ACTION ITEM: #5

Job Descriptions
JOB SUMMARY
Under the broad direction of the City Council, serves as Chief Executive and Administrative Officer of the City. The City Administrator shall also serve as the City Secretary. The City Administrator is responsible for planning, organizing, coordinating, and administering, through management staff, all City functions and activities; providing policy guidance and coordinating the activities of department heads and staff support; and fostering cooperative working relationships with civic groups, inter-governmental agencies and City staff.

JOB DUTIES

- Plans, organizes, coordinates, and directs through City directors, managers and support staff, the overall management of City operations;
- Works closely with the City Council, committees, public and private organizations, and citizens groups in implementing programs and projects to solve identified problems;
- Directs the preparation and administration of the City’s annual budgets;
- Advises the City Council regarding the financial condition of the City and its future needs.
- Serves as the staff liaison to the Capital Improvement Advisory Committee and addresses the capital needs for the City;
- Develops a strategic plan and vision for the City;
- Advises the City Council on policies, issues, and programs as necessary;
- Plans, organizes, administers, and coordinates a variety of complex City services and programs;
- Selects, motivates staff, and provides for their training and professional development;
- Develops and implements goals, objectives, policies, procedures, work-standards, and internal controls;
- Performs performance evaluations on employees and handles the Human Resources for the City;
- Analyzes complex technical and administrative municipal problems, evaluates alternative solutions, and adopts effective courses of action;
- Prepares clear and concise reports, correspondence, and other written materials;
- Exercises sound, independent judgment within general policy guidelines;
- Negotiates contracts with vendors, communities, and other relevant parties that provide services to the City;
- Develops partnerships with other cities to provide efficient and effective services for the community;
- Establishes and maintains effective working relationships with contracted employees in the course of the work;
- Advocates for the City regarding legislative issues that may adversely impact the City;
- Establishes performance standards, evaluate the performance of staff;
- Develop and administer public relations effort to inform citizens or staff of services provided;
- Performs other related duties as assigned by the City Council.
KNOWLEDGE AND ABILITIES

Knowledge of:

➢ Principles and practices of public or business administration.
➢ Principles and practices of team-oriented management.
➢ Duties and responsibilities of the Office of the City Secretary.
➢ Laws related to elections.
➢ Office management methods and procedures.
➢ Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
➢ Principles, practices, and programs related to the administration of City operations.
➢ Applicable legal guidelines and standards affecting City administration.

Ability to:

➢ Communicate effectively both verbally and in writing.
➢ Establish and maintain effective working relationships with diverse staff, citizens, and organizations in the City.
➢ Work with budgets and utilize the financial software system.
➢ Utilize strong problem-solving skills.
➢ Quickly gain knowledge of state laws.
➢ Supervise staff.
➢ Plan, direct, organize, and lead the activities of a complex organization.
➢ Obtain a Certification as a Texas Registered Municipal Clerk.

Physical Requirements:

➢ Frequently lift and carry up to 10 pounds and occasionally lift up to 25 pounds.
➢ Occasionally stand during the shift.
➢ Push and pull objects.
➢ Place arms above, at, or below shoulder height.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

➢ A Master’s degree or Public Manager Certification is preferred in public administration or business administration or related field.
➢ A Bachelor’s degree, in a related field.
➢ At least seven to ten years of increasingly responsible experience in executive, administrative and supervisory experience; or any combination of relevant education and experience.
Must have ability and means to travel on a flexible schedule as needed and proof of liability insurance of personal vehicle for work travel.
TOWN OF RANSOM CANYON
DEPUTY CITY SECRETARY – NON EXEMPT

JOB SUMMARY
Under the direction of the Administrator, this position is a highly responsible administrative position that oversees the administrative activities of the City in the absence of the City Administrator. The Deputy provides support for the City Administrator as needed.

JOB DUTIES

- Processes payroll and maintains all payroll records and reports for the City Auditor;
- In the absence of City Administrator, serves as the City Secretary for the City Council;
- Generates monthly payroll reports to the Texas Municipal Retirement System;
- Serves as the staff liaison for the Building Review Committee and consults on a regular basis with construction contractors regarding ordinances and deed restrictions of the city;
- Provides compliance information for new construction and remodel project requests;
- Works closely with the Building Inspector before and during project construction to ensure compliance with projects;
- Issues building permits and maintains all building-related files, including permits for sprinklers and roofing;
- Generates a monthly water and waste water usage report for the Operations Department and the City Council;
- Maintains residential utility accounts, including metered and non-metered services, delinquent accounts, incoming and outgoing residents, and utility deposit refunds;
- Processes monthly water billing to all residents;
- Maintains water meter books;
- Provides utility usage information to City Administrator, Operations Manager, and City Auditor;
- Assists the Chief of Police with weed and rubbish ordinance compliance, including notification letters, contracting lot mowing services, billing to property owners;
- Processes bank and credit card drafts for residents;
- Submits monthly utility billing sales tax revenue report to Secretary of State;
- Reviews check requests for accuracy;
- Prints checks to vendors;
- Compiles monthly invoices, wastewater flows, and Operations records for monthly billing of expenses related to the wastewater processing for Buffalo Springs Lake;
- Reviews and proofreads correspondence, memos, and reports to ensure accuracy;
- Other duties as assigned.
KNOWLEDGE AND ABILITIES

Knowledge of:

➤ Principles and practices of public or business administration.
➤ Principles and practices of team-oriented management.
➤ Duties and responsibilities of the Office of the City Secretary.
➤ Laws related to elections.
➤ Office management methods and procedures.

Ability to:

➤ Communicate effectively both verbally and in writing.
➤ Establish and maintain effective working relationships with staff, citizens, and organizations in the city.
➤ Work with budgets and utilize the financial software system.
➤ Utilize strong problem-solving skills.
➤ Quickly gain knowledge of state laws.
➤ Maintain accurate files and legal records.
➤ Supervise clerical staff.

Physical Requirements:

➤ Frequently lift and carry up to 10 pounds and occasionally lift up to 25 pounds.
➤ Occasionally stand during the shift.
➤ Push and pull objects.
➤ Place arms above, at, or below shoulder height.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

➤ A Bachelor's degree, in a related field.
➤ At least three years of progressively responsible administrative and supervisory experience; or any combination of relevant education and experience.
TOWN OF RANSOM CANYON
EXECUTIVE ASSISTANT – NON EXEMPT

JOB DESCRIPTION

JOB SUMMARY
Under the direction of the City Administrator, this position is an administrative position that is responsible for clerical duties, cash collections, and accounts payable. The Executive Assistant provides administrative staff support for the entire organization as needed.

JOB DUTIES

➢ Processes accounts receivable and intake of payments from vendors and residents;
➢ Composes and types letters, reports, and memos from rough drafts, verbal instructions, or notes;
➢ Orders various supplies for the City as needed;
➢ Greets visitors by phone and in person and ascertains nature of business, provides assistance or referral, and explains policies and procedures;
➢ Assists residents with rental of City-owned RV storage facility;
➢ Oversees and manages the City’s website page;
➢ Assists customers with issues regarding their key fobs to the garbage citizen collection station;
➢ Assists with the water billing process;
➢ Opens, reviews, and routes mail according to contents;
➢ Maintains accounts payable files and records;
➢ Assists residents with complaints regarding water billing or garbage collection;
➢ Provides assistance as needed with certain construction permits such as roofing;
➢ Assists new residents with opening their accounts;
➢ Produces check requests to pay for department expenses;
➢ Balances the petty cash;
➢ Reviews and proofreads correspondence, memos, and reports to ensure accuracy;
➢ Other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

➢ Office practices and procedures.
➢ The organization, function, and policies of the city.
➢ General knowledge of municipal government organizations and services.
➢ Computer principles and procedures.
➢ Proper public contact and telephone etiquette.

Ability to:

➢ Communicate effectively both verbally and in writing.
• Establish and maintain effective working relationships with staff, citizens, and organizations in the city.
• Learn and utilize the financial software system.
• Utilize problem-solving skills.
• Maintain accurate files and legal records.
• Utilize office copier, postage machine, folding machine, and calculator.
• Perform computer and word processing functions.
• Work independently in the absence of specific instructions.

Physical Requirements:

• Frequently lift and carry up to 10 pounds and occasionally lift up to 25 pounds.
• Occasionally stand during the shift.
• Push and pull objects.
• Place arms above, at, or below shoulder height.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

• A high school diploma.
• At least three to six years of increasingly responsible secretarial experience; or any combination of relevant education and experience.
TOWN OF RANSOM CANYON
OPERATIONS MANAGER – EXEMPT

JOB SUMMARY
Under the direction of the City Administrator, this position is responsible for managing and coordinating all aspects of city operations including water and sewer utility maintenance, park maintenance, roads and grounds, and other infrastructure associated with the City.

JOB DUTIES

➢ Supervises employees in the Operations Department involved with water, sewer, roads and grounds;
➢ Plans, directs, and supervises the water supply, water treatment, and water distribution of the City;
➢ Plans, directs, and supervises the wastewater treatment of the City;
➢ Performs performance evaluations on employees;
➢ Responsible for the operations, sewer, water, and roads and grounds budgets for the City;
➢ Provides direction and planning for the development and delivery of park and recreation projects;
➢ Ensures compliance with policies and procedures, implementing plans, and delegating and monitoring work assignments related to the City infrastructure;
➢ Identifies capital project needs and provides input regarding capital improvement projects;
➢ Ensures compliance with the Texas Commission on Environmental Quality with water and sewer infrastructure;
➢ Serves as the Building Official for the City;
➢ Implements, manages, and enforces the International Building Business Code regulations and performs plumbing inspections;
➢ Assists engineers in applying for water and sewer improvements;
➢ Prepares daily, monthly and annual reports required by state and federal agencies;
➢ Maintains knowledge of current state regulations by attending schools and training to maintain required licenses;
➢ Ensures adequate training of the departmental personnel in areas of safety, operations, maintenance, and preventive maintenance and ensures that all appropriate licenses are met for operations;
➢ Responsible for repairing streets;
➢ Operates City vehicles including equipment necessary to perform mowing and shredding;
➢ Implements and manages mosquito and vector control for the City;
➢ Prepares and delivers oral reports to the City Council on a monthly basis;
➢ Maintains membership in professional associations such as the Texas Water Utilities Association, Caprock Water Association, Texas Mosquito Control and ICC Membership;
➢ Other duties as assigned.
KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws and ordinances and technical reports related to the Operations Department.
- City budgeting process.
- The principles and practices of water supply, treatment and distribution.
- The principles and practices of wastewater treatment.
- Laboratory procedures for water and sewer testing.
- Industrial safety practices.
- Water and wastewater system operation and maintenance.
- Federal and state regulatory requirements.

Ability to:

- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with staff, citizens, and organizations in the city.
- Plan and direct the work of others.
- Prepare and administer a budget.
- Negotiate and administer contracts.
- Make effective presentations.
- Drive a vehicle.

Physical Requirements:

- Frequently lift and carry up to 10 pounds.
- Occasionally lift and carry up to 50 pounds.
- Frequently flex upper trunk forward at the waist and partially at the knees.
- Frequently rotate upper trunk to the left or right while sitting or standing.
- Place arms above, at, and below shoulder height.
- Coordinate eye, hand and foot movements in order to perform duties.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

- A Bachelor’s degree in a related field, is preferred but not required.
- At least two years in a progressively responsible position after obtaining a Class C water and wastewater license.
- Texas Commission on Environmental Quality Class C Water License.
- Texas Commission on Environmental Quality Class C Waste Water License.
- Weed and pest control license with the Structural Pest Control Board.
- Customer service inspection license preferred.
- Must have a valid Texas Driver’s License.
TOWN OF RANSOM CANYON

OPERATIONS ASSISTANT MANAGER – NON EXEMPT

JOB SUMMARY
Under the direction of the City Administrator, this position is responsible for assisting in managing and coordinating all aspects of City operations including water and sewer utility maintenance, park maintenance, roads and grounds, and other infrastructure associated with the City.

JOB DUTIES

➤ Supervises employees in the Operations Department involved with water, sewer, roads and grounds in the absence of the Operations Manager;
➤ Assists in the planning, directing and supervising of the water supply, water treatment, and wastewater treatment of the City;
➤ Assists with direction and planning for the development and delivery of park and recreation projects;
➤ Assists with the compliance of policies and procedures, implementing plans, and delegating and monitoring work assignments related to the City infrastructure;
➤ Ensures compliance with the Texas Commission on Environmental Quality with water and sewer infrastructure;
➤ Assists with the preparation of daily, monthly and annual reports required by state and federal agencies;
➤ Performs all tasks related to water and sewer utilities such as treatment of water and the wastewater removal of sludge, street repair, mowing, dirt work, excavation and building repairs and maintenance;
➤ Performs maintenance on pumps and motors;
➤ Performs maintenance on water tanks, water house, and water systems;
➤ Performs maintenance on waste water plant and collection system;
➤ Performs necessary piping installation and repairs of water lines, flow meters, and valves;
➤ Locates water and sewer lines using a variety of equipment and marks location of lines to prevent damage resulting from construction;
➤ Responds to requests from citizens, homebuilders, and general contractors for location of water or sewer lines in advance of construction activities;
➤ Mows park and city and property owner association areas in the Town;
➤ Maintains all right-of-way areas for the City;
➤ Operates all City-owned equipment;
➤ Maintains knowledge of current state regulations by attending schools and training to maintain required licenses;
➤ Oversees repairs to streets, sewer and water lines, and related pumps and valves;
➤ Operates equipment necessary to perform mowing and shredding;
➤ Implements mosquito and vector control for the City;
Maintains membership in professional associations such as the Texas Water Utilities Association, Caprock Water Association, Texas Mosquito Control and ICC Membership;

Other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws and ordinances and technical reports related to the Operations Department.
- City budgeting process.
- The principles and practices of water supply, treatment and distribution.
- The principles and practices of wastewater treatment.
- Laboratory procedures for water and sewer testing.
- Industrial safety practices.
- Water and wastewater system operation and maintenance.
- Federal and state regulatory requirements.

Ability to:

- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with staff, citizens, and organizations in the city.
- Plan and direct the work of others.
- Prepare and administer a budget.
- Negotiate and administer contracts.
- Make effective presentations.
- Drive a vehicle.

Physical Requirements:

- Frequently lift and carry up to 25 pounds.
- Occasionally lift and carry up to 75 pounds.
- Frequently flex upper trunk forward at the waist and partially at the knees.
- Frequently rotate upper trunk to the left or right while sitting or standing.
- Place arms above, at, and below shoulder height.
- Frequently walk and stand during the shift.
- Coordinate eye, hand and foot movements in order to perform duties.
- Occasionally climb ladders and frequently climb stairs.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

- A Bachelor’s degree in a related field, is preferred but not required.
- At least two years in a progressively responsible position after obtaining a Class C water and wastewater license.
- Texas Commission on Environmental Quality Class C Water License.
- Texas Commission on Environmental Quality C. Waste Water License.
- Weed and pest control license with the Structural Pest Control Board
- Customer service Inspection license preferred.
- Must have a valid Texas Driver's License.
TOWN OF RANSOM CANYON
OPERATIONS OPERATOR – NON EXEMPT

JOB DESCRIPTION

JOB SUMMARY

Under the direction of the Operations Manager, this position is responsible for assisting in maintaining all aspects of city operations, including water and sewer utility maintenance, park maintenance, roads and grounds, and other infrastructure associated with the City.

JOB DUTIES

- Performs all tasks related to water and sewer utilities such as treatment of water and the wastewater removal of sludge, street repair, mowing, dirt work, excavation and building repairs and maintenance;
- Performs maintenance on pumps and motors;
- Performs maintenance on water tanks, water house, and water systems;
- Performs maintenance on waste water plant and collection system;
- Performs necessary piping installation and repairs of water lines, flow meters, and valves;
- Locates water and sewer lines using a variety of equipment and marks location of lines to prevent damage resulting from construction;
- Responds to requests from citizens, homebuilders, and general contractors for location of water or sewer lines in advance of construction activities;
- Mows park and city and property owner association areas in the Town;
- Maintains all right-of-way areas for the City;
- Operates all City-owned equipment;
- Maintains current knowledge of current state regulations by attending schools and training to maintain required licenses;
- Repairs streets, sewer and water lines, and related pumps and valves;
- Operates City vehicles, including equipment necessary to perform mowing and shredding;
- Implements mosquito and vector control for the City;
- Maintains membership in professional associations such as the Texas Water Utilities Association, Caprock Water Association, Texas Mosquito Control ICC Membership;
- Take call duty and carry on-call cell phone;
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- The principles and practices of water supply, treatment and distribution.
- The principles and practices of wastewater treatment.
- Laboratory procedures for water and sewer testing.
- Industrial safety practices.
- Water and wastewater system operation and maintenance.
 federal and state regulatory requirements.
- Principles and methods of mechanical repair
- Principles and methods of water treatment and water well field operations.

**Ability to:**
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with staff, citizens, and organizations in the city.
- Operate heavy equipment skillfully and safely.
- Make field repairs.
- Understand and follow oral and written instructions.
- Work cooperatively with others.
- Perform duties in noisy working conditions.
- Drive a vehicle.

**Physical Requirements:**
- Frequently lift and carry up to 25 pounds.
- Occasionally lift and carry up to 75 pounds.
- Frequently flex upper trunk forward at the waist and partially at the knees.
- Frequently rotate upper trunk to the left or right while sitting or standing.
- Place arms above, at, and below shoulder height.
- Frequently walk and stand during the shift.
- Coordinate eye, hand and foot movements in order to perform duties.
- Occasionally climb ladders and frequently climb stairs.

**Education and Experience:**
Completion of high school or its equivalent with an additional one year experience in the operation and maintenance of water plant and wastewater plant equipment, including operating and repairing large stationary equipment; or any combination of relevant education and experience which provides the following knowledge, abilities, and skills:

- Must have Class D Water license issued by the Texas Commission on Environmental Quality (TCEQ) or ability to obtain one within one year from date of hire, with ability to obtain Class C Ground Water license within three years.
- Must have Class D Wastewater license issued by TCEQ or ability to obtain within one year from date of hire, with ability to obtain C Wastewater license within three years.
- Must have a valid Texas Driver's License.
TOWN OF RANSOM CANYON
POLICE CHIEF – EXEMPT

JOB DESCRIPTION
APPROVED 02/11/2014
REVISED 10/01/2018

JOB SUMMARY
Under the direction of the City Administrator, the Police Chief is responsible for all activities of the police department. The Chief is a working Police Chief that is responsible for the enforcement of federal, state, and local laws and the protection of life and property and preserving the peace. The position oversees officer and civilian activities, and the overall planning and administration of crime prevention and law enforcement activities. Residing within the Town of Ransom Canyon City limits is preferred, but not required.

JOB DUTIES

➢ Directs and coordinates all the work for the department including dealing with personnel issues, disciplinary action, and citizen complaints;
➢ Organizes daily work including scheduling, purchasing equipment, and monthly city, state, and federal reports;
➢ Serves as the Emergency Management Coordinator for the Town;
➢ Works with the Mayor and City Council by attending all City Council meetings to develop department policy and department funding needs;
➢ Acts as the liaison with other police departments, sheriff’s offices, the FBI, or other law enforcement agencies;
➢ Uses and maintains firearms and other weapons;
➢ Implements and researches advances in public safety processes and procedures;
➢ Receives information on activity in an area and addresses the problems;
➢ Processes crime scenes to recognize, collect, and preserve evidence;
➢ Apprehends, arrests, and processes offenders, including fugitives;
➢ Performs bailiff duties and testifies in Municipal Court as needed;
➢ Inspects and maintains assigned patrol car, uniform, and equipment;
➢ Works on-call after hours to respond to emergency situations;
➢ Responds to calls, including but not limited to domestic disputes, assaults, homicides, burglaries, traffic accidents, lost or missing persons searches, public service disputes, stranded motorists, and others;
➢ Conducts preliminary investigations into traffic accidents and other incidents, including but not limited to interviewing victims, complainants, and witnesses, gathering information and evidence, and securing crime scenes;
➢ Processes crime scenes to recognize, collect, and preserve evidence;
➢ Provides first-aid or CPR to victims as necessary;
➢ Participates in mandatory and elective training;
➢ Plans, organizes, administers, and coordinates a variety of complex City services and programs.
➢ Selects, motivates, and evaluates staff and provides for their training and professional development.
- Develops and implements goals, objectives, policies, procedures, work-standards, and internal controls.
- Analyzes police issues, evaluates alternative solutions, and adopts effective courses of action;
- Prepares clear and concise reports, correspondence, and other written materials;
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Departmental policies, rules, instructions, laws, and regulations with ability to interpret and act on such.
- Criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators.
- Principles, practices, and programs related to the administration of a City police department.
- Applicable legal guidelines and standards affecting City police departments.
- Judicial system and court procedures.
- Proper and effective methods of deploying police in accordance with actual and anticipated emergencies.
- Operating police vehicles, firearms, communications, and emergency equipment.

Ability to:

- Learn and become familiar with federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, and Town of Ransom Canyon ordinances.
- Become familiar with Town of Ransom Canyon Police Department rules and regulations, safety policies and procedures.
- Develop knowledge of traffic accident investigation techniques and procedures.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with contracted employees;
- Drive a vehicle.
- Use and care of firearms.
- Make keen observations and remember names, faces, and details of incidents.
- Instruct and advise subordinates on all phases of law enforcement and police procedures.

Physical Requirements:

- Occasionally stand, walk, run, and kneel during the shift.
- Occasionally climb ladders, stairs, or inclined surfaces, in order to pursue suspects.
- Continuously lift and carry up to 25 pounds, frequently lift and carry up to 50 pounds, and occasionally lift and carry up to 100 pounds in order to restrain suspects, and carry property, equipment, or injured people.
- Occasionally push and pull objects.
- Frequently flex upper trunk forward at the waist and partially flex at the knees.
- Place arms above, at, and below shoulder height.
- Coordinate eye, hand, and foot movement in order to perform duties.
- Maintain normal eye-hand coordination and shall possess the manual dexterity to operate small tools or equipment.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

- A Bachelor’s degree, in a related field, is preferred but not required.
- Texas Peace Officer’s License.
- Five years of police administrative experience is preferred.
- At least ten years of experience in law enforcement.
- Must have a valid Texas Driver’s License.
JOB SUMMARY
Under the direction of the Police Chief, this position is responsible for the enforcement of federal, state, and local laws, the protection of life and property and preserving the peace. This position assists the Police Chief in oversight of officer and civilian activities and the overall planning and administration of crime prevention and law enforcement activities. This position acts for the Chief in his or her absence, or as directed.

JOB DUTIES
➢ Consults with and assists Police Chief with policies and procedures, implements plans, and delegates and monitors work assignments, if needed;
➢ Uses and maintains firearms and other weapons;
➢ Implements and researches advances in public safety processes and procedures, and oversees the department in the Police Chief’s absence;
➢ Patrols an assigned zone on foot and by vehicle to detect and deter criminal activity and traffic violations;
➢ Enforces traffic and parking laws;
➢ Receives information on activity in an area and assists in plans to address problems;
➢ Responds to calls, including but not limited to domestic disputes, assaults, homicides, burglaries, traffic accidents, lost or missing persons searches, public service disputes, stranded motorists, and others;
➢ Conducts preliminary investigations into traffic accidents and other incidents, including but not limited to interviewing victims, complainants, and witnesses, gathering information and evidence, and securing crime scenes;
➢ Processes crime scenes to recognize, collect, and preserve evidence;
➢ Apprehends, arrests, and processes offenders, including fugitives;
➢ Assists motorists;
➢ Performs bailiff duties and testifies in Municipal Court as needed;
➢ Provides first-aid or CPR to victims as necessary;
➢ Completes all required reports and forms, including accident and incident reports;
➢ Inspects and maintains assigned patrol car, uniform, and equipment;
➢ Serves criminal and court-related paper work;
➢ Participates in mandatory and elective training;
➢ Serves as a field-training officer for the department;
➢ Works on-call after hours to respond to emergency situations;
➢ Performs other duties as assigned.
KNOWLEDGE AND ABILITIES

Knowledge of:

➢ Departmental policies, rules, instructions, laws, and regulations with ability to interpret and act on such.
➢ Criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators.
➢ Principles, practices, and programs related to the administration of a City police department.
➢ Applicable legal guidelines and standards affecting City police departments.
➢ Judicial system and court procedures.
➢ Proper and effective methods of deploying police in accordance with actual and anticipated emergencies.
➢ Criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators.
➢ Operating police vehicles, firearms, communications, and emergency equipment.

Ability to:

➢ Learn and become familiar with federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, and Town of Ransom Canyon ordinances.
➢ Become familiar with Town of Ransom Canyon Police Department rules and regulations, safety policies and procedures.
➢ Develop knowledge of traffic accident investigation techniques and procedures.
➢ Communicate effectively both verbally and in writing.
➢ Establish and maintain effective working relationships with contracted employees.
➢ Drive a vehicle.
➢ Use and care of firearms.
➢ Make keen observations and remember names, faces, and details of incidents.
➢ Instruct and advise subordinates on all phases of law enforcement and police procedures.

Physical Requirements:

➢ Occasionally stand, walk, run, and kneel during the shift.
➢ Occasionally climb ladders, stairs, or inclined surfaces, in order to pursue suspects.
➢ Continuously lift and carry up to 25 pounds, frequently lift and carry up to 50 pounds, and occasionally lift and carry up to 100 pounds in order to restrain suspects, and carry property, equipment, or injured people.
➢ Occasionally push and pull objects.
➢ Frequently flex upper trunk forward at the waist and partially flex at the knees.
➢ Place arms above, at, and below shoulder height.
➢ Coordinate eye, hand, and foot movement in order to perform duties.
- Maintain normal eye-hand coordination and shall possess the manual dexterity to operate small tools or equipment.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

- A Bachelor’s degree, in a related field, is preferred but not required.
- Texas Peace Officer’s License.
- At least five years of experience in law enforcement or commensurate in law enforcement education
- Must have a valid Texas Driver’s License.
TOWN OF RANSOM CANYON
POLICE OFFICER – EXEMPT

JOB SUMMARY
Under the direction of the Police Chief or the Assistant Police Chief in the absence of the Police Chief, this position is responsible for the enforcement of federal, state, and local laws, the protection of life and property and preserving the peace.

JOB DUTIES

- Patrols an assigned zone by foot and by vehicle to detect and deter criminal activity and traffic violations;
- Enforces traffic and parking laws;
- Receives information on activity in an area and assists in plans to address problems;
- Responds to calls, including but not limited to domestic disputes, assaults, homicides, burglaries, traffic accidents, lost or missing persons searches, public service disputes, stranded motorists, and others;
- Conducts preliminary investigations into traffic accidents and other incidents, including but not limited to interviewing victims, complainants, and witnesses, gathering information and evidence, and securing crime scenes;
- Processes crime scenes to recognize, collect, and preserve evidence;
- Apprehends, arrests, and processes offenders, including fugitives;
- Assists motorists;
- Performs bailiff duties and testifies in Municipal Court as needed;
- Provides first-aid or CPR to victims as necessary;
- Completes all required reports and forms, including accident and incident reports;
- Inspects and maintains assigned patrol car, uniform, and equipment;
- Serves criminal and court-related paper work;
- Participates in mandatory and elective training;
- Serves as a field-training officer for the department;
- Works on-call after hours to respond to emergency situations;
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Departmental policies, rules, instructions, laws, and regulations with ability to interpret and act upon such.
- Criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators.
- Principles, practices, and programs related to the administration of a City police department.
- Applicable legal guidelines and standards affecting City police department.
Judicial system and court procedures.
Criminal law with particular emphasis on the apprehension, arrest, and prosecution of law violators.
Operating police vehicles, firearms, communications, and emergency equipment.

**Ability to:**
- Learn and become familiar with federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, and Town of Ransom Canyon ordinances.
- Become familiar with Town of Ransom Canyon Police Department rules and regulations, safety policies and procedures.
- Develop knowledge of traffic accident investigation techniques and procedures.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with contracted employees.
- Drive a vehicle.
- Use and care of firearms.
- Make keen observations and remember names, faces, and details of incidents.

**Physical Requirements:**
- Occasionally stand, walk, run, and kneel during the shift.
- Occasionally climb ladders, stairs, or inclined surfaces, in order to pursue suspects.
- Continuously lift and carry up to 25 pounds, frequently lift and carry up to 50 pounds, and occasionally lift and carry up to 100 pounds in order to restrain suspects, and carry property, equipment, or injured people.
- Occasionally push and pull objects.
- Frequently flex upper trunk forward at the waist and partially flex at the knees.
- Place arms above, at, and below shoulder height.
- Coordinate eye, hand, and foot movement in order to perform duties.
- Maintain normal eye-hand coordination and shall possess the manual dexterity to operate small tools or equipment.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

- A Bachelor's degree, in a related field, is preferred but not required.
- Texas Peace Officer's License.
- At least one year of experience in law enforcement or commensurate in law enforcement education.
- Must have a valid Texas Driver's License.
ACTION ITEM: #6

TML Risk Pool
Workers' Compensation Declarations Page 2018-2019 Fund Year

Member Name: Ransom Canyon
Member ID: 0505
Fed ID No: 751623803
Effective Date: 10/01/2018
Anniversary Date: 10/01/2019

Workers' Compensation Coverage: This agreement applies to the Workers' Compensation laws of the State of Texas.
Coverage will be provided in accordance with the signed Workers' Compensation Interlocal Agreement on file with the Texas Municipal League Intergovernmental Risk Pool.
This contract includes these forms and schedules:
   W102-Workers' Compensation Payroll Schedule
   W133-Volunteer Endorsement to Interlocal Agreement

The contribution has been determined according to the Pool's manual of rules, classifications, rates and rating plans. Classifications and payrolls are subject to verification and change at audit.

Net Estimated Contribution: $15,598
## Worker's Compensation
### Payroll Schedule
#### 2018-2019 Fund Year

**Member Name:** Ransom Canyon  
**Member ID:** 0505  
**Effective Date:** 10/01/2018  
**Anniversary Date:** 10/01/2019  
**Date Generated:** 06/02/2018

**Location:** Ransom Canyon

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Payroll</th>
<th>Rate</th>
<th># of</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>7520</td>
<td>Waterworks Operation</td>
<td>167,727</td>
<td>5.69</td>
<td>3</td>
<td>9,544</td>
</tr>
<tr>
<td>7580</td>
<td>Sewage Treatment &amp; Collection</td>
<td>58,681</td>
<td>3.56</td>
<td>1</td>
<td>2,089</td>
</tr>
<tr>
<td>7720</td>
<td>Police Officers</td>
<td>171,255</td>
<td>4.58</td>
<td>4</td>
<td>7,843</td>
</tr>
<tr>
<td>8810</td>
<td>Clerical - Office</td>
<td>185,783</td>
<td>0.45</td>
<td>5</td>
<td>836</td>
</tr>
<tr>
<td>8838</td>
<td>Library &amp; Museum - Professionals &amp; Clerical</td>
<td>20,988</td>
<td>0.55</td>
<td>1</td>
<td>115</td>
</tr>
<tr>
<td><strong>Subtotals</strong></td>
<td></td>
<td><strong>604,433</strong></td>
<td></td>
<td></td>
<td><strong>20,428</strong></td>
</tr>
</tbody>
</table>

**Volunteers and Elected Officials:**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Exposure</th>
<th>Rate</th>
<th># of</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>3724O</td>
<td>Outside Volunteers</td>
<td>No</td>
<td>7.63</td>
<td>22</td>
<td>Not Covered</td>
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<tr>
<td>7704V</td>
<td>Volunteer Firefighters</td>
<td>4,400</td>
<td></td>
<td></td>
<td>336</td>
</tr>
<tr>
<td>7720E</td>
<td>Volunteer Ambulance/EMS</td>
<td>No</td>
<td>4.92</td>
<td>2</td>
<td>187</td>
</tr>
<tr>
<td>7720V</td>
<td>Police Reserves</td>
<td>3,802</td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>8742E</td>
<td>Elected/Apptd Officials-Governing Board Only</td>
<td>3,600</td>
<td>0.39</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>8742F</td>
<td>Elected/Apptd Officials-All Boards/Comms</td>
<td>No</td>
<td></td>
<td></td>
<td>Not Covered</td>
</tr>
<tr>
<td>8742I</td>
<td>Inside Volunteers</td>
<td>No</td>
<td></td>
<td></td>
<td>Not Covered</td>
</tr>
<tr>
<td>8888V</td>
<td>Police Reserves-Motorcycle</td>
<td>No</td>
<td></td>
<td></td>
<td>Not Covered</td>
</tr>
<tr>
<td><strong>Subtotals</strong></td>
<td></td>
<td>11,802</td>
<td></td>
<td></td>
<td>537</td>
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</tbody>
</table>

**Totals**  
**616,235**  
**20,964**
## Workers' Compensation Payroll Schedule
### 2018-2019 Fund Year

Member Name: Ransom Canyon  
Member ID: 0505  
Effective Date: 10/01/2018  
Anniversary Date: 10/01/2019  
Date Generated: 06/02/2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Manual Contribution</td>
<td>20,964</td>
</tr>
<tr>
<td>Experience Modifier</td>
<td>0.93</td>
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<tr>
<td>Total Standard Contribution</td>
<td>19,497</td>
</tr>
<tr>
<td>Fund Discount (0.20)</td>
<td>0.80</td>
</tr>
<tr>
<td>Discounted Standard Contribution</td>
<td>15,598</td>
</tr>
<tr>
<td>Deductible Credit</td>
<td>0</td>
</tr>
<tr>
<td>Net Contribution</td>
<td>15,598</td>
</tr>
<tr>
<td>Total Contribution</td>
<td>15,598</td>
</tr>
</tbody>
</table>

*Rev. 09/24/2010*
This endorsement forms a part of the Declarations to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below.

WORKERS' COMPENSATION COVERAGE

Member Name: Ransom Canyon
Member ID: 0505
Effective Date: 10/01/2018

In consideration of the Employer Pool Member's request for payment of additional benefits and in further consideration of the Fund's agreement to pay such benefits, the Interlocal Agreement is amended by adding thereto the applicable coverages indicated below.

The Fund will pay on behalf of the Employer Pool Member if a volunteer employee in a classification for which coverage was accepted shall sustain injury, including death resulting therefrom, under circumstances which would have rendered the Employer Pool Member liable for compensation if the injured volunteer employee and the Employer Pool Member had been subject to the Texas Workers' Compensation Law with respect to such voluntary employment, an amount equal to the compensation and other benefits which would have been payable under such law had the injured volunteer and the Employer Pool Member been subject to such law with respect to such voluntary employment. The parties of this agreement do not by its use intend to make applicable to themselves any provision of the Texas Workers' Compensation Law not already in force and effect as to them. The reference to the Texas Workers' Compensation Law is intended as a measure and extent of benefits and the liability therefore and not an adoption of the law.

The Employer Pool Member agrees to pay the contribution for the volunteer employee classifications shown on the Payroll Schedule (W102). The information regarding coverages accepted or rejected has been derived from documentation on file including the signed acceptance executed by a representative of this entity duly authorized to accept or reject Workers' Compensation coverage for volunteers.

This agreement shall be subject to all the terms, provisions and conditions of the Interlocal Agreement, and nothing herein contained shall vary, alter or extend any term, provision or condition of the Interlocal Agreement except as herein specifically stated.
## GENERAL LIABILITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limits of Liability</td>
<td>$1,000,000</td>
<td>Each Occurrence</td>
</tr>
<tr>
<td>Sudden Events Involving Pollution</td>
<td>$1,000,000</td>
<td>Each Occurrence</td>
</tr>
<tr>
<td></td>
<td>$2,000,000</td>
<td>Annual Aggregate</td>
</tr>
<tr>
<td>Deductible</td>
<td>$0</td>
<td>Each Occurrence</td>
</tr>
<tr>
<td>Annual Contribution</td>
<td>$1,845</td>
<td>Effective: 10-01-18</td>
</tr>
<tr>
<td>Billable Contribution</td>
<td>$1,845</td>
<td>Anniversary: 10-01-19</td>
</tr>
</tbody>
</table>

## LAW ENFORCEMENT LIABILITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limits of Liability</td>
<td>$1,000,000</td>
<td>Each Occurrence</td>
</tr>
<tr>
<td></td>
<td>$2,000,000</td>
<td>Annual Aggregate</td>
</tr>
<tr>
<td>Deductible</td>
<td>$1,000</td>
<td>Each Occurrence</td>
</tr>
<tr>
<td>Annual Contribution</td>
<td>$2,400</td>
<td>Effective: 10-01-18</td>
</tr>
<tr>
<td>Billable Contribution</td>
<td>$2,400</td>
<td>Anniversary: 10-01-19</td>
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</tbody>
</table>

## ERRORS & OMISSIONS LIABILITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limits of Liability</td>
<td>$1,000,000</td>
<td>Each Wrongful Act</td>
</tr>
<tr>
<td></td>
<td>$2,000,000</td>
<td>Annual Aggregate</td>
</tr>
<tr>
<td>Deductible</td>
<td>$1,000</td>
<td>Deductible Each Wrongful Act</td>
</tr>
<tr>
<td>Annual Contribution</td>
<td>$2,996</td>
<td>Effective: 10-01-18</td>
</tr>
<tr>
<td>Billable Contribution</td>
<td>$2,996</td>
<td>Anniversary: 10-01-19</td>
</tr>
</tbody>
</table>

## TOTAL CONTRIBUTION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Billable Contribution</td>
<td>$7,241</td>
<td>Contract Effective: 10-01-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract Anniversary: 10-01-19</td>
</tr>
</tbody>
</table>

Coverage is continuous until cancelled. Contributions are subject to adjustment each year on the anniversary date based on updated exposure information and changes in rating.
Entity Name . . . . . . Ransom Canyon
Entity ID . . . . . . . 505
Contract Type / ID . . LIAB / 20 10-01-18 to 10-01-19

AUTOMOBILE DECLARATIONS OF COVERAGE

AUTOMOBILE LIABILITY

Limit of Liability : $ 1,000,000 Each Occurrence
Medical Payments Limit : $ 25,000 Each Person
Deductible : $ 0 Each Occurrence
Annual Contribution : $ 5,603 Effective : 10-01-18
Billable Contribution : $ 5,603 Anniversary: 10-01-19

AUTOMOBILE PHYSICAL DAMAGE

Limit of Coverage : Per Schedule and Endorsements
Deductibles : $ 1,000 Each Vehicle
: $ 10,000 *Each Occurrence
Annual Contribution : $ 3,346 Effective : 10-01-18
Billable Contribution : $ 3,346 Anniversary: 10-01-19

AUTOMOBILE CATASTROPHE

* * * * Coverage Not Selected * * * *

TOTAL CONTRIBUTION

Total Billable Contribution : $ 8,949 Contract Effective: 10-01-18
Contract Anniversary: 10-01-19

Coverage is continuous until cancelled. Contributions are subject to
adjustment each year on the anniversary date based on updated exposure
information and changes in rating.

* Automobile Physical Damage Each Occurrence Deductible does not apply to
hail.
# Schedule of Applicable Documents

- **Entity ID**: 505
- **Entity Name**: Ransom Canyon
- **Contract type / ID**: LIAB / 20  
  - Date Range: 10-01-18 to 10-01-19

<table>
<thead>
<tr>
<th>ID</th>
<th>Document Name</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C500</td>
<td>Cyber Liability and Data Breach Response Coverage</td>
<td>10-01-16</td>
</tr>
<tr>
<td>C100</td>
<td>Cyber Liability &amp; Data Breach Response Declarations of Coverage</td>
<td>10-01-16</td>
</tr>
<tr>
<td>L-200</td>
<td>Liability Coverage Document</td>
<td>10-01-18</td>
</tr>
<tr>
<td>L201</td>
<td>Liability Declarations of Coverage</td>
<td>3-11-04</td>
</tr>
<tr>
<td>L209</td>
<td>Automobile Declarations of Coverage</td>
<td>6-08-06</td>
</tr>
<tr>
<td>L105</td>
<td>Liability Schedule</td>
<td>4-14-09</td>
</tr>
<tr>
<td>L102-1</td>
<td>Automobile Schedule</td>
<td>9-03-03</td>
</tr>
<tr>
<td>EL200</td>
<td>Lessor/Lienholder of Equipment</td>
<td>10-31-12</td>
</tr>
<tr>
<td>EL215</td>
<td>Fleet Automatic Coverage Basis-Designated Types</td>
<td>1-04-02</td>
</tr>
<tr>
<td>X150</td>
<td>Schedule of Applicable Documents</td>
<td>10-09-97</td>
</tr>
</tbody>
</table>

---

**Texas Municipal League Intergovernmental Risk Pool**  

**X150**  

**MRodrig**  

5-10-18  
16:09:04
### Liability Schedule

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Classification Description</th>
<th>Reported Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage: 20 General Liability 10-01-18 to 10-01-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OB101</td>
<td>Operating Budget-Transfers</td>
<td>0</td>
</tr>
<tr>
<td>OB102</td>
<td>Operating Budget-Capital Improvements</td>
<td>0</td>
</tr>
<tr>
<td>OB103</td>
<td>Operating Budget-Welfare</td>
<td>0</td>
</tr>
<tr>
<td>OB104</td>
<td>Operating Budget-Separately Rated Exposures</td>
<td>0</td>
</tr>
<tr>
<td>OB105</td>
<td>Operating Budget-Contracted Services</td>
<td>0</td>
</tr>
<tr>
<td>OB106</td>
<td>Operating Budget-Other Non-rateable</td>
<td>0</td>
</tr>
<tr>
<td>44100P</td>
<td>Municipalities</td>
<td>250,426</td>
</tr>
<tr>
<td>SP45522</td>
<td>Lakes-Public Use</td>
<td>1</td>
</tr>
<tr>
<td>Rating Basis: Number of lakes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40115</td>
<td>Watercraft under 27 feet</td>
<td>1</td>
</tr>
<tr>
<td>Rating Basis: Number of watercraft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41700</td>
<td>Dams</td>
<td>1,620</td>
</tr>
<tr>
<td>Rating Basis: Total number of acre feet capacity</td>
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<td></td>
</tr>
<tr>
<td>48727</td>
<td>Streets &amp; Roads-Existence Hazard</td>
<td>20</td>
</tr>
<tr>
<td>Rating Basis: Total number of miles</td>
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<td></td>
</tr>
<tr>
<td>99943</td>
<td>Waterworks</td>
<td>167,727</td>
</tr>
<tr>
<td>Rating Basis: Payroll excluding clerical</td>
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<td></td>
</tr>
<tr>
<td>Coverage: 21 Law Enforcement Liability 10-01-18 to 10-01-19</td>
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<td></td>
</tr>
<tr>
<td>00010F</td>
<td>Paid Officers-Full-time Armed and/or with Arrest Power</td>
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</tr>
<tr>
<td>Rating Basis: Number armed and/or with arrest Power</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00010P</td>
<td>Paid Officers-Part-time Armed and/or with Arrest Power</td>
<td>1</td>
</tr>
<tr>
<td>Rating Basis: Number armed and/or with arrest Power</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00013P</td>
<td>Auxiliary Officers-Part-time Armed and/or with Arrest Power</td>
<td>2</td>
</tr>
<tr>
<td>Rating Basis: Number armed and/or with arrest Power</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coverage: 22 Errors &amp; Omissions Liability 10-01-18 to 10-01-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00020</td>
<td>E&amp;O Liability-Other than Housing Authority</td>
<td>1</td>
</tr>
<tr>
<td>Rating Basis: Enter 1 to rate</td>
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<td></td>
</tr>
<tr>
<td>Coverage: 25 Cyber Liability and Data Breach Response 10-01-18 to 10-01-19</td>
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<td></td>
</tr>
<tr>
<td>25001</td>
<td>Information Security and Privacy Liability</td>
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</tr>
<tr>
<td>Rating Basis:</td>
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<td></td>
</tr>
<tr>
<td>25002</td>
<td>Breach Response Services</td>
<td>1</td>
</tr>
<tr>
<td>Rating Basis:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Code</td>
<td>Classification Description</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
</tbody>
</table>

**Notes Applicable to Fireworks and Special Events:**
Sponsored Only: The actual operation or display is performed by independent contractors.
Primary Coverage: The actual operation or display is performed by your own employees or volunteers.
Texas Municipal League Intergovernmental Risk Pool
Automobile Schedule
As of 10-01-18

Contributions shown on the Declarations of Coverage for your Automobile Coverages are based on the following schedule of vehicles, classifications, deductibles, limits and reported physical damage values. There is no physical damage coverage for any vehicle where the APD Code shows No APD. Any changes or corrections may require adjustment to the contribution. Auto Catastrophe and Uninsured/Underinsured Coverages apply only to vehicles for which "Yes" is shown under Auto Cat and UM/UIM columns.

APD Code : ACV = Actual Cash Value, AV = Agreed Value (Per Endorsement EL214), OCN = Original Cost New, No APD = No Auto Physical Damage

Ded. Code : A = Combined APD (Collision and Comprehensive), B = Comprehensive only Deductible, C = Collision only Deductible, D = Specified Cases of Loss Deductible

Emergency Use: Indicates vehicle is equipped with emergency lighting

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model Type</th>
<th>VIN Class</th>
<th>Department Class</th>
<th>Secondary ID</th>
<th>APD Code</th>
<th>Ded. Code</th>
<th>Auto Cat.</th>
<th>Med Pay</th>
<th>Emer. Use</th>
<th>Leased Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>Ford</td>
<td>F150 1/2T</td>
<td>8234</td>
<td>Water</td>
<td>01499</td>
<td>ACV</td>
<td>1,000 -A</td>
<td>25,000</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>1996</td>
<td>C2500</td>
<td>8402</td>
<td>Maintenance</td>
<td>01499</td>
<td>No APD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Ford</td>
<td>F80</td>
<td>8203</td>
<td>Fire</td>
<td>7909</td>
<td>ACV</td>
<td>1,000 -A</td>
<td>25,000</td>
<td>10</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Ford</td>
<td>Explorer Truck-Sport Utility</td>
<td>4722</td>
<td>Fire</td>
<td>7909</td>
<td>ACV</td>
<td>1,000 -A</td>
<td>25,000</td>
<td>Yes</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Ford</td>
<td>F150 1/2T</td>
<td>9199</td>
<td>Water Utility</td>
<td>01499</td>
<td>ACV</td>
<td>1,000 -A</td>
<td>25,000</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>1989</td>
<td>Beac Fire Truck</td>
<td>6023</td>
<td>Fire</td>
<td>7909</td>
<td>ACV</td>
<td>1,000 -A</td>
<td>25,000</td>
<td>Yes</td>
<td>10</td>
<td></td>
</tr>
<tr>
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Grand Total: 18 Items
Grand Totals for Coverages:

- Automobile Liability: 18 Items
- Automobile Medical Payments: 16 Items
- Automobile Physical Damage: 16 Items
- Hired & Non-Owned Automobile: 9 Budgeted Full-Time Positions
Texas Municipal League Intergovernmental Risk Pool
Automobile Contribution Allocation Schedule
Sorted by Department by VIN

Entity ID / Name: 505 / Ransom Canyon
Contract Type / ID: LAB / 20 10-01-18 to 10-01-19

Contributions shown on the Declarations of Coverages for your automobile coverages are based on the following schedule of vehicles. Any changes or corrections may require adjustments to the contributions.

Note: APD=Automobile Physical Damage, Comp=Comprehensive or Specified Causes of Loss, Med Pay=Automobile Medical Payments, UM/UIM=Uninsured/Underinsured Motorists

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Texas Municipal League Intergovernmental Risk Pool
Automobile Contribution Allocation Schedule
Sorted by Department by VIN

Entity ID / Name: S05 / Ransom Canyon
Contract Type / ID: LAB / 20 10-01-18 to 10-01-19

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**Hired & Non-Owned**
- Vehicles: 18
- 3,346
- 5,603
- 8,949

**Texas Municipal League Intergovernmental Risk Pool**
**Automobile Contribution Allocation Schedule**
**Sorted by Department by VIN**
This endorsement forms a part of the Declarations to which attached, effective on the inception date of the coverage unless otherwise stated herein, and clarifies such coverage as is afforded by the provisions of the coverage shown below:

☒ GENERAL LIABILITY
☐ AIRPORT OWNERS AND OPERATORS
GENERAL LIABILITY

Entity Name : Ransom Canyon
Entity ID : 0505
Effective Date : 10/1/18

It is understood that coverage is provided to the Fund Member for liability arising out of the maintenance, operation, or use by the Fund Member of equipment leased to the Fund Member by the person or organization set forth below or purchased under a finance agreement with such person or organization, subject to the following additional exclusions:

1. Coverage does not apply to any occurrence which takes place after the equipment lease expires or lien is satisfied;

2. Coverage does not apply to bodily injury or property damage arising out of the sole negligence of the lessor of the equipment.

Lessor/Lienholder : Pitney Bowes Credit Corporation
Address : 27 Waterview Dr
City, State & ZIP : Shelton, CT 06484-4361

Description of Equipment
P700 Postage Meter w/P7M1 Moistener
(City Hall/Lee Kitchens Dr.)
Lease #7743991-001
FLEET AUTOMATIC COVERAGE BASIS—DESIGNATED AUTOMOBILE TYPES

This endorsement forms a part of the Declarations to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

Automobile Physical Damage

In accordance with Section V. Additional Definitions, D. Fleet Automatic Basis, it is agreed that Fleet Automatic is defined to apply only to newly acquired automobiles of the type(s) designated below:

Designation or Description of Automobile Types

All 1997 and Newer Vehicles

Entity Name . . . . . . . Ransom Canyon
Entity ID . . . . . . . . 505
Contract Type / ID . . LIAB / 20 10-01-18 to 10-01-19
Endorsement ID . . .
Endorsement Effective . 10-01-18

Texas Municipal League Intergovernmental Risk Pool

DDAVIS 9-11-18 14:25:25

EL215 1-04-02
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<th>10,000</th>
<th>25,000</th>
<th>50,000</th>
<th>100,000</th>
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<td>590</td>
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<td>649</td>
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<td>1,589</td>
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<td>1,087</td>
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<td>827</td>
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<td>1,710</td>
<td>1,565</td>
<td>1,323</td>
<td>1,110</td>
<td>879</td>
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<td>1,724</td>
<td>1,482</td>
<td>1,289</td>
<td>1,038</td>
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</table>

Limit shown is each occurrence. Unless otherwise noted, annual aggregate limit is twice the each occurrence limit except limits over 5 million. 10 million aggregate applies to all occurrence limits over 5 million. Contributions represented on the grid are annual contributions. Estimates based on simple proration for other than an annual term may vary from actual calculated contributions due to rounding.
Entity ID / Name ... 505 / Ransom Canyon
Contract Type / ID ... LIAB / 20

Coverage Type ... Law Enforcement Liability
Coverage Effective ... 10-01-18 to 10-01-19

<table>
<thead>
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<th>Limit Each Occurrence</th>
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<th>5,000</th>
<th>10,000</th>
<th>25,000</th>
<th>50,000</th>
<th>100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>300,000</td>
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<td>1,000</td>
<td>1,617</td>
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<tr>
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<td>2,150</td>
<td>1,967</td>
<td>1,652</td>
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<td>1,067</td>
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<td>2,406</td>
<td>2,223</td>
<td>1,908</td>
<td>1,625</td>
<td>1,323</td>
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<tr>
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<td>2,704</td>
<td>2,569</td>
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<td>1,788</td>
<td>1,486</td>
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<td>2,950</td>
<td>2,767</td>
<td>2,452</td>
<td>2,169</td>
<td>1,867</td>
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</table>

Limit shown is each occurrence. Unless otherwise noted, annual aggregate limit is twice the each occurrence limit except limits over 5 million. 10 million aggregate applies to all occurrence limits over 5 million. Contributions represented on the grid are annual contributions. Estimates based on simple proration for other than an annual term may vary from actual calculated contributions due to rounding.
Texas Municipal League Intergovernmental Risk Pool
Errors & Omissions Liability Limit & Deductible Options

Entity ID / Name . . 505 / Ransom Canyon
Contract Type / ID . . LIAB / 20  10-01-18 to 10-01-19

Coverage Type . . . . Errors & Omissions Liability
Coverage Effective . . 10-01-18 to 10-01-19

<table>
<thead>
<tr>
<th>Limit Each</th>
<th>1,000</th>
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<th>5,000</th>
<th>10,000</th>
<th>25,000</th>
<th>50,000</th>
<th>100,000</th>
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</thead>
<tbody>
<tr>
<td>Occurrence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>300,000</td>
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</table>

Limit shown is each wrongful act. Unless otherwise noted, annual aggregate limit is twice the each wrongful act limit except limits over 5 million. 10 million aggregate limit applies to all wrongful act limits over 5 million.

Contributions represented on the grid are annual contributions. Estimates based on simple proration for other than an annual term may vary from actual calculated contributions due to rounding.
<table>
<thead>
<tr>
<th>Limit Each</th>
<th>0</th>
<th>1,000</th>
<th>2,500</th>
<th>5,000</th>
<th>10,000</th>
<th>25,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occurrence</td>
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<td>------</td>
<td>-------</td>
<td>-------</td>
<td>--------</td>
<td>--------</td>
</tr>
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<td>300,000</td>
<td>5,366</td>
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<td>4,565</td>
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<tr>
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Contributions represented on the grid are annual contributions. Estimates based on simple proration for other than an annual term may vary from actual calculated contributions due to rounding.
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<th>2,629</th>
<th>1,913</th>
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</thead>
</table>

Reporting basis is fleet automatic unless otherwise requested. Maximum deductible payable - any one occurrence: $10,000 or the elected deductible, whichever is higher. The occurrence deductible does not apply to loss caused by hail. Contributions represented on the grid are annual contributions. Estimates based on simple proration for other than an annual term may vary from actual calculated contributions due to rounding.
# PROPERTY DECLARATIONS OF COVERAGE

**2018-2019 Fund Year**

**Member: Ransom Canyon**

**Member ID: 0505**

### Coverages Elected:
- Real and Personal Property
- Crime
- Boiler and Machinery
- Mobile Equipment
- Animal Mortality

## Real and Personal Property

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes</th>
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</thead>
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<tr>
<td>Limit</td>
<td>$3,299,895</td>
<td>Occurrence Deductible: $1,000</td>
</tr>
<tr>
<td>Coverage Basis</td>
<td>Special Form</td>
<td>Flood and Earthquake</td>
</tr>
<tr>
<td>Valuation Basis</td>
<td>Replacement Cost</td>
<td>Occurrence Deductible: $25,000</td>
</tr>
<tr>
<td>Transit Limit</td>
<td>$1,000,000</td>
<td><em>A percent deductible may apply, subject to a minimum of the occurrence deductible.</em></td>
</tr>
<tr>
<td>Coverage Extensions</td>
<td>As Scheduled</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Not Included</td>
<td></td>
</tr>
<tr>
<td>Flood and Earthquake</td>
<td>$1,500,000</td>
<td>Annual Contribution: $11,052</td>
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<td></td>
<td>Pro Rata Due: $11,052</td>
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</table>

## Boiler and Machinery

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<tr>
<td>Per Accident Limit</td>
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<td>Deductible: $1,000</td>
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<td>Valuation Basis</td>
<td>Replacement Cost</td>
<td>Annual Contribution: Included</td>
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<tr>
<td></td>
<td></td>
<td>Pro Rata Due: Included</td>
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## Mobile Equipment

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## Crime

### Public Employee Dishonesty

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<td>Pro Rata Due:</td>
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### Forgery or Alteration

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<tr>
<td></td>
<td></td>
<td>Pro Rata Due:</td>
<td>$26</td>
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</table>

### Theft Disappearance and Destruction

<table>
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<th>$35,000</th>
<th>Deductible:</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage Basis:</td>
<td>Per Occurrence</td>
<td>Annual Contribution:</td>
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<tr>
<td></td>
<td></td>
<td>Pro Rata Due:</td>
<td>$100</td>
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<th>$35,000</th>
<th>Deductible:</th>
<th>$1,000</th>
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</thead>
<tbody>
<tr>
<td>Coverage Basis:</td>
<td>Per Occurrence</td>
<td>Annual Contribution:</td>
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<td></td>
<td></td>
<td>Pro Rata Due:</td>
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</table>

<table>
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<tr>
<th>Total All Elected Property Coverages:</th>
<th>Annual Contribution:</th>
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<tbody>
<tr>
<td></td>
<td>Pro Rata Due:</td>
<td>$12,374</td>
</tr>
</tbody>
</table>

Coverage is continuous until cancelled. Annual contributions are subject to adjustment each year on the anniversary date based on updated exposure information and changes in rating.
Cyber Liability and Data Breach Response Declarations of Coverage
2018-2019 Fund Year

**Member:** Ransom Canyon  
**Member ID:** 505  
**Effective Date:** 10/1/2018  
**Anniversary Date:** 10/1/2019  
**Retroactive Date:** 10/1/2016

### Information Security and Privacy Liability

#### Website Media Content Liability

- **Aggregate Limit of Liability:** $1,000,000
- **Retention:** $0 Each claim

### Privacy Breach Response Services

**Limits of Coverage:**

- Notification, Call Center and Breach Resolution and Mitigation Services:
  - Notified individuals: 5,000 Notified Individuals in the Aggregate
  - Retention: 50 Notified Individuals Each Incident
  
  *A sublimit of 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage.*

- Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses
  - Per incident and in the Aggregate: $25,000
  - Retention: $1,250 Each Incident

### Regulatory Defense and Penalties

#### Payment Card Industry Fines, Expenses and Costs

- **Aggregate Limit:** $50,000 All Damages, Expenses and Costs
- **Retention:** $2,500 Each Claim
- **Loss of Income Retention:** $5,000 Each Claim or 12 Hour Waiting Period, Whichever is Greater

#### Specific Sublimits:

- Regulatory Defense and Penalties Aggregate Sublimit: $15,000
- Payment Card Industry Fines, Expenses and Costs Aggregate Sublimit: $5,000
- Cyber Extortion Aggregate Sublimit: $10,000
- First Party Data Protection Sublimit: $10,000
- First Party Network Business Interruption Aggregate Sublimit: $10,000

**Total Annual Contribution:** Included  
**Total Contribution Due:** Included

---

C100  
10/01/16
<table>
<thead>
<tr>
<th>ID</th>
<th>Document Name</th>
<th>Revision Date</th>
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<tbody>
<tr>
<td>P300</td>
<td>Property Coverage Document</td>
<td>10/01/18</td>
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<tr>
<td>P301</td>
<td>Property Declarations of Coverage</td>
<td>06/01/18</td>
</tr>
<tr>
<td>P200</td>
<td>Real and Personal Property Schedule</td>
<td>04/26/10</td>
</tr>
<tr>
<td>P202</td>
<td>Mobile Equipment Schedule</td>
<td>06/01/08</td>
</tr>
<tr>
<td>P215</td>
<td>Coverage Extensions Schedule</td>
<td>07/14/08</td>
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<tr>
<td>EP300</td>
<td>Loss Payable Clause - Real &amp; Personal Property</td>
<td>05/20/02</td>
</tr>
<tr>
<td>EP306</td>
<td>Mobile Equipment Coverage for Watercraft</td>
<td>05/13/02</td>
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<tr>
<td>EP323</td>
<td>Faithful Performance of Duty</td>
<td>05/20/02</td>
</tr>
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<td>EP376</td>
<td>Earthquake Coverage</td>
<td>05/01/18</td>
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<tr>
<td>EP378</td>
<td>Computer Fraud Deductible</td>
<td>05/01/18</td>
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<tr>
<td>X150</td>
<td>Schedule of Applicable Documents</td>
<td>05/01/08</td>
</tr>
</tbody>
</table>
The contribution and limit calculated for your Real and Personal Property Coverages are based on the following schedule. The values shown are the estimated Replacement Cost or Actual Cash Value (RC or ACV) unless otherwise noted and endorsed. Any changes or corrections may require adjustment to the contribution. Improvements and betterments to locations you lease from others are included with the contents value. Your elected Coverage Extension limits are shown on a separate schedule.

<table>
<thead>
<tr>
<th>ID</th>
<th>Address or Site Secondary ID</th>
<th>Year Built</th>
<th>Occupancy Department</th>
<th>Bldg Value Valuation Basis</th>
<th>Contents Value Valuation Basis</th>
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<tr>
<td>1</td>
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<td>1998</td>
<td>Equipment Repair/Shop Maintenance</td>
<td>80,397</td>
<td>30,000</td>
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<tr>
<td>2</td>
<td>1 Ridge Rd</td>
<td>1968</td>
<td>Fire Department w/Communicat Fire</td>
<td>241,297</td>
<td>4,698</td>
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<tr>
<td>3</td>
<td>24 Lee Kitchens Dr</td>
<td>1980</td>
<td>Library</td>
<td>48,449</td>
<td>6,250</td>
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<tr>
<td>4</td>
<td>S Lakeshore Dr</td>
<td>2003</td>
<td>Sewer Treatment Plant Sewer</td>
<td>775,314</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>88 Lee Kitchens Dr</td>
<td>1965</td>
<td>Pump House</td>
<td>41,828</td>
<td>20,625</td>
</tr>
<tr>
<td>6</td>
<td>40 Lee Kitchens Dr</td>
<td>1999</td>
<td>Water</td>
<td>219,227</td>
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</tr>
<tr>
<td>7</td>
<td>S Lakeshore Dr</td>
<td>1998</td>
<td>City Hall</td>
<td>36,153</td>
<td>120,000</td>
</tr>
<tr>
<td>8</td>
<td>80 Lee Kitchens Dr</td>
<td>1965</td>
<td>125k gal Ground Water Tank (1 c)</td>
<td>252,963</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>88 Lee Kitchens Dr</td>
<td>1965</td>
<td>Water</td>
<td>252,963</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>Various</td>
<td>1965</td>
<td>Cyclone Fencing</td>
<td>10,509</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>Buffalo Lake</td>
<td>1998</td>
<td>Pump House w/Pumps &amp; Equipm</td>
<td>78,821</td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>80 Lee Kitchens Dr</td>
<td>2006</td>
<td>Water</td>
<td>100k gal Elevated Water Tank</td>
<td>822,260</td>
</tr>
<tr>
<td>13</td>
<td>24 Lee Kitchens Dr</td>
<td>2009</td>
<td>Fire Department Garage/Storage</td>
<td>91,432</td>
<td>50,000</td>
</tr>
<tr>
<td>14</td>
<td>64 Lee Kitchens Dr</td>
<td>1998</td>
<td>Equipment Shelter (next to ID #1)</td>
<td>946</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>80 Lee Kitchens Dr</td>
<td>1998</td>
<td>Maintenance</td>
<td>7,357</td>
<td>0</td>
</tr>
<tr>
<td>16</td>
<td>80 Lee Kitchens Dr</td>
<td>1998</td>
<td>Maintenance</td>
<td>8,408</td>
<td>0</td>
</tr>
</tbody>
</table>

Coverage: Real & Personal Property

Total Items: 16

2,968,322 331,573
Coverage Extensions Schedule

Member: Ransom Canyon  
Member ID: 0505  
Coverage Period: 10/01/2018 to 10/01/2019 Shown As of 10/01/2018

Elected Coverage Extension limits are shown below. Any changes or corrections may require adjustment to the contribution. Note: Limits for Newly Acquired Property and Pollutant Cleanup and Removal may not be increased above the limits indicated below.

<table>
<thead>
<tr>
<th>Coverage Extension</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuable Papers and Records &amp; EDP Media</td>
<td>$20,000</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$25,000</td>
</tr>
<tr>
<td>Loss of Revenue, Extra Expense and Rental Value</td>
<td>$50,000</td>
</tr>
<tr>
<td>Personal Property of Employees and Officials</td>
<td>$5,000</td>
</tr>
<tr>
<td>Leasehold Interest</td>
<td>$5,000</td>
</tr>
<tr>
<td>Outdoor Trees and Shrubs ($250 per Item)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Newly Acquired Property</td>
<td>$1 Million or the Real &amp; Personal Property Limit, whichever is less</td>
</tr>
<tr>
<td>Pollutant Cleanup and Removal</td>
<td>$20,000 each premises</td>
</tr>
</tbody>
</table>
The contribution calculated for Mobile Equipment is based on the following schedule. Any changes or corrections may require adjustment to the contribution.

Your selected loss valuation basis (Replacement Cost or Actual Cash Value) is indicated on the Declarations of Coverage. The most the Fund will pay for loss to mobile equipment is the value scheduled below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Year</th>
<th>Make/Type</th>
<th>Description Department</th>
<th>Serial Number Secondary ID</th>
<th>Leased Y/N</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2002</td>
<td>John Deere</td>
<td>Model 310G Wheel Loader</td>
<td>10GX908909</td>
<td>N</td>
<td>40,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Backhoe/Loader</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2002</td>
<td>Xpress</td>
<td>Boat w/Trlr &amp; Yamaha Motor</td>
<td>UNKNOWN</td>
<td>N</td>
<td>7,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Boat</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>2008</td>
<td>John Deere</td>
<td>Model 6430 Tractor</td>
<td>430H555775</td>
<td>N</td>
<td>53,613</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tractor</td>
<td>Grounds Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>2009</td>
<td>Caterpillar</td>
<td>Model 247B Loader</td>
<td>MTL06457</td>
<td>N</td>
<td>37,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skid-Steer Loader</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>2012</td>
<td>Pipe Hunter</td>
<td>Sewer Jet (Trailer Mounted)</td>
<td>1T9P71624CP391796</td>
<td>N</td>
<td>42,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sewer Jet</td>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>2018</td>
<td>John Deere</td>
<td>Shredder</td>
<td>9238801.10 MX8</td>
<td>N</td>
<td>6,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shredder</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>2018</td>
<td>X-Mark</td>
<td>Riding Lawn Mower</td>
<td>402151041</td>
<td>N</td>
<td>13,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mower</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coverage: Mobile Equipment
Total Items: 7
Value: 198,613
This endorsement forms a part of the Declarations to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

**COMPREHENSIVE PROPERTY COVERAGE**

Entity Name : Ransom Canyon  
Entity ID : 0505  
Effective Date : 10/1/18

Loss on the items shown below shall be payable to:

Name : Pitney Bowes Credit Corporation  
Address : 27 Waterview Dr  
City, State & ZIP : Shelton, CT 06484-4361

as mortgagee, loss payee or lienholder as their interest may appear at the time of loss.

**Designation of Property**

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall</td>
<td>P700 Postage Meter w/P7M1</td>
<td>$2,290</td>
</tr>
<tr>
<td>Lee Kitchens Dr.</td>
<td>Moistener</td>
<td></td>
</tr>
<tr>
<td>Ransom Canyon, TX 79366</td>
<td>Lease #7743991-001</td>
<td></td>
</tr>
</tbody>
</table>

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

EP390  
05/20/02
This endorsement forms a part of the Declarations to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

MOBILE EQUIPMENT COVERAGE

Member : Ransom Canyon
Member ID : 0505
Effective Date : 10/01/2018

It is agreed that the "Mobile Equipment Coverage Option" is hereby modified by the following:

With respect to mobile equipment on which the Interlocal Agreement Declarations specify Mobile Equipment Coverage, paragraph 6. of Section III. B. of Special Form Property Coverage is amended to read as follows:

6. Aircraft, automobiles, but this exclusion shall not apply to contractor's equipment or mobile equipment (including watercraft), commandeered mobile equipment, or commandeered boats.
This endorsement forms a part of the Declarations to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

**PUBLIC EMPLOYEE DISHONESTY COVERAGE**

<table>
<thead>
<tr>
<th>Member</th>
<th>Ransom Canyon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member ID</td>
<td>0505</td>
</tr>
<tr>
<td>Effective Date</td>
<td>10/01/2018</td>
</tr>
</tbody>
</table>

Crime Coverage Option Section II. Public Employee Dishonesty Coverage is amended as follows:

The following is added as a Covered Cause of Loss:

Failure of any "employee" to faithfully perform his or her duties as prescribed by law, when such failure has as its direct and immediate result a loss of Covered Property, including inability to faithfully perform those duties because of a criminal act committed by a person other than an "employee".
EARTHQUAKE COVERAGE

This endorsement forms a part of the Declarations to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

REAL AND PERSONAL PROPERTY COVERAGE

Member : Ransom Canyon
Member ID : 0505
Effective Date : 10/01/2018

PERILS COVERED:
Coverage is provided for loss caused by Earthquake and Volcanic Action as follows:

Earthquake, including any earth sinking, rising or shifting related to such event including damage resulting from fire or explosion;

Volcanic eruption, explosion, or effusion. Volcanic action means direct loss or damage resulting from the eruption of a volcano when the loss or damage is caused by:

a. airborne volcanic blasts or airborne shock waves;
b. ash, dust, or particle matter; or
c. lava flow.

All volcanic eruptions that occur within any 168 hour period will constitute a single occurrence.

Volcanic action does not include the cost to remove ash, dust or particle matter that does not cause direct physical loss or damage to the described property.

LIMIT OF LIABILITY:
For loss other than fire or glass breakage, the Fund shall not be liable for more than $10,000,000 or the Real & Personal Property Limit, whichever is less, inclusive of Coverage Extensions and Additional Coverages provided under Section III.C. and Section V. of the Special Form Property Coverage, for loss or damage in a single occurrence and in the aggregate for the applicable Fund Year.

For loss arising from fire or glass breakage, the Fund shall not be liable for more than the Real & Personal Property Limit shown on the Declarations.

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

EP375
05/01/18
This endorsement forms a part of the Declarations to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

CRIME COVERAGE
COMPUTER FRAUD

Entity Name : Ransom Canyon
Entity ID : 0505
Effective Date : 10/01/2018

Computer Fraud Section V.C. Deductible is replaced by the following:
The Fund will not pay for loss in any one occurrence unless the amount of loss exceeds the deductible. The deductible shall be the greater of:

10% of the amount of loss within the applicable limit shown in the Agreement Declarations; $1,000; or
The deductible amount shown in the Agreement Declarations.

The Fund will then pay the amount of loss in excess of the deductible amount, up to the limit. In the event more than one deductible amount could apply to the loss, only the highest deductible amount may be applied.
The annual contributions for the options shown below are based on the coverage and schedule information submitted and include increased Coverage Extension limits, if any. Changes to schedules may require recalculation of the contribution.

**REAL AND PERSONAL PROPERTY (Excluding Flood and Earthquake)**

<table>
<thead>
<tr>
<th>Limit:</th>
<th>$3,299,895</th>
<th>Transit Limit:</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage Extensions:</td>
<td>As Scheduled</td>
<td>Windstorm:</td>
<td>Included</td>
</tr>
<tr>
<td>Valuation Basis:</td>
<td>Replacement Cost</td>
<td>Coverage Basis:</td>
<td>Special Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deductible</th>
<th>100</th>
<th>250</th>
<th>500</th>
<th>1,000</th>
<th>2,500</th>
<th>5,000</th>
<th>10,000</th>
<th>25,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution</td>
<td>$16,856</td>
<td>$12,514</td>
<td>$10,985</td>
<td>$9,636</td>
<td>$8,480</td>
<td>$7,709</td>
<td>$7,034</td>
<td>$6,649</td>
</tr>
</tbody>
</table>

**FLOOD AND EARTHQUAKE (Includes Real and Personal Property, Fine Arts and Portable Equipment, as scheduled)**

| Valuation Basis: | Replacement Cost |

<table>
<thead>
<tr>
<th>Deductible</th>
<th>10,000</th>
<th>25,000</th>
<th>50,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution</td>
<td>$1,865</td>
<td>$1,417</td>
<td>$1,322</td>
</tr>
</tbody>
</table>

**MOBILE EQUIPMENT (Including Flood and Earthquake)**

| Total Scheduled Value: | $198,613 |
| Valuation Basis: | Replacement Cost |

<table>
<thead>
<tr>
<th>Deductible</th>
<th>100</th>
<th>250</th>
<th>500</th>
<th>1,000</th>
<th>2,500</th>
<th>5,000</th>
<th>10,000</th>
<th>25,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution</td>
<td>$1,092</td>
<td>$972</td>
<td>$855</td>
<td>$801</td>
<td>$749</td>
<td>$694</td>
<td>$640</td>
<td>$588</td>
</tr>
</tbody>
</table>

*Mobile Equipment Valuation Basis for loss adjustment may be either Replacement Cost or Actual Cash Value, not to exceed the last value reported for the scheduled item.*

**Definitions:**

- **Replacement Cost:** The cost to repair or to replace new for old with like kind and quality, whichever is less. Property not actually repaired or replaced shall be valued at Actual Cash Value. Refer to the Property Coverage Document.

- **Actual Cash Value:** The cost to repair or to replace with like kind and quality less depreciation. Refer to the Property Coverage Document.

- **Scheduled Basis:** The cost to repair or the per item scheduled value, whichever is less.
Crime

The annual contributions for the options shown below are based on the information submitted. Any changes may require recalculation of the contribution.

Public Employee Dishonesty

Coverage Basis: Per Occurrence
Aggregate Limit: $35,000
Deductible: $0
Faithful Performance: Included
Excess Coverage: Not included

Annual Contribution: $145

Forgery or Alteration

Aggregate Limit: $35,000
Deductible: $0

Annual Contribution: $26

Theft Disappearance and Destruction

Aggregate Limit: $35,000
Deductible: $0
Messenger Coverage: Included

Annual Contribution: $100

Computer Fraud

Aggregate Limit: $35,000
Deductible: $1,000

Annual Contribution: $250
Changes to the Liability Coverage Document
Effective October 1, 2018

The Pool's Board of Trustees, acting in their capacity as the "fiduciary" of the risk sharing partnership that is TMLIRP, recently approved three changes to the Liability Coverage Document to be effective for rates beginning October 1, 2018. Each of these changes can be categorized as a "Clarification," that does not change the intent of the coverage. A detailed explanation of all changes approved by the Trustees can be accessed on our website at https://www.tmlirp.org/board-of-trustees/board-meeting-agenda, under Tab 16. Additionally, your Member Services Manager can provide additional explanation on these changes as needed. As is the case each time coverage changes are made, the Board carefully considers the needs of the membership and the preservation of long-term stability and costs; while continuing to provide coverage that is unmatched in the marketplace.

Below is a brief summary of the clarifications to the Liability Coverage Document. The information below is intended to provide a brief overview, please consult your coverage document for actual wording.

1. Exclusion for the Exercise of Zoning for Subdivision Regulatory Powers: Exclusion "W" under Part VIII, Exclusions Applicable to All Coverages, concerns claims or lawsuits based upon the exercise or failure to exercise zoning or subdivision regulatory powers. Language is clarified to state coverage does apply to suits that seek damages.

2. Exclusion for Reckless Indifference: The Pool's Liability Coverage excludes damages arising from the dishonest, fraudulent, criminal or malicious act or omission of any Member or Covered Party (Exclusions Applicable to All Coverage - Paragraph Q). "Punitive Damages" are not explicitly excluded within this paragraph. However, this exclusion is partly intended to exclude these types of damages. Reckless indifference may result in a punitive damages award. Therefore language is added to clarify that the Pool will not pay damages based upon reckless indifference. Please note punitive damages cannot be awarded against a municipality in most instances; but they can be awarded against individual employees or officials. When awarded, punitive damages are intended to "punish" the wrongdoer and set a public example to prevent repetition of the act, in which an insurer may not be allowed to pay such punitive damages as a matter of public policy.

3. Cyber Liability Exclusion: Cyber Liability and Data Breach Response Coverage is currently provided through a separate document. Previously, an endorsement has been attached to the Member's Liability Coverage document excluding cyber coverage. This exclusion is incorporated into the Liability Coverage Document so that an endorsement is no longer necessary.

Texas Municipal League Intergovernmental Risk Pool
www.tmlirp.org  (800) 537-6655

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