

# **ACTION ITEM: #5**

## **Job Descriptions**

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## **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.**

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**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.

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## 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.



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**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.

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**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.

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## **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.

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## **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.
- Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code, and Texas Family Code.
- 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.

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**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.
- Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code, and Texas Family Code.
- 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.

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## **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.
- Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code, and Texas Family Code.
- 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**

**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



Location: Ransom Canyon

Classification	Description	Estimated Payroll	Rate	# of Emp.	Estimated Contribution
7520	Waterworks Operation	167,727	5.69	3	9,544
7580	Sewage Treatment & Collection	58,681	3.56	1	2,089
7720	Police Officers	171,255	4.58	4	7,843
8810	Clerical - Office	185,783	0.45	5	836
8838	Library & Museum - Professionals & Clerical	20,988	0.55	1	115
Subtotals		604,433			20,428

**Volunteers and Elected Officials:**

3724O	Outside Volunteers	No Exposure			Not Covered
7704V	Volunteer Firefighters	4,400	7.63	22	336
7720E	Volunteer Ambulance/EMS	No Exposure			Not Covered
7720V	Police Reserves	3,802	4.92	2	187
8742E	Elected/Apptd Officials-Governing Board Only	3,600	0.39	6	14
8742F	Elected/Apptd Officials-All Boards/Comms	No Exposure			Not Covered
8742I	Inside Volunteers	No Exposure			Not Covered
8888V	Police Reserves-Motorcycle	No Exposure			Not Covered
Subtotals		11,802			537
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



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Total Manual Contribution	20,964
Experience Modifier	0.93
Total Standard Contribution	19,497
Fund Discount (0.20)	0.80
Discounted Standard Contribution	15,598
Deductible Credit	0
Net Contribution	15,598
Total Contribution	15,598

## **VOLUNTEER ENDORSEMENT TO INTERLOCAL AGREEMENT**

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.

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

### LIABILITY DECLARATIONS OF COVERAGE

#### GENERAL LIABILITY

Limits of Liability	: \$	1,000,000	Each Occurrence
Sudden Events Involving Pollution	: \$	1,000,000	Each Occurrence
	: \$	2,000,000	Annual Aggregate
Deductible	: \$	0	Each Occurrence
Annual Contribution	: \$	1,845	Effective : 10-01-18
Billable Contribution	: \$	1,845	Anniversary: 10-01-19

#### LAW ENFORCEMENT LIABILITY

Limits of Liability	: \$	1,000,000	Each Occurrence
	: \$	2,000,000	Annual Aggregate
Deductible	: \$	1,000	Each Occurrence
Annual Contribution	: \$	2,400	Effective : 10-01-18
Billable Contribution	: \$	2,400	Anniversary: 10-01-19

#### ERRORS & OMISSIONS LIABILITY

Limits of Liability	: \$	1,000,000	Each Wrongful Act
	: \$	2,000,000	Annual Aggregate
Deductible	: \$	1,000	Deductible Each Wrongful Act
Annual Contribution	: \$	2,996	Effective : 10-01-18
Billable Contribution	: \$	2,996	Anniversary: 10-01-19

#### TOTAL CONTRIBUTION

Total Billable Contribution : \$	7,241	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.

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 10-01-18 to 10-01-19

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

Texas Municipal League Intergovernmental Risk Pool X150  
 10-09-97

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# Liability Schedule



Member Name : Ransom Canyon  
 Member ID : 505  
 Contract Type / ID : Liability / 20 10-1-18 to 10-1-19  
 Liability Territory : 006  
 Population : 1,200

Class Code	Classification Description	Reported Exposure
<b>Coverage: 20 General Liability 10-01-18 to 10-01-19</b>		
OB101	Operating Budget-Transfers	0
OB102	Operating Budget-Capital Improvements	0
OB103	Operating Budget-Welfare	0
OB104	Operating Budget-Separately Rated Exposures	0
OB105	Operating Budget-Contracted Services	0
OB106	Operating Budget-Other Non-rateable	0
44100P	Municipalities	250,426
SP45522	Lakes-Public Use Rating Basis : Number of lakes	1
40115	Watercraft under 27 feet Rating Basis : Number of watercraft	1
41700	Dams Rating Basis : Total number of acre feet capacity	1,620
48727	Streets & Roads-Existence Hazard Rating Basis : Total number of miles	20
99943	Waterworks Rating Basis : Payroll excluding clerical	167,727
<b>Coverage: 21 Law Enforcement Liability 10-01-18 to 10-01-19</b>		
00010F	Paid Officers-Full-time Armed and/or with Arrest Power Rating Basis : Number armed and/or with arrest Power	3
00010P	Paid Officers-Part-time Armed and/or with Arrest Power Rating Basis : Number armed and/or with arrest Power	1
00013P	Auxiliary Officers-Part-time Armed and/or with Arrest Power Rating Basis : Number armed and/or with arrest Power	2
<b>Coverage: 22 Errors &amp; Omissions Liability 10-01-18 to 10-01-19</b>		
00020	E&O Liability-Other than Housing Authority Rating Basis : Enter 1 to rate	1
<b>Coverage: 25 Cyber Liability and Data Breach Response 10-01-18 to 10-01-19</b>		
25001	Information Security and Privacy Liability Rating Basis :	1
25002	Breach Response Services Rating Basis :	1



## Liability Schedule



Member Name : Ransom Canyon  
Member ID : 505  
Contract Type / ID : Liability / 20 10-1-18 to 10-1-19  
Liability Territory : 006  
Population : 1,200

Class Code	Classification Description	Reported Exposure
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**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.

L102-1: 12-28-11  
R001710  
DDAVIS

Texas Municipal League Intergovernmental Risk Pool  
Automobile Schedule  
As of 10-01-18

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Entity ID . . . . . 505  
Entity Name . . . . . Ransom Canyon  
Contract type / ID : LIAB / 20

10-01-18 to 10-01-19

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/UM 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 Causes of Loss Deductible

Emergency Use: Indicates vehicle is equipped with emergency lighting

ID	Year	Make	Model	Type	VIN	Class	Department	Secondary ID	APD Code	Ded. Code	Auto Cat.	Med Pay UM/UM	Emer. Use	Leased	Ter.
13	2003	Ford	F150 1/2T Pickup		8234 01499		Water		ACV	1,000 -A		25,000			10
14	1996	Chevrolet	C2500 Pickup		8402 01499		Maintenance		No APD			25,000			10
15	1998	Ford	F80 Fire Truck-Tanker		8203 7909		Fire E-One		ACV	1,000 -A		25,000	Yes		10
16	2004	Ford	Explorer Truck-Sport Utility		4722 7909		Fire		ACV	1,000 -A		25,000	Yes		10
18	2006	Ford	F150 1/2T Pickup		9199 01499		Water Utility		ACV	1,000 -A		25,000			10
19	1989	Beck	Unknown Fire Truck		0023 7909		Fire		ACV	1,000 -A		25,000	Yes		10
21	2009	CBT	Unknown Trailer-Dump		5001 68499		Maintenance		ACV	1,000 -A					10
22	2008	Chevrolet	Silverado Pickup		8921 7909		Fire		ACV	1,000 -A		25,000	Yes		10
23	2010	Ford	Explorer Truck-Sport Utility		6715 7912		Police		ACV	1,000 -A		25,000	Yes		10
24	2010	Ford	F550 Fire Truck-Brush		4794 7909		Fire		ACV	1,000 -A		25,000	Yes		10
25	2011	Chevrolet	K1500 Fire Truck		9141 7909		Fire		ACV	1,000 -A		25,000	Yes		10

L102-1: 12-28-11  
R001710  
DDAVIS

Texas Municipal League Intergovernmental Risk Pool  
Automobile Schedule  
As of 10-01-18

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

ID	Year	Make	Model	Type	VIN	Class	Department	Secondary ID	APD Code	Ded. Code	Auto Cat.	Med Pay UM/UM	Emer. Use	Leased	Ter.
26	2012	Chevrolet	Tahoe	Truck-Sport Utility	9741	7912	Police		ACV	1,000 -A		25,000	Yes		10
27	2015	Chevrolet	C1500	Pickup	1666	01499	Operations		ACV	1,000 -A		25,000			10
28	2015	Chevrolet	Tahoe	Truck-Sport Utility	4744	7912	Police		ACV	1,000 -A		25,000	Yes		10
29	2015	Chevrolet	Silverado	Pickup	1201	01499	Operations		ACV	1,000 -A		25,000			10
30	2006	Unknown	Trailer	Travel Trailer	5349	68499	Parks	K-Z TravelTrailer	ACV	1,000 -A					10
32	2015	Jeep	Wrangler	Truck-Sport Utility	6856	7912	Police		No APD			25,000			10
33	2017	Ford	F150 Super Cab	Pickup	3630	01499	Operations		ACV	1,000 -A		25,000			10

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

L1108: 9-11-09  
R001703  
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Texas Municipal League Intergovernmental Risk Pool  
Automobile Contribution Allocation Schedule  
Sorted by Department by VIN

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Entity ID / Name . . : 505 / Ransom Canyon  
Contract Type / ID : LIAB / 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

ID VIN	Make	Class	APD	Comp	Collision	Liability	Med Pay	UM/UIM	Vehicle Total
Department: Fire									
19 0023	Beck	7909							
10 1989	Unknown	Fire Truck	423			358	Included		781
16 4722	Ford	7909							
10 2004	Explorer	Truck-Sport Uti	142			358	Included		500
24 4794	Ford	7909							
10 2010	F550	Fire Truck-Brus	266			358	Included		624
15 8203	Ford	7909							
10 1998	F80	Fire Truck-Tank	252			358	Included		610
22 8921	Chevrolet	7909							
10 2008	Silverado	Pickup	142			358	Included		500
25 9141	Chevrolet	7909							
10 2011	K1500	Fire Truck	147			358	Included		505

Department Totals:	Vehicles	6	1,372	2,148	3,520
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Department: Maintenance					
21 5001	CBT	68499			
10 2009	Unknown	Trailer-Dump	58	46	104
14 8402	Chevrolet	01499			
10 1996	C2500	Pickup		251	251

L108: 9-11-09  
R001703  
DDAVIS

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

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

ID VIN	Make	Model	Class	Type	APD	Comp	Collision	Liability	Med Pay	UM/UM	Vehicle Total
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Department: Maintenance

Department Totals:	Vehicles	2	58	297							355
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Department: Operations

29 1201	Chevrolet		01499	Pickup							
10 2015	Silverado				234			251	Included		485
27 1666	Chevrolet		01499	Pickup							
10 2015	C1500				228			251	Included		479
33 3630	Ford		01499	Pickup							
10 2017	F150 Super Cab				382			251	Included		633

Department Totals:	Vehicles	3	844	753							1,597
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Department: Parks

30 5349	Unknown		68499								
10 2006	Trailer			Travel Trailer	105			46			151

Department Totals:	Vehicles	1	105	46							151
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Department: Police

28 4744	Chevrolet		7912								
10 2015	Tahoe			Truck-Sport Uti	210			449	Included		659
23 6715	Ford		7912								
10 2010	Explorer			Truck-Sport Uti	202			449	Included		651

L108: 9-11-09  
R001703  
DDAVIS

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

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

ID	VIN	Make	Model	Class	Type	APD	Comp	Collision	Liability	Med Pay	UM/UIM	Vehicle Total
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Department: Police

32	6856	Jeep		7912								
10	2015	Wrangler		Truck-Sport Uti					449	Included		449
26	9741	Chevrolet		7912								
10	2012	Tahoe		Truck-Sport Uti		202			449	Included		651

Department Totals:	Vehicles	4	614						1,796			2,410
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Department: Water

13	8234	Ford		01499								
10	2003	F150 1/2T		Pickup		165			251	Included		416

Department Totals:	Vehicles	1	165						251			416
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Department: Water Utility

18	9199	Ford		01499								
10	2006	F150 1/2T		Pickup		188			251	Included		439

Department Totals:	Vehicles	1	188						251			439
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Hired & Non-Owned

									61			61
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Entity Totals:	Vehicles	18	3,346						5,603			8,949
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LESSOR/LIEN HOLDER OF EQUIPMENT

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

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

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

EL215  
1-04-02

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L289: 01-28-02  
RL289 01  
DDAVIS

Texas Municipal League Intergovernmental Risk Pool  
General Liability Limit & Deductible Options

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Entity ID / Name . . . 505 / Ransom Canyon  
Contract Type / ID . . LIAB / 20

10-01-18 to 10-01-19

Coverage Type . . . . General Liability  
Coverage Effective . . 10-01-18 to 10-01-19

Limit Each Occurrence	Deductible per Occurrence									
	0	250	500	1,000	2,500	5,000	10,000	25,000	50,000	100,000
300,000	1,792	1,745	1,697	1,641	1,536	1,421	1,276	1,034	821	590
500,000	1,820	1,773	1,725	1,669	1,564	1,449	1,304	1,062	849	618
1,000,000	1,845	1,798	1,750	1,694	1,589	1,474	1,329	1,087	874	643
2,000,000	1,924	1,877	1,829	1,773	1,668	1,553	1,408	1,166	953	722
3,000,000	1,983	1,936	1,888	1,832	1,727	1,612	1,467	1,225	1,012	781
5,000,000	2,081	2,034	1,986	1,930	1,825	1,710	1,565	1,323	1,110	879
10,000,000	2,240	2,193	2,145	2,089	1,984	1,869	1,724	1,482	1,269	1,038

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.

1290: 1-28-02  
RL290 01  
NDAVIS

Texas Municipal League Intergovernmental Risk Pool  
Law Enforcement Liability Limit & Deductible Options

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

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

Limit Each		Deductible per Occurrence						
Occurrence	1,000	2,500	5,000	10,000	25,000	50,000	100,000	
300,000	2,050	1,935	1,800	1,617	1,302	1,019	717	
500,000	2,248	2,133	1,998	1,815	1,500	1,217	915	
1,000,000	2,400	2,285	2,150	1,967	1,652	1,369	1,067	
2,000,000	2,563	2,448	2,313	2,130	1,815	1,532	1,230	
3,000,000	2,656	2,541	2,406	2,223	1,908	1,625	1,323	
5,000,000	2,819	2,704	2,569	2,386	2,071	1,788	1,486	
10,000,000	3,200	3,085	2,950	2,767	2,452	2,169	1,867	

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.

L291: 1-28-02  
RL291 01  
DDAVIS

Texas Municipal League Intergovernmental Risk Pool  
Errors & Omissions Liability Limit & Deductible Options

Page 1  
9-11-18  
14:26:59

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

Limit Each		Deductible per Occurrence					
10 Occurrence	1,000	2,500	5,000	10,000	25,000	50,000	100,000
300,000	2,896	2,734	2,542	2,285	1,839	1,440	1,013
500,000	2,946	2,784	2,592	2,335	1,889	1,490	1,063
1,000,000	2,996	2,834	2,642	2,385	1,939	1,540	1,113
2,000,000	3,129	2,967	2,775	2,518	2,072	1,673	1,246
3,000,000	3,229	3,067	2,875	2,618	2,172	1,773	1,346
5,000,000	3,395	3,233	3,041	2,784	2,338	1,939	1,512
10,000,000	3,859	3,697	3,505	3,248	2,802	2,403	1,976

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.

L263: 9-05-00

RL263\_\_01

DDAVIS

Texas Municipal League-IRP  
Automobile Liability Limit & Deductible Options

Page 1

9-11-18

14:26:59

Entity ID / Name . . . 505 / Ransom Canyon

Contract Type / ID . . LIAB / 20

10-01-18 to 10-01-19

Coverage Type . . . . . Automobile Liability

Coverage Effective . . 10-01-18 to 10-01-19

Limit Each Occurrence	Deductible per Occurrence					
	0	1,000	2,500	5,000	10,000	25,000
300,000	5,366	4,895	4,565	4,210	3,773	3,047
500,000	5,540	5,069	4,739	4,384	3,947	3,221
1,000,000	5,603	5,132	4,802	4,447	4,010	3,284
2,000,000	5,777	5,306	4,976	4,621	4,184	3,458
3,000,000	5,894	5,423	5,093	4,738	4,301	3,575
5,000,000	6,020	5,549	5,219	4,864	4,427	3,701

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.

L271: 4-04-01  
RL271 01  
DDAVIS

Texas Municipal League-IRP  
Automobile Physical Damage Deductible Options

Page 1  
9-11-18  
14:26:59

Entity ID / Name . . . 505 / Ransom Canyon  
Contract Type / ID . . LIAB / 20 10-01-18 to 10-01-19  
  
Coverage Type . . . . . Automobile Physical Damage  
Coverage Effective . . 10-01-18 to 10-01-19

	Deductible per Vehicle					
	250	500	1,000	2,500	5,000	10,000
Contribution	4,349	3,634	3,346	3,063	2,629	1,913

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 ☐ Animal Mortality  
☒ Mobile Equipment

<i>Real and Personal Property</i>		Effective Date: 10/01/18	Anniversary Date: 10/01/19
Limit:	\$3,299,895	Occurrence Deductible:	\$1,000
Coverage Basis:	Special Form	Flood and Earthquake	
Valuation Basis:	Replacement Cost	Occurrence Deductible:	\$25,000
Transit Limit:	\$1,000,000	<i>A percent deductible may apply, subject to a minimum of the occurrence deductible.</i>	
Coverage Extensions:	As Scheduled		
Fine Arts:	Not Included		
Flood and Earthquake:	\$1,500,000	Annual Contribution:	\$11,052
		Pro Rata Due:	\$11,052
<i>Boiler and Machinery</i>		Effective Date: 10/01/18	Anniversary Date: 10/01/19
Per Accident Limit:	\$100,000	Deductible:	\$1,000
Valuation Basis:	Replacement Cost	Annual Contribution:	Included
		Pro Rata Due:	Included
<i>Mobile Equipment</i>		Effective Date: 10/01/18	Anniversary Date: 10/01/19
Limit:	\$198,613	Deductible:	\$1,000
Reporting Basis:	Scheduled		
Valuation Basis:	Replacement Cost	Annual Contribution:	\$801
		Pro Rata Due:	\$801

**PROPERTY DECLARATIONS OF COVERAGE****2018-2019 Fund Year****Member: Ransom Canyon**

Member ID: 0505

**Crime****Public Employee Dishonesty****Effective Date: 10/01/18****Anniversary Date: 10/01/19**

Aggregate Limit: \$35,000

Deductible: \$0

Coverage Basis: Per Occurrence

Annual Contribution: \$145

Pro Rata Due: \$145

**Forgery or Alteration****Effective Date: 10/01/18****Anniversary Date: 10/01/19**

Aggregate Limit: \$35,000

Deductible: \$0

Coverage Basis: Per Occurrence

Annual Contribution: \$26

Pro Rata Due: \$26

**Theft Disappearance and Destruction****Effective Date: 10/01/18****Anniversary Date: 10/01/19**

Aggregate Limit: \$35,000

Deductible: \$0

Coverage Basis: Per Occurrence

Annual Contribution: \$100

Pro Rata Due: \$100

**Computer Fraud****Effective Date: 10/01/18****Anniversary Date: 10/01/19**

Aggregate Limit: \$35,000

Deductible: \$1,000

Coverage Basis: Per Occurrence

Annual Contribution: \$250

Pro Rata Due: \$250

**Total All Elected Property Coverages:**

Annual Contribution: \$12,374

Pro Rata Due: \$12,374

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

### Cyber Extortion

### First Party Data Protection

### First Party Network Business Interruption

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



## Schedule of Applicable Documents

Member: Ransom Canyon

Member ID: 0505

Coverage Period: 10/01/2018 to 10/01/2019 Shown As of 09/11/2018



ID	Document Name	Revision Date
P300	Property Coverage Document	10/01/18
P301	Property Declarations of Coverage	06/01/18
P200	Real and Personal Property Schedule	04/26/10
P202	Mobile Equipment Schedule	06/01/08
P215	Coverage Extensions Schedule	07/14/08
EP300	Loss Payable Clause - Real & Personal Property	05/20/02
EP306	Mobile Equipment Coverage for Watercraft	05/13/02
EP323	Faithful Performance of Duty	05/20/02
EP376	Earthquake Coverage	05/01/18
EP378	Computer Fraud Deductible	05/01/18
X150	Schedule of Applicable Documents	06/01/08

# Real and Personal Property Schedule

Member: Ransom Canyon

Member ID: 0505

Coverage Period: 10/01/2018 to 10/01/2019 Shown As of 10/01/2018



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.

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

Coverage Extension	Limit
Valuable Papers and Records & EDP Media	\$20,000
Accounts Receivable	\$25,000
Loss of Revenue, Extra Expense and Rental Value	\$50,000
Personal Property of Employees and Officials	\$5,000
Leasehold Interest	\$5,000
Outdoor Trees and Shrubs (\$250 per item)	\$10,000
Newly Acquired Property	\$1 Million or the Real & Personal Property Limit, whichever is less
Pollutant Cleanup and Removal	\$20,000 each premises

# Mobile Equipment Schedule

Member: Ransom Canyon

Member ID: 0505

Coverage Period: 10/01/2018 to 10/01/2019 Shown As of 10/01/2018



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.

ID	Year	Make/Type	Description Department	Serial Number Secondary ID	Leased Y/N	Value
3	2002	John Deere	Model 310G Wheel Loader	10GX908909	N	40,000
		Backhoe/Loader	Unknown			
5	2002	Xpress	Boat w/Trlr & Yamaha Motor	UNKNOWN	N	7,000
		Boat	Unknown			
6	2008	John Deere	Model 6430 Tractor	430H555775	N	53,613
		Tractor	Grounds Maintenance			
12	2009	Caterpillar	Model 247B Loader	MTL06457	N	37,000
		Skid-Steer Loader				
13	2012	Pipe Hunter	Sewer Jet (Trailer Mounted)	1T9P71624CP39179E	N	42,000
		Sewer Jet	Operations			
14	2018	John Deere	Shredder	9238801.10 MX8	N	6,000
		Shredder	Unknown			
15	2018	X-Mark	Riding Lawn Mower	402151041	N	13,000
		Mower	Unknown			
Coverage: Mobile Equipment			Total Items:	7		198,613

## LOSS PAYABLE CLAUSE - REAL & PERSONAL PROPERTY

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

Location	Description	Value
City Hall Lee Kitchens Dr. Ransom Canyon, TX 79366	P700 Postage Meter w/P7M1 Moistener  Lease #7743991-001	\$2,290

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

EP300  
05/20/02

## MOBILE EQUIPMENT COVERAGE FOR WATERCRAFT

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.

## **FAITHFUL PERFORMANCE OF DUTY**

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**

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

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".

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TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

EP323  
05/20/02

## 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

EP376  
05/01/18



## COMPUTER FRAUD DEDUCTIBLE

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.

# PROPERTY SUMMARY AND DEDUCTIBLE OPTIONS

Member: Ransom Canyon

Member ID: 0505

Coverage Period: 10/01/2018 to 10/01/2019



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)

Limit:	\$3,299,895	Transit Limit:	\$1,000,000
Coverage Extensions:	As Scheduled	Windstorm:	Included
Valuation Basis:	Replacement Cost	Coverage Basis:	Special Form

Deductible	100	250	500	1,000	2,500	5,000	10,000	25,000
Contribution	\$16,856	\$12,514	\$10,985	\$9,636	\$8,480	\$7,709	\$7,034	\$6,649

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

Valuation Basis: Replacement Cost

Deductible	10,000	25,000	50,000					
Contribution	\$1,865	\$1,417	\$1,322					

## MOBILE EQUIPMENT (Including Flood and Earthquake)

Total Scheduled Value: \$198,613

Valuation Basis: Replacement Cost

Deductible	100	250	500	1,000	2,500	5,000	10,000	25,000
Contribution	\$1,092	\$972	\$855	\$801	\$749	\$694	\$640	\$588

*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.

# PROPERTY SUMMARY AND DEDUCTIBLE OPTIONS

Member: Ransom Canyon

Member ID: 0505

Coverage Period: 10/01/2018 to 10/01/2019



## 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.