be conscientious and ethical in the use. Cell phones and the call or data history on the phone can be subject to the Public Information Act for both professional and personal use.

10.06 COMPUTERS

Information resources are strategic assets of the Town of Ransom Canyon that must be managed as valuable resources. This policy is established to achieve the following:

- To ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources.
- To establish prudent and acceptable practice regarding the use of the Internet and email.
- To educate individuals using the Internet or email with respect to their responsibilities associated with such use.

This policy applies equally to all individuals granted access to any City information resource with the capacity to access the Internet or send, receive, or store electronic mail.

Electronic mail (email) created, sent, received, or stored on computers owned or administered or otherwise under the custody and control of the City is property of the City.

Electronic files or email created, sent, received, or stored on City-owned or administered or otherwise under the custody and control of the City are not private and may be accessed by authorized City employees at any time without knowledge of the user.

Internet Usage

- Internet access is provided to authorized users for City business and research only.
- All software used to access the Internet must be provided or authorized by the City and must incorporate all City provided security patches.
- All files downloaded from the internet must be scanned for viruses using City provided virus detection software.
- All sites accessed must comply with acceptable use. Accessing sites of questionable taste, i.e., pornography, hate groups, chat rooms, etc., is strictly prohibited.
- All user activity is subject to logging and review.
- Content on all City web sites must comply with acceptable use.
- No offensive or harassing material may be made available via City web sites.
- Non-business-related purchases made over the Internet are prohibited. Business related purchases are subject to City purchasing rules.
- No personal commercial advertising may be made available via City web sites.
- City Internet access may not be used for personal gain or non-City personal solicitation.
- Electronic files are subject to the same records retention rules that apply to other documents and must be retained in accordance with departmental records retention schedules.
- Use of City-owned information resources by anyone not a City employee is by permission only.

Email Usage

- Sending email that is intimidating, threatening, or harassing is prohibited
- Using email for conducting personal business is prohibited.
- Using email for purposes of political lobbying or campaigning is prohibited.
- Violating copyright laws by inappropriately distributing protected works is prohibited.
- Posing as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role, is prohibited.
- The use of unauthorized email software is prohibited.
- Sending or forwarding chain letters is prohibited.
- Sending unsolicited messages to large groups, except as required to conduct City business is prohibited.
- Sending excessively large attachments is prohibited.
- Sending or forwarding email that is likely to contain computer viruses is prohibited.
- All user activity on City information resources assets is subject to logging and review.

Disciplinary Actions

Violation of this policy may result in disciplinary action as described in this Personnel Manual. Repeated or gross infractions of this policy may result in termination. Additionally, individuals are subject to loss of City information resources access privileges, civil, and criminal prosecution.

Acceptable Use Guidelines

Any normal business use as previously spelled out in this policy conducted by City employees on behalf of the City, i.e., research or data gathering for the City, correspondence with customers or vendors on business related matters, communication between employees that assist in meeting City related objectives, etc. or a use of information that benefits the City and its citizens is authorized and considered acceptable.

Personal use not previously banned or limited, i.e. brief emails to friends or acquaintances, viewing news or other items of interest when done under a time that could be considered a "break", and similar activities of short duration.

10.07 COPY AND SCANNING AND FAX MACHINE

The Town of Ransom Canyon copy machine, scanning machine, fax machine, or other imaging machine is for City business use. Any use for personal purposes should be avoided.

10.08 PURCHASING

Authorization

Purchases by City employees shall be made only as authorized by the City Council, City Administrator or his/her designee in accordance with the City budget and shall comply with state purchasing laws. All purchases must be in compliance with all Federal, State and local laws and ordinances.

Tax Exempt Status

The Town of Ransom Canyon's name or its tax-exempt status shall never be used by any employee for his or her personal advantage on any purchase.

ARTICLE 11

HEALTH AND SAFETY

11.01 SAFETY POLICY

It is the policy of the City to make every effort to provide healthful and safe working conditions for all of its employees.

11.02 ACCIDENT REPORTING

Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees and the public.

An employee must report every on-the-job accident, no matter how minor, to his or her supervisor within twenty-four (24) hours. The department head is responsible for filing all accident reports immediately with the City Administrator.

Each vehicular accident, no matter how minor, must be reported to the police department so that an official accident report can be filed. Failure to notify the police department immediately may result in disciplinary action. The police department must notify the City Administrator of the accident by forwarding copies of all accident reports involving City equipment or vehicles as soon as investigations are completed. The City Administrator will forward copies to the employee's department head and the personnel file. Each employee who is involved in a vehicular accident shall attend a defensive driving course, regardless of whether the employee was at fault at the time of the accident.

Failure to report accidents and/or on-the-job injury, no matter how minor, is grounds for disciplinary action.

11.03 ON-THE-JOB INJURIES

Insurance The City provides workers compensation insurance for all of its employees. This insurance provides medical expenses and a weekly payment if an employee is absent from work for more than seven days because of a bona fide, on the job, work-related injury.

Notification The employee who is injured on the job must report it to his/her supervisor as soon as possible following the injury.

Medical Attention An employee who sustains a bona fide, on-the-job, work-related injury may seek medical attention from the medical facility or professional of his or her choice. The City requires statements from the attending physician of medical condition and of release to return to work. An employee may be required to submit to examination by an independent physician as determined by the City Administrator at the City's expense.

Compensation

If an employee sustains a bona fide, on the job; work-related injury which renders him/her unfit for performing the duties of the job, the employee will receive pay from the workers' compensation insurance group beginning after the 8th day of absence due to a work-related injury. If an employee desire, he/she may take sick, or vacation leave instead of workers compensation leave. The employee must turn over the workers compensation check to the City, and the City will issue him/her a regular paycheck until such time as his/her accumulated sick leave and vacation leave expire. Upon expiration of sick leave and vacation leave, the employee shall receive only his/her workers compensation benefits. Failure to remit the compensation check to the City within seven (7) days of receiving it may result in disciplinary action, up to and including termination.

An employee receiving workers' compensation payments does not accrue vacation or sick leave and is not entitled to receive either additional holiday pay or other holiday benefits. Injury leave begins on the first scheduled workday of disability and continues until the employee returns to work or is released to return to work by physician.

Leave Accrual

An employee receiving workers' compensation payments does not accrue vacation or sick leave and is not entitled to receive either additional holiday pay or other holiday benefits.

Injury leave begins on the first scheduled workday of disability and continues until the employee returns to work or is released by physician to return to work.

Continuation of Group and/or Dependents' Medical Insurance The City will continue to pay the City's portion of the employee's group medical insurance for a period of time not to exceed 180 days for an employee on injury leave. To continue group and/or dependents' medical insurance after the 180th day on which the employee is on injury leave, the employee must pay both the employee's and the City's portions of these insurance premiums.

Exclusion. Injuries caused by willful intent and attempt to injure self or to unlawfully injure another, intoxication, acts of God except in certain limited circumstances (i.e., assigned to official duty during a tornado, lightning storm, etc.), or act of a third party for personal reasons are excluded specifically from coverage by injury leave with pay.

Reporting Requirements While on leave because of a bona fide, on-the-job, work-related injury, each time the employee sees the physician for consultation or treatment, he or she must provide a progress report to the appropriate City supervisor, who passes the report along to the City Administrator. Any change in the employee's condition which might affect his or her entitlement to workers' compensation payments must also be reported to the appropriate supervisor. In addition, the injured employee must contact his or her supervisor at least once a week to report on his or her condition.

Modified Duty

Employees seeking return to duty after Injury Leave or Sick Leave who, although not medically certified as being fully fit for duty, have been medically certified for "light or modified duty" may, at the City Administrators discretion and upon the City Administrator's determination that there is work available that the employee is able to perform, allow the employee to return to work, conditioned as follows:

- The City Administrator may limit the length of time light duty is permitted.
- The employee may be paid at a lower rate of pay, considering the work to be done.
- Allowing light duty does not constitute the creation of a new position.
- Allowing light duty does not create any type of employment agreement/contract.

Return to Service A written statement from the attending physician certifying that the employee has been released to return to work and specifying the type(s) of work he or she is capable of performing as well as any limitation(s) must be received by the City before an employee may return to work. All employees on injury leave must return to work after approval of either the employee's attending physician or an independent physician paid by the City. Failure to return to work when directed will result in appropriate disciplinary action up to and including dismissal.

Upon receipt of a release to return to work, the City may require the employee to submit to a medical examination to determine whether the employee can perform the essential functions of his or her position, with or without reasonable accommodation. If the employee cannot perform the essential functions of the position, or if the employee is a qualified individual with a disability and he or she cannot perform the essential functions of the position with or without reasonable accommodation, the employee will be terminated. The City's efforts to reasonably accommodate the employee will be conducted in accordance with applicable law.

Final Release or Settlement At the time of final release or settlement of a workers' compensation claim, the employee must furnish the City with a certificate from the employee's physician stating the status of the employee's physical condition.

11.04 SMOKING POLICY

Purpose:

Studies have shown that smoking causes serious health problems in humans. Further, improperly disposing of smoking materials has been determined to be a fire hazard. The purpose of this Policy, therefore, is to safeguard the health and safety of employees and members of the public and to reduce the effects or other hazards caused by tobacco use.

Policy

Smoking by employees and the public is restricted by the guidelines set forth below. The policy is designed to protect all persons from unwanted exposure and the harmful effects of tobacco products.

Procedures

- 1) Smoking by employees is prohibited in all Town of Ransom Canyon owned and operated vehicles, buildings, and facilities.
- 2) In addition to the above prohibitions, smoking and other tobacco use is also prohibited in the following areas:
 - a. Within 25 feet of any doorway, entryway or window of any City owned property or property used by Town of Ransom Canyon employees.
 - b. Within 100 feet of any fuel island and/or fuel storage facility.
 - c. In any City owned vehicle.
 - d. In personal vehicles used on Town of Ransom Canyon business when the vehicle is occupied by more than one person.
- 3) Signs and lettering will be posted on all Town of Ransom Canyon buildings stating, "No Smoking."
- 4) The City Administrator may make an exception to this policy in writing at his or her sole discretion upon written request by a department head.

Definitions

Smoking - smoking is defined as the smoking, vaping, or use of any tobacco products, including but not limited to, cigarettes, cigars, electronic cigarettes and other non-FDA approved nicotine delivery devices.

Responsibility

It is the responsibility of those who choose to use tobacco materials to do so following the guidelines above. It is the responsibility of supervisors to monitor adherence to this policy. New employees should be made aware of this policy. All employees of, and contractors of the Town of Ransom Canyon are expected to comply with this policy. Non-compliance with this policy will result in corrective action. All employees will sign the acknowledgement form (Appendix F) regarding receipt of this policy.

Smoking Cessation

Employees who are interested in quitting the use of tobacco products should review their Medical Benefits Covered Expenses document regarding Nicotine Replacement Therapy.

11.05 DRUGS AND ALCOHOL

The Town of Ransom Canyon is committed to the principal of keeping illegal drug use out of the workplace and society in general. Drug use in the workplace endangers fellow workers, public safety, employee morale, and production. Moreover, the Texas legislature has passed an act that requires employers to adopt a Drug Abuse Policy. Accordingly, the following policy is implemented in accordance with the ***Drug Free Workplace Act of 1988***, and all subsequent modifications thereto, to help insure and maintain a drug free, healthful, safe, and secure working environment.

Definition

For the purpose of this policy the definition of a “drug” includes alcoholic beverages, inhalants, synthetic drugs, prescription drugs used illegally, and illegal drugs.

Policy

The unlawful manufacture, distribution, dispensation, possession, or use of a drug on City premises is absolutely prohibited. Violations of the Policy will result in disciplinary action, which, at the City’s discretion and depending upon the seriousness of the violation, may range from required participation in and successful completion of a rehabilitation program to termination of employment. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this Policy. Legal use of a prescription drug or over the counter medication that may impair the employee’s job performance or abilities should be reported by the employee to their supervisor immediately.

As a condition of employment, all employees of the City must agree to submit to drug and alcohol testing at the expense of the Town of Ransom Canyon. Town of Ransom Canyon employees are required to be drug and alcohol-free during work hours and as a condition of employment may be subjected to submit to a drug testing under the following circumstances:

- When there is a reasonable suspicion¹ the employee is using illegal drugs or controlled substances, using prescription drugs beyond the directions of a physician, or under the influence of alcohol during working hours.
- When an employee is involved in any on the job accident.
- Upon any other reasonable basis.

In accordance with the ***Drug Free Workplace Act of 1988***, as a condition of employment employees must comply with this Policy and notify their immediate supervisor within five (5) days of the conviction for any criminal drug violation occurring in the workplace. Failure to do so will result in immediate termination of employment. The City will in turn, as required by the Act, report such convictions within ten (10) days of learning of the conviction to the appropriate federal agency.

The Town of Ransom Canyon has adopted a drug testing policy and established procedures for conducting testing. The procedures may be amended periodically in order to comply with state and federal law and to promote the health and safety of employees and the public.

11.06 WORKPLACE VIOLENCE AND WEAPONS

This policy applies to city employees, city officials, city contractors and vendors, and any other person present on city property or worksites or at city-sponsored events.

¹ Reasonable suspicion may also include the following: abnormal or erratic behavior, direct observation of alcohol or drug use, physical symptoms of drug or alcohol use (glassy or bloodshot eyes, odor, slurred speech, poor coordination, etc.), or any other reasonable ground.

The Town of Ransom Canyon's policy is to maintain a work environment free of violence and weapons. Employees may not carry or possess a firearm in the workplace unless they are required to do so as part of their assigned duties. The safety and security of all city employees and other persons on city premises or work sites is of primary importance. Threats, or abusive behavior, or acts of violence against citizens, employees or officials, visitors, or other individuals on city premises or equipment is prohibited.

Firearms

Employees licensed by the State of Texas to carry a handgun likewise may not carry or possess a handgun in the course or scope of their employment unless required to do so as part of their assigned duties. The City Administrator has the authority to consider requests to carry or possess on a case-by-case basis when an employee requests a special consideration.

Nothing in this policy is construed to prohibit or regulate the carrying of handguns in employee -owned motor vehicles by an employee. Employees are allowed to possess or store a firearm in their personal vehicles while in a City parking lot as per the Texas Government Code listed below:

A person commits a third-degree felony if the person intentionally, knowingly, or recklessly possesses or goes with any firearm, whether they hold a license: on the premises of employment if prohibited by the person's employer (including a local government employer), but an employee may generally leave a handgun in a private, locked car in parking lot. TEX. GOV'T CODE § 411.203; TEX. LABOR CODE § 52.061 et seq; Tex. Att'y Gen. Op. No. GA-0972 (2012).

Other Prohibited Weapons

- Knives with blades more than five inches in length.
- Any form of explosive weapon or other explosive device; or
- Any knife, chain, club, axe, or instrument when carried or displayed as a weapon.

Further, no type of violence or abusive, threatening, or harassing conduct, whether physical or verbal, will be tolerated by any employee or guest and is strictly prohibited. This includes any and all threats of violence, direct or indirect, serious or said jokingly or in jest. Employees, city officials, city contractors and vendors, and any other person present on city property or worksites or at city-sponsored events, must realize that what they might consider to be joking behavior that involves threats of violence or other threatening behavior may be considered to be a threat of violence by another employee and will be taken seriously by the Town of Ransom Canyon, even if an employee insists, they were only joking. Violators of this policy are subject to administrative actions and to prosecution.

City employees are responsible for notifying the City Administrator of any threats, or threatening behavior, that they witness or receive, in addition to any threats that they are told another person witnessed or received, that occurred on city property, or while on city equipment, or in relation to city business. Employees are responsible for making these reports regardless of the

relationship between the individual initiating the threat or threatening behavior and the person(s) being threatened. All reports of violence or other improper conduct will be taken seriously and investigated and will be subject to sanctions appropriate for the improper conduct involved, up to and/or including immediate termination.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on city property or equipment will be removed from the city property as quickly as safety permits. The Town of Ransom Canyon's response to violent acts, threats, or behavior may include, but is not limited to, employment suspension or termination, suspension or termination of business relationships, or criminal prosecution of the persons involved and/or request of a restraining order from the appropriate judicial official.

A city employee or official who applies for or obtains a protective or restraining order which lists the Town of Ransom Canyon premises or equipment as protected areas, must immediately provide the City Administrator with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order that is made permanent. Unless otherwise required by law, any information of this nature will be released on a need-to-know basis only to the appropriate law enforcement, management, and/or administrative personnel.

11.07 PANDEMIC POLICY

Purpose

1. To provide policy guidance that ensures continuity of government operations during an extended pandemic.
2. To support community-wide measures to combat the pandemic while providing essential services.
3. To support Town of Ransom Canyon employees as they face personal, and family needs as well as public service responsibilities.

Goals

1. Limit exposure and resulting illness and loss during a pandemic
2. Maintain continuity of essential services
3. Minimize social disruption
4. Reduce economic losses

Definitions

Pandemic

Worldwide outbreak of influenza from a new virus for which humans have no immunity. The virus would spread easily from person-to-person and cause serious illness because people do not have immunity to the new virus, for which vaccines are not yet available. A pandemic may come and go in waves, each of which can last for months at a time. Everyday life could be disrupted due to people in the same community or of the same employer becoming ill at the same time. These disruptions could interrupt or compromise the provision of health care services, government services, including public safety, as well as private business operations.

Physical Distancing

Actions taken by the authorities or individuals to limit person-to-person contact during the pandemic. These measures may include encouraging or requiring employees to "telecommute", providing alternative means of conducting business such as teleconferencing/video conferencing, and closing schools or public gathering places such as theaters, restaurants, libraries, parks, and museums.

Essential Town of Ransom Canyon Public Services

Governance, public safety, potable water and wastewater systems, utilities, roadways, and critical infrastructure, in addition to the work necessary to support the continuation of these services during the pandemic emergency.

PROCEDURES

Continuity of Governmental Operations

Town of Ransom Canyon departments will develop plans for the continuity of essential services of the government, and public health (water, wastewater, public safety), the preservation of vital records, and the basic administrative services needed to maintain these services. As is practical, other public services will be provided when appropriate. Town of Ransom Canyon Departments shall follow these procedures in preparing for a pandemic event.

Mayor Activates Pandemic Emergency Response

State law authorizes the Lubbock County Health Department to declare a pandemic emergency. Based on this declaration and/or directives from federal and state authorities, the Mayor and City Administrator shall activate the Town of Ransom Canyon's response under this policy.

Special Duty to Assist Public

During a community emergency, the employees of the Town of Ransom Canyon have a duty to serve, maintain vital services, and to take protective measures for themselves. It is critical that they become an emergency work force that may be redeployed to deal with the emergency.

Orders of Succession and Delegation of Authority

To ensure continuity of government during a pandemic emergency, the Town of Ransom Canyon shall have clearly written, published and readily accessible orders of succession and delegated authority for:

- 1) Mayor
- 2) City Administrator
- 3) Department Administrators

The order of succession and delegation of authority for Brownfield officials shall be the following:

- 1) Mayor
- 2) Mayor Pro-tem
- 3) City Administrator
- 4) Deputy City Secretary

Under the authority of the Mayor, Department Administrators shall prepare orders of succession and delegation of authority for their various departments.

Departments Plan for Redeployment to Vital Functions

The impact of a pandemic is recognized to have potential effects on the Town of Ransom Canyon operations in a variety of ways. To ensure continuity of services, plans are being made for redeployed personnel to carry out critical functions and priority support functions as needed to ensure continuity of government. Department Administrators will develop a list of personnel from other departments to maximize assignment flexibility when faced with multiple simultaneous absences. These need not be an employee whose current position requires carrying out the function, but an employee who, because of experience and training, could reasonably be expected to handle the function at a reasonable and safe level.

Physical Distancing

It is recognized that social distancing is necessary and inevitable in a pandemic emergency to:

- Limit the spread of disease,
- Protect essential service personnel when performing their duty.
- Ensure continuity of operations.

Departments shall identify in advance and prepare for implementation of telecommuting for vital Town of Ransom Canyon business where applicable. This includes necessary arrangements for home-work stations with computer/phone access.

The Town of Ransom Canyon City Administrator will make necessary arrangements for video and teleconferencing public meetings.

Minimum Staffing

The City Administrator shall manage a central clearinghouse for redeployment of employees not otherwise assigned to an essential function through their regular job assignment.

To prepare for maximizing staff resource availability for the emergency, the City Administrator and the Departments shall develop and maintain a list of employees capable of performing critical jobs necessary to maintain and/or support essential City operations and continuity of government.

During an emergency, the availability of capable staff shall be monitored. When necessary to ensure adequate service, discretionary leave shall be cancelled.

Deployment of Personnel

Flexible scheduling shall be maintained to reduce or to lengthen hours of operation as needed to provide a variety of alternative work shifts and work schedules.

Protection of Personnel and Customers

In taking measures to ensure continuity of operations, the Town of Ransom Canyon will also help protect the health, safety, and welfare of the community. However, a special obligation exists to help prevent disease spread when performing functions. Therefore, personal protective equipment and additional disinfection procedures will be provided to safely conduct City business and limit the spread of disease. The use of such will be required if recommended by

health authorities. Other efforts will be made such as the posting of public health reminders in City facilities; the closing of public gathering places as ordered by the Governor; providing and encouraging alternative processes to conduct vital business and maintaining continuity of City services. At the discretion of the City Administrator or his/her designee, the Town of Ransom Canyon may also require employees to take paid or unpaid leave to protect personnel and customers.

Family Support Plan

Town of Ransom Canyon employees can be expected to experience significant family support needs because of school closures and/or the need to care for family members. Because of the extraordinary situation such an emergency may present to the City's ability to maintain a public service workforce, discretion by the City Administrator or his/her designee is granted to include pay, leave, and other benefits such as expanded availability of leave; accommodation of dependents in the workplace; assistance with coping with loss and grief; assistance with fatigue from prolonged work assignments and family care responsibilities. The City Administrator may also exercise discretion in administering compensation and benefits to recognize extraordinary service during a pandemic emergency.

Communications

Timely and accurate communications with employees and customers shall be a priority. City Staff shall establish procedures for timely, coordinated, and approved dissemination of information regarding the Town of Ransom Canyon operations and the status of the emergency shall be utilized. City staff shall develop communication procedures for contacting and communicating with individual employees. Employees shall provide the City with home and family contact information and will keep such information up to date. The Town of Ransom Canyon will provide periodic reminders to employees of this responsibility.

Return to Normal Operations

Recovery from a pandemic event will need careful assessment, organization, and planning. Because of the likely significant impact of the pandemic on the community and Town of Ransom Canyon operations, a structured and coordinated recovery plan will include:

1. Determining the of timing and a manner of formal notice of the end of the pandemic emergency.
2. Evaluating short and long term economic and social impacts on the community.
3. Assessing losses to the City, both financial and staff losses.
4. Adjusting services because of staff and revenue losses.
5. Planning for handling back logs of normal business.
6. Evaluating the handling of the emergency and planning for the future.

Additional Applications

In the event of a natural disaster or serious weather event, the guidelines in this policy can be employed to insure the wellbeing of the community.

ARTICLE 12

PERFORMANCE MANAGEMENT

12.01 GENERAL

The Town of Ransom Canyon is committed to promoting a work environment that provides City staff with the opportunity to be trained, productive, valued and safe. In order to do that, the City provides a platform of performance management to insure that City employees know what is expected and how they are progressing in their position. Performance Management includes providing job descriptions, performance evaluations, performance improvement opportunities as well as disciplinary action when warranted by an employee's conduct.

12.02 JOB DESCRIPTIONS

The City Council shall establish and periodically review a job description for each position in the City. The job description will provide the employee with the essential functions of each position.

12.03 DISTRIBUTION

During the employee's orientation, the job description and performance evaluation form for each employee's position will be (1) given to the employee, (2) reviewed by the employee, and (3) copies placed in the employee's personnel file along with a certification that the employee has reviewed them.

12.04 REQUESTS FOR CLARIFICATION

In the absence of any request for clarification, each employee is assumed to understand the responsibilities assigned to the position which he or she occupies.

12.05 EMPLOYEE PERFORMANCE EVALUATION

Supervisory personnel conduct a written performance evaluation of and an evaluation interview with each City employee at the end of the probationary period as well as at least once annually on or about the employee's employment anniversary date.

Performance evaluations have the primary purpose of improving the employee's understanding of his or her progress on the job and the department head's understanding of the employee's viewpoints about factors that affected his or her performance during the period covered by the evaluation. Scheduled evaluations provide a required opportunity to assess progress and to plan for future performance improvements but should never replace day-to-day communication between department head and employee regarding performance expectations and actual performance.

The performance evaluations are used for development purposes in identifying strengths and weaknesses and making plans for future performance improvements. Additionally, performance evaluations will be used when considering any pay increases for employees.

A performance increase is an advance to a higher step in the same pay group. A performance increase cannot increase an employee's salary beyond the maximum for the pay group of the position and normally can be granted only when funds are set aside by the City Council in the budget for this purpose.

Performance evaluation will be conducted prior to the end of the calendar year and records are maintained in each employee's personnel file.

12.06 EMPLOYEE ACTION WARRANTING PERFORMANCE MANAGEMENT AND/OR DISCIPLINARY ACTION

In the event of employee misconduct, the City Administrator or designated supervisor, following consultation with an employee's supervisor may take appropriate disciplinary action. Some employee behaviors or actions that may result in disciplinary steps include, but are not limited to, the following:

- Insubordination.
- Absence Without Leave including absence without permission, failure to notify a supervisor of sick leave, and repeated tardiness or early departure.
- Endangering the safety of the employee and/or other persons through negligent or willful acts or horseplay.
- Use of alcohol or drugs while on duty, in a City vehicle, on City property, or while representing the Town of Ransom Canyon.
- Alcohol or drug abuse while on duty which may affect the performance or safety of the employee or another person(s);
- Unauthorized use or theft of public funds or property.
- Possession of unauthorized firearms or lethal weapons on their persons while on duty, or in City vehicles, or on City property.
- Falsification of documents, records or reports.
- Unauthorized use of official Information or unauthorized disclosure of confidential information.
- Unauthorized or abusive use of official authority.
- Violation of the City's Harassment Policy.
- Failure to observe the City's policies regarding communications with the public.);
- Incompetence or neglect of duty.
- Disruptive behavior which impairs the performance of others; or
- Other violation of any of the requirements of these personnel policies, anything which negatively effects the public's perception of the City, or any departmental policies not in conflict with these policies.

12.07 PROGRESSIVE DISCIPLINE/PERFORMANCE IMPROVEMENT

The City may take disciplinary action, including dismissal, affecting an employee at any time. The severity of the discipline depends upon the nature of the infraction and any previous infractions. The City may, but not necessarily will, use a progressive discipline system as follows:

Oral Warnings

Will be used to clarify the standards of acceptable conduct or performance, and consequences if the problem is not corrected after being given informal counseling or where the action is of a nature that a verbal reprimand is necessary in the judgment of the supervisor. These warnings are maintained by the department head.

Performance Improvement Plans

May be created by the City Administrator or Department Head when an employee's performance does not meet the expectations or requirements of the job. The plan is a tool to help address performance problems to provide counseling or additional training. The plan, when appropriate may be used in conjunction with other corrective actions. However, the existence of this remedy does not create any right of entitlement or expectation for an employee that these options will be offered. This option is solely at the discretion of the supervisor. A copy of the performance improvement plan should be maintained in the employee's personnel file.

Written Reprimands

Will occur when other disciplinary action does not succeed in modifying the employee's behavior or performance or if the seriousness of the violation warrants, then the employee may be reprimanded in writing. The written reprimand shall describe the deficiency or infraction involved and may state the likely consequences of further unsatisfactory performance and/or conduct. The department head will provide the document to the Deputy City Secretary to be placed in the employee's personnel file.

Suspension

May be an appropriate action when an employee continues to fail to meet performance expectations or has committed a serious policy violation. At the discretion of the City Administrator an employee may be suspended with or without pay, for up to thirty (30) days and renewable for up to an additional thirty (30) days at a time after review and documentation of the circumstances.

Performance Based Demotion

When an employee has failed to perform the essential duties of a position or has demonstrated improper conduct, demotion will be used as an appropriate action to be taken to address the deficiency or conduct. A reduction in pay and/or a change in job classification will accompany a performance-based demotion. Demotions should only be utilized after other less severe disciplinary measures have been taken unless the seriousness of the policy violation results in a loss of confidence in the employee's ability to perform effectively and warrants immediate demotion.

Separation by Involuntary Dismissal

May be appropriate and necessary for violating any of the City policies including, but not limited to those listed herein or when an employee fails to demonstrate the leadership effectiveness or technical skills, or knowledge required to perform one or more essential functions of a position. Other progressive disciplinary steps should be utilized first, and involuntary termination should generally be used as a last resort. However, the progressive or preliminary steps are not necessary for any of the following:

- 1) The employee commits a serious violation of this policy manual or other City policies.
- 2) The employee's work performance is so flawed that it requires immediate replacement of the employee.
- 3) The employee obtained or maintained employment by fraud, deception, or dishonesty.
- 4) Serious misconduct or unethical or illegal activity.

Except in the case of oral warnings, disciplinary action, when appropriate, must be accomplished or preceded by oral or written notice to the employee involved. The exception may be when the behavior, action or violation is so grievous that it warrants a higher level of disciplinary action. Notice includes a description of the reason for the action and, except in the case of dismissal, states the likely consequences of further unsatisfactory performance or conduct. Written notice of disciplinary action is included in the employee's personnel file.

Disciplinary action does not automatically or permanently disqualify an employee from consideration for future promotion, pay increases, commendations, or other beneficial official personnel actions.

12.08 GRIEVANCES/APPEAL

It is the policy of the City, insofar as possible, to prevent the occurrence of grievances and to deal promptly with those which occur. No adverse action will be taken against an employee for his or her exercise of the grievance right.

A grievance may be filed by an employee on one or more of the following grounds: improper application of rules, regulations, and procedures (but not the rules, regulations, and procedures themselves); unfair treatment; illegal discrimination based on race, religion, color, sex (including sexual harassment), age, disability, or national origin; disciplinary action taken without appropriate justification; improper application of fringe benefits; improper working conditions, or any violation of state or federal law.

The Town of Ransom Canyon follows a progressive grievance procedure which ensures the employee a due process in the City's consideration of his or her work-related grievances: the right to be represented, the right to mount a defense, and the right to present written response(s) regarding resolution of the grievance.

An employee may appeal the decision of a supervisor to a department head and, through the chain of command, to the City Administrator. The decision of the City Administrator is final.

Grievances that involve the involuntary separation of an employee or suspension without pay can be appealed through the immediate Department Head to the City Administrator and then to a grievance committee of the City Council whose decision is final.

The following procedures are applicable to employees.

Informal Grievances

The first step in the grievance procedure is for the employee to attempt to resolve the grievance by informal conference with his or her supervisor. If this informal conference does not result in a resolution of the problem(s) that is satisfactory to the employee, he or she may file a formal, written grievance.

Formal Grievances

Formal grievances must be in writing, signed by the employee, and presented to the employee's department head within ten (10) calendar days after the alleged grievance occurred. The grievance document shall include the following:

- The names of each individual involved in the grievance either as a party whose action is subject to the grievance or as a witness.
- A description of the basis of the appeal sufficient to reasonably appraise the decision maker of the nature of the grievance.
- A description of any documentation or physical evidence which should be considered in determining the grievance.
- If a grievance involves a violation of law, a description of the city policy or procedure, ordinance, state or federal law, if any, which the employee in good faith believes has been violated or may be relevant to the appeal as well as a description of how the provision is relevant to the grievance.
- A statement of the specific remedial action requested by the employee.

Representation

An employee may be represented throughout the grievance process by a representative of his or her choosing, including another City employee.

Department Heads Duties

After being presented with a written and signed grievance, the department head will (1) consult with the employee and such other persons as may be necessary to gather the facts; (2) notify the City Administrator; (3) attempt to resolve the grievance with the employee and, if requested by the employee, with the employee's representative; and (4) communicate the decision to the employee in writing within 5 working days after receipt of the grievance, sending a copy of the decision to the City Administrator.

Appeal

If the employee either receives no written decision from the department head within five (5) working days from the date the grievance was filed, or the employee is not satisfied with the proposed resolution, he or she must deliver to the City Administrator a written statement notifying the City Administrator of the employee's desire for an additional review of the grievance within five (5) calendar days. The City Administrator will review the facts and the file,

meet with the parties involved, and respond in writing to the employee within fourteen (14) calendar days of the date the appeal was received in the City Administrator's office. The decision of the City Administrator is final.

In only those cases involving separation or suspension without pay, an employee who received no written resolution by the close of the 5th working day following the day the City Administrator received the appeal or is not satisfied with the proposed resolution may, within the next three (3) working days, request a hearing before a grievance committee of the City Council. Requests for a grievance committee hearing must be delivered in writing to the City Administrator and must state:

- The specific grievance,
- The remedy requested,
- Whether the employee will be represented by legal counsel, and
- Whether an open or closed hearing is desired.

Upon receipt of a proper request for a grievance committee hearing regarding involuntary separation or suspension without pay, the City Administrator must immediately forward the request to the City Council along with the City Administrator request that a grievance committee be convened at the earliest possible date and that a decision on the grievance is reached within Thirty (30) days.

A grievance committee, made up of members of the City Council, may be appointed by the Mayor. In the event that fewer than three (3) members of the grievance committee of the City Council indicate their inability to attend a scheduled grievance hearing within thirty (30) days of a properly submitted request, the Mayor may appoint such other substitutes as necessary to hear a grievance as members of the grievance committee. Attendance by at least three (3) members of the grievance committee is necessary for the conduct of a grievance hearing and return of a decision.

Maximum Time Periods

At each stage of the grievance process, the time periods specified are maximums. Grievances should be dealt with promptly and written responses provided as quickly as possible, preferably within five (5) working days in simple grievance matters. In no case should the total time for a final resolution exceed forty (40) calendar days. An employee may appeal the decision of a supervisor to a department head and, through the chain of command, to the City Administrator. The decision of the City Administrator is final.

Documentation

A copy of all documentation relating to the grievance will be forwarded to the City Administrator's office immediately upon conclusion of each step in the grievance process to be placed in the employee's personnel file.

Requirement for Appeal if Dissatisfied

If the employee is dissatisfied with any decision during the grievance process, he or she must appeal to the next step within the established time period. Failure to appeal is a determination that the employee is satisfied with the last decision.

ARTICLE 13

SEPARATION FROM EMPLOYMENT

13.01 TYPES OF SEPARATIONS

All separations of employees are designated as one of the following types:

- Resignation
- Retirement
- Reduction in Force
- Dismissal
- Disability
- Death

13.02 RESIGNATION

An employee who intends to resign must notify his or her supervisor, in writing, of the date on which he or she wishes resignation to be effective. This notification should be given at least ten (10) working days prior to the employee's last day of employment. The supervisor is responsible for notifying the City Administrator within 24 hours.

An employee who resigns without sufficient notice is subject to having a written reprimand placed in his or her file documenting this violation of personnel policies, unless there is a valid reason for not giving sufficient notice that is approved by the City Administrator. It may also result in a "not eligible for rehire" status.

The City, at its option, may elect to accept a resignation immediately.

13.03 RETIREMENT

The same notice requirements for resignation apply in the case of retirement except that a longer period of advance notice, minimum thirty (30) days, is required to start retirement payments promptly.

See **section 6.01** of these policies under the main heading of **Employee Benefits** for additional information on retirement.

13.04 REDUCTION IN FORCE

An employee may be separated when his or her position is abolished, or when there is either a lack of funds or a lack of work.

When a regular employee who has completed the probationary period is dismissed as a result of a reduction in force, he or she will be given a minimum of two weeks' written notice and paid in full to the time of discharge including accrued benefits. When reductions in force are necessary,

decisions on individual separations will be made after considering (1) the relative necessity of each position to the organization, (2) transferability of the employee's skills to remaining positions with the City, and (3) the employee's length of service with the City. In addition, the City department head will attempt to guide the employee to any available suitable job openings in the area for which the employee qualifies.

Former employees who have been affected by a reduction in force may apply for any future open City positions. If hired, they would be treated according to the policy in **Article 4, Prior Service with the City**.

13.05 DISMISSALS

Dismissal During Probation

At any time during the probationary period a new regular employee may be dismissed if, in the City Administrator's opinion, based upon a recommendation of the employee's supervisor, the employee is either unable or unwilling to perform the duties of the position; or if the employee's dependability does not merit continuance of City employment; or for other reasons as provided elsewhere in these policies. Release during probation is not grievable and the probationary employee does not have the right to a pretermination meeting.

Pre-Termination Hearing

Prior to dismissal, a meeting with a regular employee who has completed the probationary period will be held to inform the employee of his/her termination and the reason(s) for this termination. The supervisor or City Administrator shall prepare a concise written statement of the reason(s) for the proposed dismissal and furnish a copy to the employee at the meeting. The description shall be placed in the employee's personnel file.

The terminated employee will have three (3) business days to present to the supervisor or City Administrator reasons why dismissal should not occur. Reasons can be presented orally or in writing at the employee's option. The supervisor or City Administrator will provide the employee with a final decision, in writing within three (3) business days.

Post-Termination Hearing

If a City employee who has completed the probationary period is dismissed, or regardless of probationary status if the employee alleges that the termination constitutes a violation of law, he or she may appeal the dismissal by requesting a hearing before the City Council. The dismissed employee shall request the hearing in writing and shall include in the request the following information:

- The names of everyone involved in the appeal either as a party whose action is being appealed or as a witness.
- A description of the basis of the appeal sufficient to reasonably appraise the City Council of the nature of the appeal.
- A description of any documentation or physical evidence which should be considered by the City Council in determining the appeal.

- If a grievance involves a violation of law, a description of the city policy or procedure, ordinance, state, or federal law, if any, which the employee in good faith believes has been violated or may be relevant to the appeal as well as a description of how the provision is relevant to the grievance.

The request must be received in the City Administrator's office not later than seven (7) calendar days after the effective date of the dismissal. If the dismissed employee timely requests a hearing, the employee's status between the effective date of dismissal and the date of the final decision on the appeal constitutes an indefinite suspension without pay.

The hearing will be before the City Administrator. The Deputy City Secretary shall notify the appealing employee by certified mail, return receipt requested, addressed to the employee's address of record or by personal, hand delivery, of the location, date and time of the hearing. The Deputy City Secretary shall include with the notice a concise written statement of the alleged reason(s) for the employee's dismissal. The City Administrator shall conduct the hearing within thirty (30) calendar days from the date of the employee's request for a hearing, unless both City Administrator and the appealing employee agree upon a postponement.

The appealing employee is entitled to appear in person at the hearing, to be represented by legal counsel, to present witnesses and documentary evidence, and to confront and examine adverse witnesses. The *Texas Rules of Civil Procedure* do not apply at the hearing, and the City Administrator may exclude irrelevant, immaterial, or unduly repetitious evidence.

The City Administrator shall decide the appeal within fifteen (15) calendar days after completion of the hearing.

The City Administrator shall affirm or reverse the dismissal at its discretion and its decision shall be final. If the finding is in the employee's favor, the City Administrator may award the appealing employee back pay and all benefits or may substitute other appropriate disciplinary action. The Deputy City Secretary shall notify the appealing employee of the decision by certified mail, return receipt requested, addressed to the employee's address of record or by personal, hand delivery. The City Administrator's decision on the appeal is final.

13.06 DISABILITY

In cases of long-term disability where an employee is unable to return to work for a period of time which would cause an undue hardship to the City to hold the position open, and if no position is available which the employee could perform the essential functions of the job with a reasonable accommodation by the City, the employee will be separated from employment with the City.

13.07 DEATH

If a City employee dies, his or her estate receives all pay due and any earned and payable benefits as of the date of the death. If probate is not opened, the legal heirs may apply for payment and

shall be requested to provide proper indemnification and execute all documents deemed necessary by the City to receive payment of any earned and payable benefits or wages.

13.08 CALCULATION OF SEPARATION PAY

Upon voluntary separation from City employment, a regular employee who has completed at least one year of continuous employment will be paid for accrued unused vacation leave up to the maximum allowable accumulation limit.

Payment for accrued unused vacation leave balances will be included in the employee's final paycheck and will be calculated in the following manner:

The total work time and allowable vacation (see Article 7 on Employee Leaves to determine allowable vacation) and compensatory leave time for nonexempt employees will be calculated as a total number of hours for which compensation is due and paid at the employee's regular hourly rate in effect at the time of termination. The employee's regular hourly rate will be determined for most employees by dividing the employee's regular annual salary amount by 2080 hours per year.

To determine the regular daily rate of pay for police officers and employees of other around-the-clock operations, divide the employee's annual salary (excluding overtime pay) by 365 days per year. The result is the employee's regular daily rate. To determine the number of days of vacation and compensatory time due, divide the employee's total accrued vacation and compensatory hours by eight (the number of hours in a normal workday). The result is the number of days' pay due. Then multiply the total number of days' pay due for vacation and compensatory leave time by the employee's regular daily rate. The result is the lump sum due the employee for accrued vacation and compensatory leave time.

For employees who are subject to the Fair Labor Standards Act, any overtime hours worked during the employee's final pay period, which have not been compensated through any of the time-off methods described under the ***Overtime Compensation*** section in these policies, will be paid in the final paycheck at a rate of one and one-half times the employee's regular hourly rate for each overtime hour worked.

Compensatory time for nonexempt employees, which has been entered and carried on the employee's records at one and one-half times the number of hours worked, will be paid at the regular rate of pay for the employee at the time of separation for the total number of hours on the employee's compensatory time record.

Unused sick leave will be canceled upon termination of employment, and the employee will not be compensated for it.

The employee will receive his or her final paycheck on the next regularly scheduled payday following his or her last day of employment.

13.09 DOCUMENTATION/ EXIT INTERVIEWS

The Department Head of an employee who is separated shall discuss with the employee the reason(s) for the separation in an exit interview whenever possible. Reason(s) for the separation shall be stated in writing on a Personnel Action Form which must be signed by the Department Head and by the employee except in unusual or emergency circumstances. The City Administrator signature is also required.

13.10 CONTINUATION OF GROUP INSURANCE

The Texas Small Employer Health Insurance Availability Act (Texas Insurance Code Section 1501) requires health benefit continuation rights for employees (and their beneficiaries) of health plans for separated employees of cities with 2-50 employees which includes the Town of Ransom Canyon. Under this act, a former City employee can elect to maintain their health insurance for a period of up to nine (9) months following the qualifying event. Former employees who keep their coverage pay the full cost of the plan.

Each covered employee is responsible for notifying the City of any change in family status: separation, divorce, or a child becoming ineligible for dependent coverage. If the change would cause the employee or a covered dependent to become ineligible for City-supplemented group insurance, the City will provide a "Continuation of Coverage Election Form" to be completed by the appropriate person(s). Specific time periods must be met, and full premiums must be paid in a timely manner by the employee or the applicable spouse or child.

ARTICLE 14

PROFESSIONAL DEVELOPMENT

14.01 GENERAL POLICY

The City encourages its regular full-time and part-time (at least 20 hours per week) employees to take advantage of educational or training opportunities and professional memberships which are related to and will enhance the performance of their work with the City. Employees are responsible to successfully complete and maintain state-mandated educational training necessary for licenses that are required for their job positions.

14.02 REQUIRED ATTENDANCE AT SEMINARS AND CONFERENCES

The City Council of the Town of Ransom Canyon endorses an educational policy that supports and encourages employees to further enhance their training and job skills through continuing education. With advance approval of the City Administrator, employees who enroll in accredited courses of instruction, which will enhance their job performance, may be reimbursed for tuition, books and fees upon presenting evidence of successful course completion. Pre-payment will be considered on a case-by-case basis.

In order to be entitled to reimbursement, employees must make a written request and receive written approval by the City Administrator prior to course enrollment. Expenses must be within budget. Any employee who receives reimbursement for education and training and who voluntarily leaves the employ of the Town of Ransom Canyon fewer than 6 months after receiving the reimbursement must return the amount received in full. The Town of Ransom Canyon will deduct any such amount owed from accrued pay or benefits otherwise due to the employee upon termination. See additional information in **Article 15** sections of these policies regarding **Travel and Subsistence**.

14.03 PROFESSIONAL MEMBERSHIP AND SEMINARS

Subject to the prior approval of the City Administrator, an employee who joins a professional association related to his or her work at the City may be reimbursed for dues and necessary travel expenses when meetings are judged to offer special training or information of value to the employee in his or her work at the City. Likewise, subject to the City Administrator's prior approval, an employee may be reimbursed for conference or seminar expenses if the conference or seminar is related to his or her work and proper authorization is obtained in advance.

ARTICLE 15

TRAVEL AND SUBSISTENCE

15.01 GENERAL POLICY

The policy of the City is that employees are to be reimbursed fully for necessary and reasonable job-related expenses incurred in the authorized conduct of City business, including business-related travel. All travel expenses are subject to requirements of documentation and reasonableness, and will be honored in conformity with adopted policies, provided that the travel was properly authorized and that funds are available in the department's budget. In some cases, the City may prepay such expenses as registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved.

Expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts, or agreements.

15.02 SUBSISTENCE EXPENSES

Employees engaged in necessary and authorized travel to conduct City's business will be reimbursed for actual costs of reasonable and documented expenses necessary to conduct business for the City. Reimbursable subsistence expenses will generally be for food (based on Federal Per Diem rates), registration, lodging, official business telephone calls, parking, tolls, taxi and reasonable gratuities.

15.03 PERSONAL VEHICLES

Where use of a personal vehicle is judged to be the most reasonable means of transportation to conduct official City business, reimbursement will be at the maximum rate allowed by the Internal Revenue Service for personal vehicle use for business purposes. Employees are expected to report the shortest distance between point of departure and destinations for all travel. Travel between an employee's residence and the City office is not eligible for reimbursement.

15.04 EXCEPTIONS

Employees who receive monthly automobile allowances are not eligible for mileage reimbursements for travel within the Ransom Canyon area. Employees who travel in a City-owned vehicle will be reimbursed for documented fuel costs, oil, or other expenses related to the safe operation of the vehicle which are necessary during the course of the employee's use of the vehicle.

When two or more employees travel in a single automobile, only one employee will receive reimbursement per-mile or other automobile reimbursements.

An allowance shall not be given for meals included as part of registration fees. Family member's travel expenses are not reimbursable. The meal allowance per day will be the current state allowance rate.

Conference registration checks will be made payable only to organization sponsoring the conference.

15.05 PROHIBITED EXPENDITURES

Costs of personal entertainment, spouses' expenses, amusements, social activities, alcoholic beverages, traffic citations, or illegal activities are not allowable for reimbursement. There may be instances in which business or conference social activities beneficial to the City are allowable expenses. Such instances must be approved by the City Administrator after consultation with the City Attorney.

15.06 EXPENSE REPORT

As soon as an employee returns from a trip, or at least within five days of the date the travel was concluded, he or she must complete an expense report form documenting any actual expenses incurred on the trip which were not prepaid directly by the City to the entity involved. The City will issue a reimbursement check to the employee for allowable out-of-pocket expenses. All reimbursements must be approved by the department head or City Administrator.

ARTICLE 16

POLICE DEPARTMENT POLICIES

16.01 GENERAL

The Town of Ransom Canyon has established a Police Department consisting of a paid Police Chief, paid officers and reserve officers.

This section of the Employee Personnel Policy Manual is written specifically for the Police Department personnel. The City Administrator and the Police Chief shall bear the primary responsibility for enforcement of these policies. The Police Chief shall be accountable to the City Administrator.

Police are exempt from the Fair Labor Standards Act overtime regulations if there are fewer than five employees in the department.

16.02

BEGINNING AND OFF TOUR OF DUTY

All officers will radio into the Sheriff's Department at the beginning tour of duty and when going off tour of duty.

16.03 POLICE DUTY LOG

A daily duty log shall be kept by all police personnel, a copy of which shall be maintained in the City records at City Hall. The Police Chief will provide copies of the duty logs to City Hall weekly.

16.04 UNIFORM AND DRESS CODE

While on duty, police officers are required to wear a police uniform designated by the City Council. That uniform will, at a minimum, include City provided pants and shirts identifying the officers as Ransom Canyon police. Also, police officers will be required to wear a duty rig which, at a minimum, will include a holster with a weapon. While testifying in court, police officers will be dressed in coat and tie, or will be in full dress uniform.

The Police Chief will wear a nice collared, long-sleeve or short-sleeve, button-down shirt, or polo-style shirt with "Ransom Canyon Police," identified on the shirt or a badge. The Police Chief will wear a khaki-styled pant with a belt to include a holster with a weapon on him/her while on duty.

16.05 VEHICLE USE

Home Storage Authorization -Officers will request this on the proper form and may not participate until approval from the Police Chief. Officers will submit new requests when changing addresses.

Officers Living Outside the City -Officers will drive to and store their vehicles only at their approved address. Officers may drive vehicles off-duty only inside the city limits.

Driving Outside the City -Officers may only drive Ransom Canyon Police Department (RCPD) vehicles outside of the city for official Ransom Canyon Police Department or city business without prior approval.

Limited Duty/Sick Leave/Vacation- Officers on limited or sick leave who cannot perform police functions will not drive Ransom Canyon Police Department vehicles. Vehicles of officers on limited or extended sick leave will be parked at the PD until the officer returns to full duty.

Officers gone from the city fifteen (15) or more calendar days will park their vehicles at the PD. Other officers may be authorized to drive these vehicles.

Special Privileges- Ransom Canyon Police Department off-duty officers will not take special parking or operation privileges with the Ransom Canyon Police Department vehicles, except in the case of an emergency.

Unattended Vehicles- Officers will lock unattended Ransom Canyon Police Department vehicles at all times, except in case of an emergency.

Conduct and Appearance- Off-duty officers using Ransom Canyon Police Department vehicles will follow applicable Ransom Canyon Police Department policies, procedures and rules. They will dress appropriately to effectively perform police duties without criticism by the public. Cutoff shorts, tank tops, etc., are inappropriate.

Radio- Off-duty officers in Ransom Canyon Police Department vehicles will monitor the emergency radio and will use the radio for official Ransom Canyon Police Department business.

Call Response- Off-duty officers in Ransom Canyon Police Department vehicles will respond to felonies-in-progress when closer than on-duty units or when necessary to assist on-duty officers.

Off-duty officers in marked units will stop at accidents and assist as needed.

Off-duty officers will take immediate, necessary action and report it appropriately. They should call on-duty units to complete the call.

Passengers- Passengers who are not City employees are permitted with off-duty officers. Officers are responsible for their passengers and will leave them at a safe location before responding to potentially dangerous calls. If they cannot, officers may not respond.

Authorized Operations- Officers shall only allow Ransom Canyon Police Department or service personnel to operate Ransom Canyon Police Department vehicles, except in case of an emergency.

Loads- Off-duty officers may only carry items in their vehicles that are not heavy or excessive, and do not protrude from the vehicle.

Maintenance Responsibility-Officers will properly maintain their assigned vehicles. They will report for duty with a substantially full gas tank.

Repairs or Alterations-Officers may only make minor repairs such as changing lights, fuses or flats. They will use only qualified vendors for repairs not personally made. They will make alterations or add non-issued items only with the Chief's approval.

Parking- On-duty officers will only park where authorized, except in case of an emergency.

Driving- Officers will drive safely, responsibly, with regard for the safety of others and to avoid collisions. They will obey all traffic laws notwithstanding emergency calls or pursuits.

Alcoholic Beverages- Other than evidence or for official business officers shall not carry these in City-owned vehicles.

16.06 PATROLLING

It is the policy of the City that the police officers be highly visible and make every effort to get to know the residents.

16.07 SCHEDULING

The Police Chief or his/her designee is scheduled to be on call twenty-four (24) hours per day. The Police Chief shall prepare and email his department's monthly roster to the City Administrator. Any changes to the roster will also be emailed as soon as they are noted.

As a condition of employment with the Town of Ransom Canyon each officer shall agree to have no restrictions regarding the ability to work on weekends, holidays, at night, in inclement weather or on call. To ensure as much police coverage as possible, the Police Chief will schedule shifts so that there may be a thirty (30) minute overlap between shifts, but no overlap shall exceed one hour. The Police Chief may schedule shifts on a rotating basis.

If a police officer takes a sick or vacation day, every effort must be made to cover his/her shift.

16.08 RESERVE OFFICERS

The Town of Ransom Canyon has approved a Reserve Officer program that allows up to six reserve officers. Reserve officers will work at the direction of the Police Chief or his designee. A reserve officer or non-paid officer is appointed by the Police Chief and confirmed, as required by City Ordinance 158, by the City Council. An individual appointed as a reserve officer must meet all State requirements for a peace officer and shall work a minimum of sixteen (16) hours per month.

Appendix A- Receipt of Personnel Manual

Town of Ransom Canyon Personnel Policy EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Town of Ransom Canyon Personnel Policy Manual and further acknowledge my responsibility to read, understand, and abide by all current and future revisions of the “Town of Ransom Canyon Personnel Policy Manual”.

I further understand that the Town of Ransom Canyon periodically updates this policy and that the most current version always supersedes any previous version and that I can request a copy of the manual from the City Secretary at any time.

Printed Name: _____

Signature of Employee: _____

Date Signed: _____

Appendix B- Anti-Harassment Policy Acknowledgment and Claim Form

I hereby acknowledge receipt of the Town of Ransom Canyon Anti-Harassment Policy contained in the Town of Ransom Canyon Personnel Policy Manual as well as a copy of the Harassment Complaint Form. I understand that I am responsible for reading, understanding, and complying with such policy and any amendments or modifications thereto.

I further agree to comply with and follow the policies and procedures set forth in the Town of Ransom Canyon Anti-Harassment Policy. I agree to follow the procedures established by said policy and any amendments or modifications thereto throughout my employment with the Town of Ransom Canyon.

Printed Name: _____

Signature of Employee: _____

Date Signed: _____

Ransom Canyon Harassment Complaint Form

Your Name: _____ Date: _____

Title: _____ Phone Number: _____

Department: _____

Complaint Information

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Please describe the incident in detail:

If there are others who have witnessed the incident, please provide their names and phone numbers below:

Is this the first time you have raised this concern about this person?

____ Yes ____ No

Do you have any suggestions for resolving the complaint? If so, please explain.

Do you have any additional information or complaints? If so, please explain.

Signature: _____

Print Name: _____

Appendix C- Deduction Authorization Agreement

I hereby agree, consent, and authorize the Town of Ransom Canyon to deduct from any payroll checks or deposits or other payments due me, for the following:

1. Any costs associated with Employee's use of the Town of Ransom Canyon's, facsimile, copy machines, office supplies, postage or other BROWNFIELD property or equipment other than use in connection with City business.
2. Any amounts due and owed to the Town of Ransom Canyon by reason of fraud, embezzlement, theft, or any unauthorized use of any City property, goods, services, or other assets by Employee.
3. Any amounts owed for the value of any City property that has not been returned to the Town of Ransom Canyon by Employee upon termination, including but not limited to uniforms, equipment, supplies, etc.
4. Any sums due and owing to the Town of Ransom Canyon from Employee for Employee's portion of any benefit plan established by or participated in, including but not limited to, medical insurance or retirement plans, or any other employee benefits; and
5. All amounts that are required by law through attachment, garnishment, levy, withholding or other legal or judicial process to be paid by the Town of Ransom Canyon to others on behalf of or for the benefit of Employee, including but not limited to wages or salary that are garnished or attached by state or federal agencies for payment of child support or other obligations.
6. Reimbursement for overpayment.

I agree that all applicable deductions including but not limited to those listed above, may be withheld from any paycheck or other payment due me throughout my employment with the Town of Ransom Canyon or upon termination of employment with the Town of Ransom Canyon, whether the termination is voluntary or involuntary.

I further specifically agree and acknowledge that in the event the Town of Ransom Canyon does not withhold any amount due and owing from any payroll check or payment, the Town of Ransom Canyon has not and does not in any way waive or otherwise modify or limit its ability to make deductions from subsequent payroll or other checks or payments or to pursue any other remedy or proceeding to collect sums alleged to be due from me. I agree and acknowledge that the Town of Ransom Canyon may make or not make deductions from any payroll or payment check in its sole discretion and is not in any way limited for not doing so.

Further, in the event the amounts due to the Town of Ransom Canyon exceed the available amount of payroll or paycheck in any pay period, the Employee shall, upon request from the Town of Ransom Canyon make such additional payment to the City to extinguish in the full amount due and owing to the Town of Ransom Canyon for any excess due.

Employee Signature

Date: _____

Appendix D- Non-Disclosure/Confidentiality Acknowledge and Agreement

I understand that as an employee of the Town of Ransom Canyon, I may become aware of, process, or otherwise learn confidential or proprietary information concerning the City, its customers, or employees. I understand that as an employee of the Town of Ransom Canyon I have an obligation to the City to keep confidential and not to disclose all confidential information that I learn or may become aware of as a result of my position with the City, unless otherwise required by law to disclose.

I further agree that I will not disclose or remove Town of Ransom Canyon property (either physically, by copying or transferring electronically) any confidential or proprietary information of either the Town of Ransom Canyon, its customers or employees, including but not limited to any materials, documents, data, software, correspondence or communications, emails (electronic or written), notes or otherwise which relate to, concern, or belong to the Town of Ransom Canyon, its customers or employees without express written permission of the City Administrator.

I agree that confidentiality of information and my agreement not to disclose that information and to maintain such confidentiality shall continue even after I am no longer employed by the Town of Ransom Canyon.

I understand that violations of the Non-Disclosure/Confidentiality Agreement will not be tolerated and will subject me to disciplinary action, up to and including termination by the Town of Ransom Canyon and may also subject me to individual liability and legal liability.

I confirm that I have read the above statements and agree with them and will in all respects adhere to all of terms of this Non-Disclosure/Confidentiality Agreement throughout and after my employment with the Town of Ransom Canyon.

Printed Name: _____

Employee's Signature: _____

Date: _____

Appendix E- Public Access Option

**TOWN OF RANSOM CANYON
PUBLIC ACCESS OPTION FORM
TEXAS GOVERNMENT CODE SECTIONS 552.024 & 552.1175**

(Printed Name)

(Department/Position)

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about themselves confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information act. Therefore, please indicate whether you wish to allow public release of the following information.

Type of Information	Public Access?	
	YES	NO
Home Address		
Home Telephone Number		
Social Security Number		
Date of Birth		
Information that reveals whether you have family members or domestic partner		
Emergency Contact		
Email Address		
Email Address		
Email Address		

(Signature)

(Date)

Appendix F- Smoking Policy Acknowledgement

a) Purpose:

Studies have shown that smoking causes serious health problems in humans. Further, improperly disposing of smoking materials has been determined to be a fire hazard. The purpose of this Policy, therefore, is to safeguard the health and safety of employees and members of the public and to reduce the effects or other hazards caused by tobacco use.

b) Policy:

Smoking by employees and the public is restricted by the guidelines set forth below. The policy is designed to protect all persons from unwanted exposure and the harmful effects of tobacco products.

c) Procedures:

- 1) Smoking by employees is prohibited in all Town of Ransom Canyon owned and operated vehicles, buildings, and facilities.
- 2) In addition to the above prohibitions, smoking and other tobacco use is also prohibited in the following areas:
 - a. Within 25 feet of any doorway, entryway or window of any City owned property or property used by Town of Ransom Canyon employees.
 - b. Within 100 feet of any fuel island and/or fuel storage facility.
 - c. In any City owned vehicle.
 - d. In personal vehicles used on Town of Ransom Canyon business when the vehicle is occupied by more than one person.
- 3) Signs and lettering will be posted on all Town of Ransom Canyon buildings stating, "No Smoking."
- 4) The City Administrator may make an exception to this policy in writing at his or her sole discretion upon written request by a department head.

a) Definitions:

Smoking -smoking is defined as the smoking, vaping, or use of any tobacco products, including but not limited to, cigarettes, cigars, snuff, snus, electronic cigarettes and other non-FDA approved nicotine delivery devices.

b) Responsibility:

It is the responsibility of those who choose to use tobacco materials to do so following the guidelines above. It is the responsibility of supervisors to monitor adherence to this policy. New employees should be made aware of this policy. All employees of, and contractors of the Town of Ransom Canyon are expected to comply with this policy. Non-compliance with this policy will result in corrective action.

c) Smoking Cessation:

Employees who are interested in quitting the use of tobacco products should review their Medical Benefits Covered Expenses document regarding Nicotine Replacement Therapy.

Acknowledgement:

I have read the attached revised Section 11.04 from the personnel policy, and I have had my questions answered. I understand the section and acknowledge my rights and responsibilities related to it.

Printed Employee Name: _____

Employee Signature: _____

Date: _____

Appendix G – Minor's Employment Release*

Town of Ransom Canyon

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

State of Texas, County of _____

I/We _____ and _____

Parent or legal guardian name (please print)

Parent or legal guardian name (please print)

of _____, Texas, being the parent(s) or legal

County Name

guardian(s) and also having the legal custody of _____

Minor name (please print)

born on _____ do hereby give my/our full and unconditional consent for

Minor birth date

_____ to accept employment as _____

Minor Name

Position (please print)

And receive compensation from _____ . Any changes to

City name (please print)

Minor's position must be approved again in writing. I/We hereby release and waive all liability accruing because of his/her accepting employment which he/she is a minor and authorize any emergency medical treatment as needed.

Parent or legal guardian signature

Parent or legal guardian signature

Signature Date

- All employees are required to submit employment eligibility documentation required by federal immigration laws. A Minor's Employment Release and age documentation must be maintained on any employee younger than 18.

DOCUMENT REVISION HISTORY

VERSION	DATE	APPROVAL AUTHORITY	REVISION
1	7/12/22	City Council	Complete Revision

ACTION ITEM: #10

Strategic Plan

Town of Ransom Canyon

Strategic Plan

Years 2022 - 2027



RANSOM CANYON STRATEGIC PLAN

The Ransom Canyon Strategic Plan resulted from a collaborative effort between the Ransom Canyon City Council, City Staff and input from the Ransom Canyon Property Owners Association. It consists of a Mission Statement, prioritized Goals, involving Communication, Governance and Administration, Land Use and Urban Image, Infrastructure and Safety. Under each Goal, are prioritized Strategies and Actions which outline specific plans to achieve implementation of Ransom Canyon's Goals and Mission. Because planning is a process and because of the reality that time changes everything, the Plan should be reviewed and updated every three to five years.

In order for the Plan to be a working document, it should be merged into the Town's annual budgeting process. It should also be placed on the City Council's monthly meeting agenda, as a standing agenda item for status reports on progress on the highest priority Strategies and Actions.

MISSION

“ Enhance the quality of life for citizens by providing a safe environment, being responsible stewards of the public trust and delivering outstanding services”

TOWN OF RANSOM CANYON
GOALS – STRATEGIES -ACTIONS
2022-2027

GOAL #1 – Research the functionality and sustainability of the Ransom Canyon Lake

Strategy 1.1 Conduct a feasibility study on dredging the Ransom Canyon Lake to allow for more water into the lake for recreational use

Action 1.1a – Appoint two additional members to the Capital Improvement Advisory Committee (CIAC) that represent lake interests on the committee and amend the CIAC ordinance

Action 1.1b – Educate the City Council on water rights and the agencies involved in state waterways

Action 1.1c – Research the costs and potentially hire a consultant to conduct an analysis of water flows into the lake and research if dredging is a viable cost-effective option

Action 1.1d – Host town halls and public hearings regarding dredging the Lake

Strategy 1.2 Research the feasibility of allowing swimming in portions of the Lake and Property Owner's Association (POA)-related lake issues

Action 1.2a – Research the costs of adding a beach and evaluate options for a beach location

Action 1.2b – Discuss costs of adding liability with the TML Risk Pool

Action 1.2c – Begin a dialogue with POA regarding the feasibility of adding kayak slips at the boat dock and also adding a fishing pier by attending POA meetings

Action 1.2d – Host town halls and public hearings regarding a beach

GOAL #2 – Explore the feasibility of new city buildings and/or improvements due to growth in the Town

Strategy 2.1 Research options to make Americans with Disabilities Act (ADA) improvements to the Children's Library

Action 2.1a – Research costs of hiring an engineer that is familiar with ADA improvements and requirements to conduct an assessment.

Action 2.1b- Explore options for fundraising and grant opportunities

Action 2.1c- Discuss the project with the Capital Improvement Advisory Committee for a recommendation to City Council on how to fund this initiative and whether the project is cost-effective

Strategy 2.2 Explore the feasibility of expanding city facilities and buildings due to potential growth

Action 2.2a -Obtain estimates and quotes for covered parking at City Hall

Action 2.2b – Research costs of an emergency operations center for fire, police, and the community to have a tornado-safe shelter in the event of a disaster

Action 2.2c – Review the possibility of expanding the Operations Department Building to house city vehicles and store additional equipment

GOAL #3 Research the opportunity to expand wastewater functions

Strategy 3.1 Explore options for wastewater reuses

Action 3.1a – Research the opportunity of expanding the new wastewater treatment plant to increase capacity and research costs

Action 3.1b – Research the option of reusing the effluent water and piping it back into the lake and/or reuse for potable water in the future

Action 3.1c – Review costs of permitting

GOAL #4 Evaluate options for city park improvements and recreational opportunities for green space in front of City Hall

Strategy 4.1 Research funding and fundraising opportunities through Texas Parks and Wildlife

Action 4.1a – Develop a master plan by having the Texas Tech University Landscape and Architecture students develop a parks master plan for the green space

Action 4.1b – Obtain quotes for new playground equipment that is safe for the youth

Action 4.1c – Engage residents to participate through fundraising and providing labor to assist with the park

Action 4.1d – Incorporate tennis courts that provide an option for pickleball and lighting at the park

Action 4.1e – Incorporate an educational component into the park that highlights plants that are native to the Canyon

GOAL #5 Develop disaster prevention, recovery, and response plan for the Town

Strategy 5.1 Continue to participate in the Texas Department of Emergency Management (TDEM) Planning Annexes

Action 5.1a - Update annexes as required by TDEM

Action 5.1b - Participate in Lubbock County Hazard Mitigation Plan

Strategy 5.2 Review strategies for mitigation of disasters

Action 5.2a - Work in collaboration with the Firewise community to conduct an assessment of Ransom Canyon and utilize this resource to consult on evacuation processes for fire purposes

Action 5.2b - Educate the citizens on how to prevent fires in their homes and what to do in the event of a fire

Action 5.2c – Work with the Building Review Committee to encourage builders to utilize fire-resistant materials

Strategy 5.3 Develop and implement pre-disaster and recovery plans and protocols for the Town

Action 5.3a – Research templates of other cities for ideas on how to develop a disaster recovery plan

Action 5.3b - Review whether the recovery plan can be developed in-house or through a consultant

Action 5.3c – Educate/train staff and City Council on the procedures of the recovery plan

OTHER PROJECTS TO CONSIDER

1. The Back Hill/Retaining Wall – Look at a feasibility study to be conducted
2. Concrete Roads (determined not to be feasible or cost-effective)
3. Striping of Roads – Operations will budget this item annually
4. Fire Tanker – Redo the Texas Forest Service Application with new demographics
5. Parking in the Canyon – Removed this item off of priority list for now
6. New public signage for the front and back entrances
7. Landscaping the Back Road Area – Look to see what options present themselves with new subdivision
8. Deer Issue – This will begin with Sam Harryman speaking in regards to the deer population
9. New road budgeted between subdivision and citizen collection station
10. Decorative Wall Between the Citizen Collection Station and Subdivision – budgeting for this project in this year
11. Water Meters – ARPA Funds

ACTION ITEM: #11

TML Board of Trustee

TML Health Benefits Pool Official Ballot



Board of Trustees – TML Region <#>

Term of Office

October 1, 2022 – September 30, 2025

Please vote for one candidate. You must check only one box to cast your vote even if there is only one name listed on this ballot.

☒

Elena Quintanilla
Town of Ransom Canyon >, Elected/Appointed, City of
>

Info from Submission of Qualified Person form.

☐

Write-In Name of Otherwise Duly Qualified Elected/Appointed Official

Remember that the date of the governing body's meeting authorizing the ballot cannot occur prior to the date your ballot was issued to your entity. The meeting date to approve this ballot must be after August 17, 2022.

Ballots may not be completed prior to the government body's meeting authorizing the ballot. I certify that this ballot is cast in accordance with official action taken at a duly called meeting on July 26, _____, 2022.

Signature

Title

Entity

Ballots may be submitted by mail, by facsimile (512) 719-8349 or electronically to BoardSecretary@tmlhb.org to be received by <date>.

Leah Simon, Board Secretary
TML Health Benefits Pool

1821 Rutherford Lane, Suite 300, Austin, Texas 78754



SUBMISSION OF QUALIFIED PERSON

The governing body of Town of Ransom Canyon hereby
submits the name of Elena Quintanilla
City Manager Mayor or appointed position/title
from the city of Ransom Canyon

as a qualified person to be placed on the ballot for the TML Health Benefits Pool Board Trustees for Region 3. This qualified person is either an employee or an elected official of an incorporated city within the State of Texas that is a member of the TML Health Benefits Pool. If the qualified person is an "employee", the governing body hereby certifies that the municipal employee: holds a position of Department Head or higher; works at least 20 hours per week for an Employer Member; is paid by the Employer Member with public funds; and is hired and fired only by another incorporated city official or by the incorporated city's governing body. This nominee, if elected, will not serve as both a voting member of TML Health and as a voting member of the Texas Municipal League or the Texas Municipal League Intergovernmental Risk Pool.

We certify that this submission is made in accordance with official action taken by the governing body at a duly called meeting on _____, July 26, 2022.

Name/Title _____

Signature _____

Date _____

Return by August 12, 2022 to

Leah Simon
Board Secretary and General Counsel
TML Health Benefits Pool
1821 Rutherford Lane, Suite 300
Austin, Texas 78754
BoardSecretary@tmlhb.org

TML Health Board of Trustee Region 3



My name is Elena Quintanilla. I am the City Administrator for the Town of Ransom Canyon, Texas, and I am currently your TML Health Benefit Pool Board of Trustee for Region 3. I would like to continue to serve in this capacity and am asking to be re-elected to this same position.

In the past couple of years, during my term, the board made decisions to benefit our members. One of those major decisions was to offset COVID claims with investment returns so that the TML Health Benefits Pool absorbed the COVID claims and the claims did not go against your loss ratios. Additionally, we provided credits back to our cities due to the fact that all cities were struggling during COVID-19. We saw an opportunity to give back to our member cities.

Please know that I will continue to be there to assist your city with any issues that may arise regarding your TML Health benefits. Therefore, do not hesitate to reach out to me.

I am also excited to see that the Pool is going toward a full continuum of healthcare with the provision of mental health benefits through our new partnership with Blue Cross Blue Shield. Additionally, we continue to work with Catapult Health to embrace a wellness program that provides preventive measures and resources for members prior to catastrophic health issues. Our partnerships with EyeMed and our dental providers have allowed for cost-effective programs to benefit our employees.

I would be honored to continue to serve as your representative on the Board. Attached is a Submission of Qualified Person form that you must take to your City Council for approval, prior to August 12, 2022. Please do not hesitate to reach out to me at (806) 829-2470 for any questions you may have or issues that arise with our benefits. Thanks in advance for your support.

ACTION ITEM: #12

Capital Improvement Advisory Committee Ordinance

ORDINANCE NO. 072622
CHAPTER 1, ARTICLE 1.04 BOARDS, COMMISSIONS, AND COMMITTEES
Division 3: Capital Improvement Advisory Committee

AN ORDINANCE OF THE TOWN OF RANSOM CANYON, TEXAS AMENDING THE MEMBERSHIP OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE TO PROVIDE THE CITY COUNCIL SOME GUIDANCE ON LAKE INITIATIVES AND LAKE HEALTH, REPEALING ORDINANCE NO. 12217 AND REPLACING IT WITH THIS ORDINANCE, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the Town of Ransom Canyon, Texas (City Council), a Type A General Law Municipal Corporation, and the Texas Local Government Code Sec. 51.072 recognize the City to adopt an ordinance consistent with state law that is necessary for the government, interest, welfare, or good order of the municipality; and

WHEREAS, the City Council has determined that the Town of Ransom Canyon Lake provides a good quality of life for its citizens; and

WHEREAS, the City is authorized to enact and enforce such regulations pursuant to Subchapter A of Chapter 214 of the Texas Local Government Code and Subchapter B of Chapter 54 of the Texas Local Government Code; and

WHEREAS, this Ordinance was adopted at a meeting of the City Council of the Town of Ransom Canyon, Texas; (i) at which a quorum of the members of the City Council were present, (ii) which was open to the public, as required by Chapter 551 of the Texas Government Code (the Open Meetings Act), and (iii) which was preceded with the notice required by the Texas Open Meetings Act.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the Town of Ransom Canyon, Texas, that the following amendments noted in current ordinance be adopted:

SECTION 1. Enactment of Regulation. That article 1.04, Division 3, Section 1.09.061(a) be amended to have the committee consist of twelve (12) members and add Section 1.09.061(f) to include a nonvoting City Council ex-officio member to the committee as follows:

  **Sec. 1.09.061 Established; membership**

(a) There is hereby established the Ransom Canyon Capital Improvement Advisory Committee, to consist of ~~ten (10)~~twelve (12) members, representative of the geographical area of the city, consisting of citizens from a broad cross-section of the community.

(b) The purpose of the committee is to assist the city in planning, prioritizing, and financing said infrastructure and facilities such as roads, water systems, sewer systems, parks, and other municipal facilities.

(c) Said members shall be appointed for a two-year term and may be reappointed for not more than three consecutive terms.

(d) Each city council member shall recommend two citizens and the mayor shall designate the chair of the committee.

(e) The members shall meet to advise the council on the city's five-year capital improvements program (CIP) and on an as-needed basis, as projects arise and to advise the city council on the need for and financing of capital improvements for the city

(f) A nonvoting City Council member will serve as ex-officio to the committee

SECTION 2. Amendment of Prior Regulation. Section 1.09061(a) "Established membership" of the City's code of ordinances is replaced with wording noted above.

SECTION 3. Severability. If any clause, section, or other part of application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the remaining portions or applications remaining in full force and effect.

SECTION 4. Effective Date. The ordinance shall become effective on the date passed by the City Council.

PASSED AND APPROVED ON _____

Jana Trew, Mayor

ATTEST:

Elena Quintanilla, City Administrator/City Secretary