

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
DECEMBER 14, 2020**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 14th of December, 2020 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868 , at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCltlx7BQt0TCIYJRiZ14g5w>

If you have any questions during the meeting please email them to council@navasotatx.gov or text 936-825-5557. Please ensure to provide your full name and home address.

If you prefer to call-in please dial +13462487799 and enter Meeting ID: 709 770 2250 #

To Join Meeting virtually please click link below:

<https://zoom.us/j/7097702250>

1. Call to Order.
2. Invocation
Pledge of Allegiance
3. Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.

4. Staff Report:

- (a) Staff recognition for years of service - Norberto Valedéz;
- (b) Introduction of new artists in Residence at the Horlock House and Executive Director of the Arts Council;
- (c) Library update;
- (d) Update on shop small business give-away;
- (e) Possible cancellation of the December 28, 2020 City Council meeting;
- (f) Board and Commission update; and
- (g) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda.

- 5. Conduct a public hearing for the purpose of receiving public comment and testimony regarding a conditional use permit application submitted by Cole TS Navasota TX LLC for the property located at 9320 Hwy 6 Loop S, Navasota, Grimes County, TX 77868 for the development of a greenhouse, a conditional use under B-2: General Business District, single structures/uses over 50,000 sf*. The property affected is legally described as Mclemore Shopping Center, Lot 1-R, Acres 4.67, (Tractor Supply).
- 6. Consideration and possible action on the first reading of Ordinance No.949-20, approving a conditional use permit application submitted by Cole TS Navasota TX LLC for the property located at 9320 Hwy 6 Loop S, Navasota, Grimes County, TX 77868 for the development of a greenhouse, a conditional use under B-2: General Business District, single structures/uses over 50,000 sf*. The property affected is legally described as Mclemore Shopping Center, Lot 1-R, Acres 4.67, (Tractor Supply).
- 7. Presentation of the 2020 Capital Improvement Project.
- 8. Workshop on Garage and/or Carport requirements for new homes.
- 9. Consideration and possible action on Change Order No. 1 to the Railroad Street Storm Sewer Extension Project, relocating the fire hydrant in front 101 East Washington.
- 10. Consideration and possible action on approving City of Navasota Employee Handbook.

11. Consideration and possible action on Resolution No. 686-20, reducing the collection of Peg(Public, Education & Governmental) Fees for cable television services within the City of Navasota to zero percent.
12. Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

Consent Items are:

A. Consideration and possible action on the minutes for the month of November 2020;

B. Consideration and possible action on the expenditures for the month of November 2020; and

C. Consideration and possible action the second reading of Ordinance No. 948-20, denying the distribution cost recovery factor rate increase of Entergy, Texas, Inc. filed on October 22, 2020.

13. Executive Session: The City Council shall meet in Executive Session as permitted by Section 551.074, Texas Government Code, Personnel Matters, for discussion and deliberation regarding the evaluation and duties of the City Manager.
14. Reconvene in open session.

The time is _____.

15. Adjourn.

DATED THIS THE 10TH OF DECEMBER, 2020

/BS/

BY: BRAD STAFFORD, CITY MANAGER

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 10th of December, 2020 at 08:40 AM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at www.navasotatx.gov.

The City Council reserves the right to convene in Executive Session at any time deemed necessary for the consideration of confidential matters under the Texas Government Code, Sections 551.071-551.084.

DATED THIS THE 10TH OF DECEMBER, 2020

/SMH/

BY: SUSIE M. HOMEYER, CITY SECRETARY

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (936) 825-6475 OR (936) 825-6408 OR BY FAX AT (936) 825-2403.

City Manager's Message
An Executive Summary of Agenda Items and Current Issues

City of Navasota
City Council Meeting
12-14-2020

1. Call to order

2. Invocation and Pledges of Allegiance

3. Remarks of Visitors

Staff is unaware of anyone wishing to address the City Council.

4. Staff Report:

Staff recognition for years of service - Norberto Valadez;

Introduction of new artists in Residence at the Horlock House and Executive Director of the Arts Council – Sheree Boegner is the Executive Director for the Arts Council. We will introduce her to the City Council, and she will then introduce the two new artists at the Horlock House.

Library update – Tiffany Sammon will provide an update on activities at the Library.

Update on shop small business give-away – Rayna Willenbrink will discuss the shop small business give-away.

Possible cancellation of the December 28, 2020 City Council meeting – In previous years we have cancelled the second meeting in December since it is usually a light agenda.

5. Conduct a public hearing for the purpose of receiving public comment and testimony regarding a conditional use permit application submitted by Cole TS Navasota TX LLC for the property located at 9320 Hwy 6 Loop S, Navasota, Grimes County, TX 77868 for the development of a greenhouse, a conditional use under B-2: General Business District, single structures/uses over 50,000 sf*. The property affected is legally described as Mclemore Shopping Center, Lot 1-R, Acres 4.67, (Tractor Supply).

Tractor Supply is requesting the conditional use permit to construct a greenhouse and outbuildings for added services and storage. The Planning & Zoning Commission will meet Thursday December 10th to consider this request.

6. **Consideration and possible action on the first reading of Ordinance No. 949-20, approving a conditional use permit application submitted by Cole TS Navasota TX LLC for the property located at 9320 Hwy 6 Loop S, Navasota, Grimes County, TX 77868 for the development of a greenhouse, a conditional use under B-2: General Business District, single structures/uses over 50,000 sf*. The property affected is legally described as Mclemore Shopping Center, Lot 1-R, Acres 4.67, (Tractor Supply).**

Tractor Supply is requesting the conditional use permit to construct a greenhouse and outbuildings for added services and storage. The Planning & Zoning Commission will meet Thursday December 10th to consider this request.

7. **Presentation of the 2020 Capital Improvement Project.**

Staff and engineers from Bleyl Engineering are working on the 2020 Capital Improvement Project. The funds will be available by next week; therefore, engineering is underway. Photos, and a map showing the areas of work will be presented. Staff is working with engineers on providing regular updates via social media once the project begins moving forward.

8. **Workshop on Garage and/or Carport requirements for new homes.**

The continued interest in developing single-family homes in Navasota brings new questions and thoughts on good development practices and requirements that should be considered. It was requested by a member of the City Council that the City Council have a discussion regarding garages/carports and driveways. This is an opportunity to discuss the thoughts and ideas and provide staff with guidance on an ordinance if that is the desire of the City Council.

9. **Consideration and possible action on Change Order No. 1 to the Railroad Street Storm Sewer Extension Project, relocating the fire hydrant in front 101 East Washington.**

During the process to tie in the replaced main on Railroad Street, it was discovered that the service line to the fire hydrant at 101 E. Railroad was leaking. The leak is on a cast iron main with a lead joint. Replacement of the line would require a considerable amount of sidewalk removal and possible electrical exposure due to the streetlight. Staff, contractors and engineers determined that removal of that fire hydrant and placing a new hydrant across the street at Railroad and Washington was a good solution as we already have the street excavated and the sidewalk and street are scheduled for replacement. The change order amount is \$6,587.46 which keeps the project within budget.

10. Consideration and possible action on approving City of Navasota Employee Handbook.

Staff with Peggy Johnson taking the lead has been working for a couple of years on improving the employee handbook. We ran into several delays that have caused this to be a slow process, however, we feel we are presenting a good improved version for your consideration.

11. Consideration and possible action on Resolution No. 686-20, reducing the collection of PEG(Public, Education & Governmental) Fees for cable television services within the City of Navasota to zero percent.

The City has collected a PEG fee from the cable TV provider for several years. Staff discussed options with Legal Counsel for use of these funds, however, the funds are very restrictive and can only be used for a cable TV channel for local government use. The cost to move forward with a channel has been expensive, and with new technology, staff created a YouTube channel for videos. Staff recommends removing the PEG fee since we have taken a less expensive approach to providing information to citizens.

12. Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

Consent Items are:

- A. Consideration and possible action on the minutes for the month of November 2020;
- B. Consideration and possible action on the expenditures for the month of November 2020; and
- C. Consideration and possible action the second reading of Ordinance No. 948-20, denying the distribution cost recovery factor rate increase of Entergy, Texas, Inc. filed on October 22, 2020.

13. Executive Session: The City Council shall meet in Executive Session as permitted by Section 551.074, Texas Government Code, Personnel Matters, for discussion and deliberation regarding the evaluation and duties of the City Manager.

14. Reconvene in open session.

Calendar of Events

December 12 th	Home for the Holidays/Parade Downtown
December 14 th 7:00 a.m.	Montgomery Co. City Managers meeting Conroe, Texas
December 14 th 6:00 p.m.	City Council Meeting Municipal Building
December 21 st 10:00 a.m. – 2:00 p.m.	Come & Go Reception for Rita Pullen City Hall
December 24 th & 25 th City Offices Closed	Christmas Eve & Christmas Day
December 28 th 6:00 p.m.	City Council Meeting Municipal Building
December 29 th 9:00 a.m.	Tour NISD facilities Meet at CTE Building behind High School
January 1 st City offices closed	New Year's Day
January 8 th 11:00 a.m.	TCMA Region 3 meeting Graham, Texas
January 11 th 6:00 p.m.	City Council Meeting Municipal Building

Respectfully submitted,

Brad Stafford
City Manager



Vision Statement:

*Navasota 2027: What America Wants To Be
“A beautiful, progressive, vibrant, service-oriented,
close-knit community filled with
historical charm and promise for people and business.”*

Mission Statement:

*“To guide Navasota’s growth in a way that maintains
our heritage, culture, and uniqueness while
maximizing our economic and social development.”*



THE CITY OF NAVASOTA COUNCIL LEADERSHIP POLICY

It is the desire of the Navasota City Council to demonstrate responsible leadership by:

- (a) Establishing a 2027 Strategic Growth Map for the City of Navasota.*
- (b) Assuring stable and effective city operations.*
- (c) Developing and adopting policies that will guide the growth of the City of Navasota.*
- (d) Facilitating private/public sector partnerships at the local, regional, state and federal level that will invest in the future of Navasota.*
- (e) Ensuring all Navasota boards, commissions and committees are aligned with the Council's growth policies.*



S.M.A.R.T. GOAL SETTING SYSTEM

Area	Today's Date	Target Date	Date Achieved
City Council Retreat	May 19, 2020	2020 – 2021	

Goal Statement: A descriptive statement of the DESIRED OUTCOME.
(a S.M.A.R.T. Goal is Specific, Measurable, Actionable, Responsible and Time-bound)

The Management Connection, Inc. provided Professional Facilitation to the City of Navasota City Council on May 19th, 2020. This document captures the discussion outcomes and Council's direction to the staff for FY 2020 – 2021.

Retreat Summary

Mayor Bert Miller called the meeting to order at 9:20am. The City Manager reviewed the accomplishments made based on Council's direction at the last Retreat in September 2019. A staff member from each department shared a SWOT Analysis of the department based on current circumstances and highlighted a few key areas they wanted Council think about as they move forward. The Council provided direction on multiple items from the agenda. The direction from the Council is provided below.

City Council Direction for 2020 - 2021

Action Steps (List the specific actions you will take to achieve this goal)	Target Date	Who	Percentage Completion
1. The Council directed the City Manager not to lay off anyone from the workforce due to the current environment. The Council expressed concern that the staff was already shorthanded and operating with a heavy workload. a. The City Manager was asked to explore options on how to strengthen the workforce by adding positions. The City Manager is to conduct a Cost/Benefit Analysis for positions needed.	2020 – 2021	City Staff	
2. The Fire Chief will provide the Council with a monetary amount of what it will take to move part-time staff to full-time staff.	6/19/20	Fire Chief	
3. The City Manager and Fire Chief will consider	2020 –	City Manager,	



The Management Connection, Inc.

PROFESSIONAL FACILITATORS

options for the new Fire Station. a. Look into possible options to finance the new station with low interest rates. b. Look into building a new station with partnerships, i.e. the animal shelter. c. Staffing is the priority for the Fire Department.	2021	Fire Chief	
4. The City Staff gave a comprehensive explanation of the City's Financial Picture. The Council complimented the Staff's ability to manage the City's finances in an efficient and effective manner. The Council also acknowledged that their perspective of the finances had changed from possibly being in trouble to having a good handle on them.	2020 – 2021	City Staff	
5. The Council agreed on the criteria in which the City's Reserve funds may be used: a. The funds should be left untouched unless they are absolutely needed. b. The funds should be used as leverage for other things during this time. c. Per the Financial Policy, the Reserve funds may be used in one or a combination of the following ways: i. Emergencies; ii. One-time expenditures that do not increase reoccurring operating costs iii. Major capital purchases iv. Start-up expenditures for new programs undertaken at mid-year, provided such action is considered in the context of multiyear projections or program revenues and expenditures	2020 – 2021	City Staff	
6. The City Staff will consider opportunities to capitalize on the low interest rates and use them to the City's advantage. The Staff will present these opportunities to Council.	2020 – 2021	City Staff	
7. The City Staff gave a detailed update on the	2020 –	City Staff	



The Management Connection, Inc.

PROFESSIONAL FACILITATORS

Appraisal District. This gave the Council a clear picture of what to expect.	2021		
8. The Mayor and City Manager will create a Legislative Agenda and present it to the Council.	2020 – 2021	Mayor, City Manager	
9. The Council directed the City Manager to continue the Downtown Plan as he explained it. The City Manager is to leverage private/public partnerships in completing the project. a. The Downtown Plan addressed the streetscapes, traffic patterns, quiet zone, cross walk, building construction and financial resources.	2020 – 2021	City Staff	
10. The Council discussed the pros and cons of being part of the BCS MSA. The Council and Staff did not identify any real benefit of being part of the MSA. In fact, there was more agreement as to why the City should not be part of the MSA. The Council decided to continue to monitor the MSA.	2020 – 2021	City Staff	
11. The City Staff will continue to strengthen partnerships with other entities.	2020 – 2021	City Staff	
12. The City Manager will lead the staff in incorporating their Department SWOT Analysis into an Action Plan for 2020 – 2021.	2020 – 2021	City Staff	

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 4. **AGENDA DATE:** December 14, 2020

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Staff Report:

- (a) Staff recognition for years of service - Norberto Valediez;
- (b) Introduction of new artists in Residence at the Horlock House and Executive Director of the Arts Council;
- (c) Library update;
- (d) Update on shop small business give-away;
- (e) Possible cancellation of the December 28, 2020 City Council meeting;
- (f) Board and Commission update; and
- (g) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda.

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

1. Years of Service - Norbert Valadez

CITY OF NAVASOTA

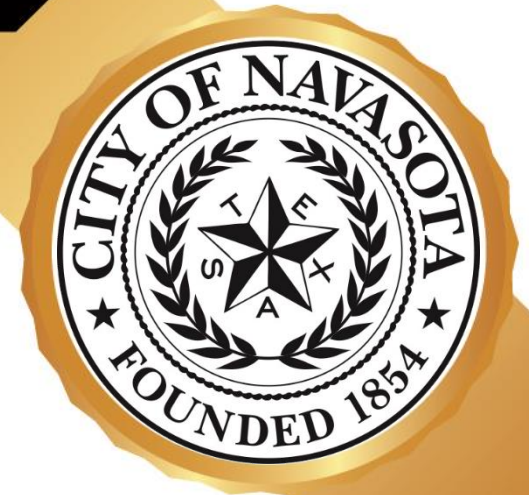
CERTIFICATE OF APPRECIATION

FIFTEEN YEARS OF DEDICATED SERVICE

Norbert Valadez

PRESENTED BY THE CITY OF NAVASOTA
NOVEMBER 9TH, 2020

BRAD STAFFORD, CITY MANAGER



CITY OF NAVASOTA CITY COUNCIL AGENDA

AGENDA ITEM NO.: 5.

AGENDA DATE: December 14, 2020

PREPARED BY: Lupe Diosdado, Community Development Director

APPROVED BY: BS

ITEM: Conduct a public hearing for the purpose of receiving public comment and testimony regarding a conditional use permit application submitted by Cole TS Navasota TX LLC for the property located at 9320 Hwy 6 Loop S, Navasota, Grimes County, TX 77868 for the development of a greenhouse, a conditional use under B-2: General Business District, single structures/uses over 50,000 sf*. The property affected is legally described as Mclemore Shopping Center, Lot 1-R, Acres 4.67, (Tractor Supply).

ITEM BACKGROUND:

Tractor Supply is planning an expansion of services to its current facility. The proposed improvements includes a drive-thru lane and greenhouse. per B-2 Zoning District a Conditional Use Permit is required to allow for the development of a greenhouse. A site plan and building elevations are attached for your review and consideration.

Public hearing opened at _____ p.m.

Public hearing opened at _____ p.m.

BUDGETARY AND FINANCIAL SUMMARY:

none

STAFF RECOMMENDATION:

Staff recommends conducting a public hearing for the purpose of receiving public comment and testimony regarding a conditional use permit application submitted by Cole TS Navasota TX LLC for the property located at 9320 Hwy 6 Loop S, Navasota, Grimes County, TX 77868 for the development of a greenhouse, a conditional use under B-2: General Business District, single structures/uses over 50,000 sf*. The property affected is legally described as Mclemore Shopping Center, Lot 1-R, Acres 4.67, (Tractor Supply).

ATTACHMENTS:

1. Staff Report
2. Sample Photos



City of Navasota Planning & Zoning Commission Staff Report

Date: November 24, 2020

To: Planning & Zoning Commission, City Council

From: Lupe Diosdado, Community Development Director

Agenda Item: Tractor Supply, Greenhouse – Conditional Use Permit

PROPERTY INFORMATION:

PID: R69604

LEGAL DESCRIPTION: MCLEMORE SHOPPING CENTER, Lot 1-R, ACRES 4.67, (TRACTOR SUPPLY)

OWNER: COLE TS NAVASOTA TX LLC- C/O SPIRIT REALTY CAPITAL

ADDRESS: 9320 HWY6 LOOP S, NAVASOTA, TX 77868

ZONING: B-2

REQUEST:

Conduct a public hearing for the purpose of receiving public comment and testimony regarding a conditional use permit application submitted by Cole TS Navasota TX LLC for the property located at 9320 Hwy 6 Loop S, Navasota, Grimes County, TX 77868 for the development of a greenhouse, a conditional use under B-2: General Business District, single structures/uses over 50,000 sf*. The property affected is legally described as Mclemore Shopping Center, Lot 1-R, Acres 4.67, (Tractor Supply).

SUMMARY:

COLE TS NAVASOTA TX LLC submitted a conditional use permit application to allow for the development of a greenhouse at the property located at 9320 HWY6 LOOP S, NAVASOTA, TX 77868. The affected property is located within the B-2 zoning district where greenhouses are listed as a conditional use. Therefore, a conditional use permit must be granted by City Council.

Helpful Links:

[B-2: Zoning District](#)

Information regarding **Conditional Use Permits:**

Use Permit review allows for the City Council, upon recommendations from the Planning and Zoning Commission, the discretionary approval of uses with unique or widely-varying operating characteristics or unusual site development features, subject to the terms and conditions set forth in this Ordinance. Conditional uses are generally compatible with those uses permitted by right in a zoning district, but require individual review of their location, design, configuration, density and intensity. Such permits are assigned to the property and will continue to be valid with sale or other transfer of the property.

Following the issuance of a Use Permit, the Building Official shall ensure that, if the development is undertaken, it is completed in compliance with said permit. However, if a Use Permit has not been used within six (6) months after the date granted, the permit is automatically cancelled.

The Planning and Zoning Commission and/or the City Council may impose additional reasonable restrictions or conditions to carry out the spirit of intent of this Ordinance and to mitigate adverse effects of the proposed use. These requirements may include, but are not limited to, increased open space, loading and parking requirements, suitable landscaping, and additional improvements such as curbing and sidewalks.

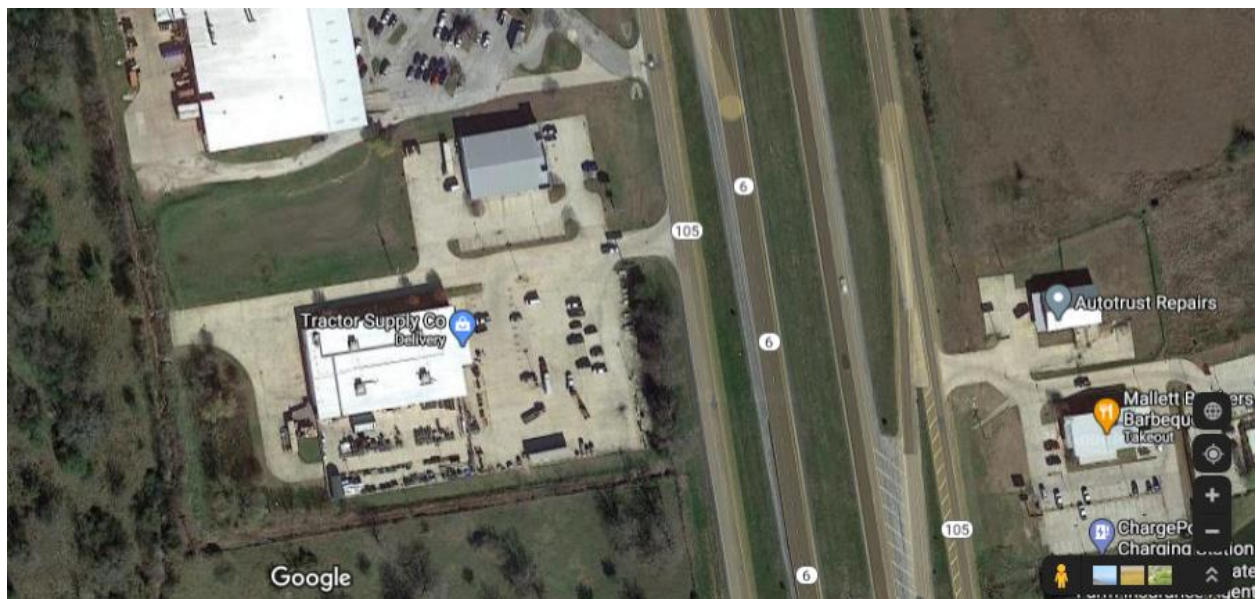
On **December 10, 2020** P&Z will hold a public hearing and recommend approval or disapproval of the conditional use permit as presented.

Site Plan and Building Elevations are attached-

STAFF RECOMMENDATION:

Staff recommends holding a public hearing and acting on the proposed conditional use permit.

AERIAL / STREET VIEW:





City of Navasota, TX
Planning & Development
200 E. Alpine Street
Navasota, TX 77868

RE: Tractor Supply Co.
#1130 Navasota, TX
Side Lot Project

November 18, 2020

Dear Daphne,

In lieu of physical material samples, we have included in the following document photos of other locations where we have built the proposed Greenhouse and Feed Storage buildings. The roof and sides of the greenhouse building are clad in polycarbonate panels. The feed storage building roof and sides are clad in prefinished metal siding.













**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: **6.**

AGENDA DATE: December 14,
2020

PREPARED BY: Lupe Diosdado, Community Development
 Director

APPROVED BY: BS

ITEM: Consideration and possible action on the first reading of Ordinance No.949-20, approving a conditional use permit application submitted by Cole TS Navasota TX LLC for the property located at 9320 Hwy 6 Loop S, Navasota, Grimes County, TX 77868 for the development of a greenhouse, a conditional use under B-2: General Business District, single structures/uses over 50,000 sf*. The property affected is legally described as Mclemore Shopping Center, Lot 1-R, Acres 4.67, (Tractor Supply).

ITEM BACKGROUND:

Tractor Supply is planning an expansion of services to its current facility. The proposed improvements includes a drive-thru lane and greenhouse. per B-2 Zoning District a Conditional Use Permit is required to allow for the development of a greenhouse. A site plan and building elevations are attached for your review and consideration.

BUDGETARY AND FINANCIAL SUMMARY:

none

STAFF RECOMMENDATION:

Staff recommends approval of Ordinance No.949-20, approval of a conditional use permit application submitted by Cole TS Navasota TX LLC for the property located at 9320 Hwy 6 Loop S, Navasota, Grimes County, TX 77868 for the development of a greenhouse, a conditional use under B-2: General Business District, single structures/uses over 50,000 sf*. The property affected is legally described as Mclemore Shopping Center, Lot 1-R, Acres 4.67, (Tractor Supply).

ATTACHMENTS:

1. Ordinance No. 949-20
2. Exhibit "A" Site Plan

ORDINANCE NO. 949-20

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS, AMENDING THE OFFICIAL ZONING MAP GRANTING A CONDITIONAL USE PERMIT FOR THE 4.67 ACRE TRACT LOCATED AT 9320 HWY6 LOOP S, NAVASOTA, TX 77868 LEGALLY DESCRIBED AS (MCLEMORE SHOPPING CENTER, LOT 1-R, (TRACTOR SUPPLY)); PROVIDING FOR CONDITIONS RELATED TO THE CONDITIONAL USE PERMIT

BE IT ORDAINED BY THE CITY OF NAVASOTA, THE OFFICIAL ZONING MAP BE AMENDED IN THE FOLLOWING MANNER:

SECTION 1. That Official Zoning Map of the City of Navasota, Texas, is hereby amended to grant a CONDITIONAL USE PERMIT to COLE TS NAVASOTA TX LLC. for development of a greenhouse on the 4.67 Acre tract located at 9320 Hwy 6 Loop S, Navasota, TX 77868 legally described as (MCLEMORE SHOPPING CENTER, LOT 1-R, (TRACTOR SUPPLY)), (hereinafter "Property") in accordance with the City of Navasota adopted Building Codes, Zoning Ordinance, and other applicable ordinances and regulations. This Property is located in the B-2 General Business District, single structures/uses over 50,000 sf* and requires the approval of a Conditional Use Permit for development of a greenhouse use.

SECTION 2. The development of the Property shall be in accordance with the following special conditions, restrictions and regulations:

- a) The development shall be in conformance with the Site Plan, attached hereto as Exhibit "A"
- b) The property and its use shall comply with all ordinances and codes of the City of Navasota;

SECTION 3. Upon holding a properly notified public hearing, the City Council may amend, change, or rescind the Conditional Use Permit granted by this Ordinance if:

- a) There is a violation and conviction of any of the provisions of this Ordinance, or any ordinance of the City of Navasota, that occurs on the Property;
- b) There is a violation of any provision of the terms and conditions of the Conditional Use Permit granted by this Ordinance; or
- c) As otherwise permitted by law and/or Navasota's Zoning Ordinance, as it exists or may be amended.

SECTION 4. This Ordinance shall take effect as provided by the Charter of the City of Navasota, Texas and applicable law.

PASSED AND APPROVED ON FIRST READING THIS THE 14TH DAY OF DECEMBER, 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED ON SECOND READING THIS THE 11TH DAY OF JANUARY, 2021.

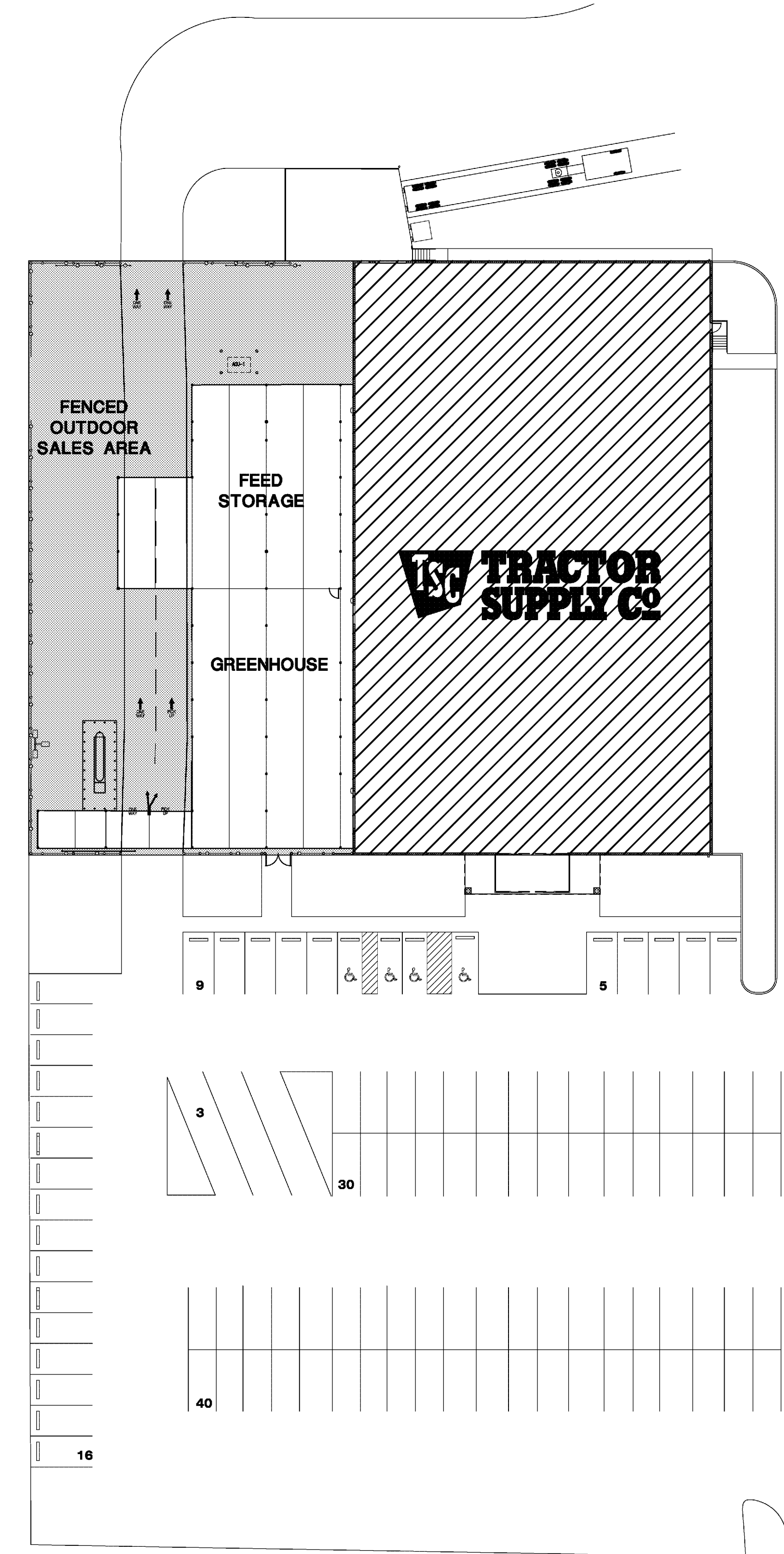
BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

Exhibit "A"

Property Owner:	Cole TS Navasota TX LLC
Property ID:	R69604
Map Number:	68 N22
Lot Size:	4.67 acres
Zoning:	B2
Use:	Retail / Mercantile
Building Area Ex.:	22,532 sq. ft.
Building Area New:	7,453 sq. ft.



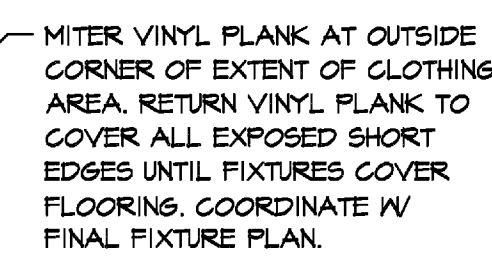
SITE PLAN
1" = 30'

Design and construction documents are instruments of service and shall remain the property of Onyx Creative. The use of this design and these construction documents for purposes other than the specific project named herein is strictly prohibited without expressed written consent of Onyx Creative.

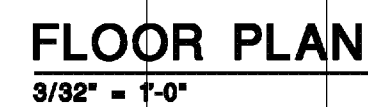


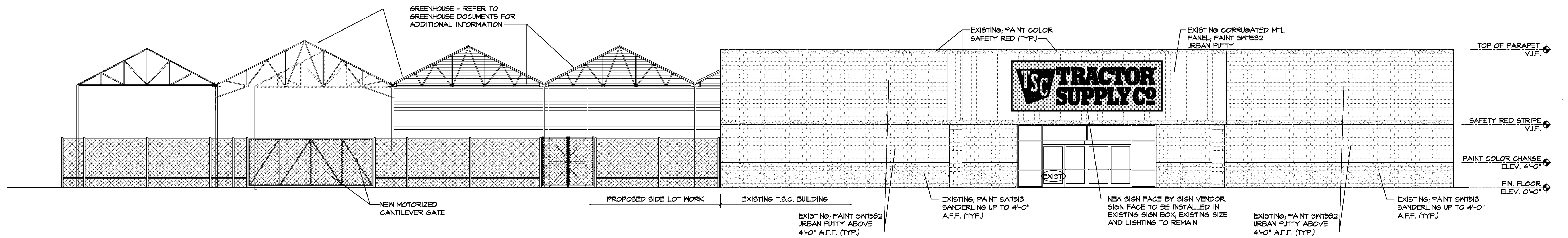
SIDE LOT PROJECT
STORE #1130
9320 N HWY 6 LOOP
NAVASOTA, TX 77868

Project No:	17978
Drawn By:	
Date	Issue
11-09-20	END PERMIT

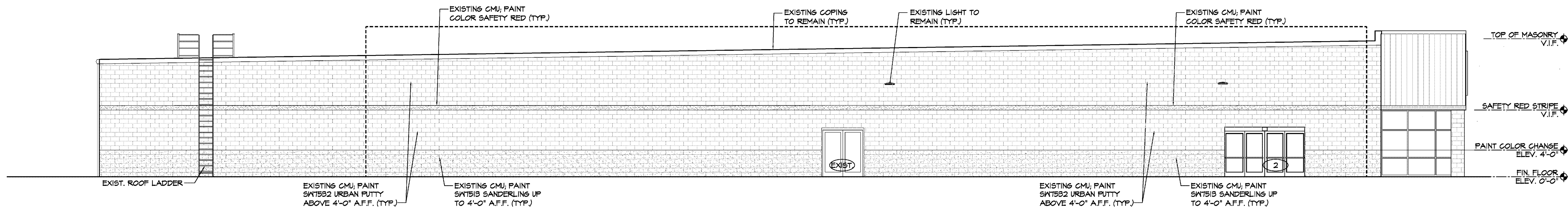


N.T.S

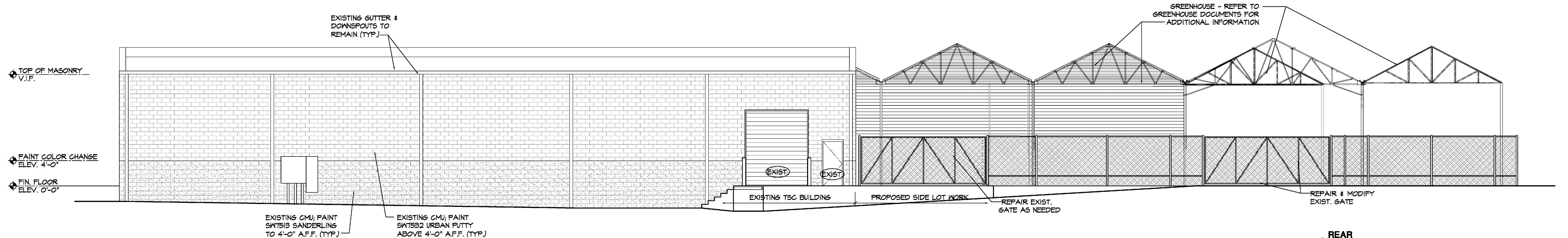




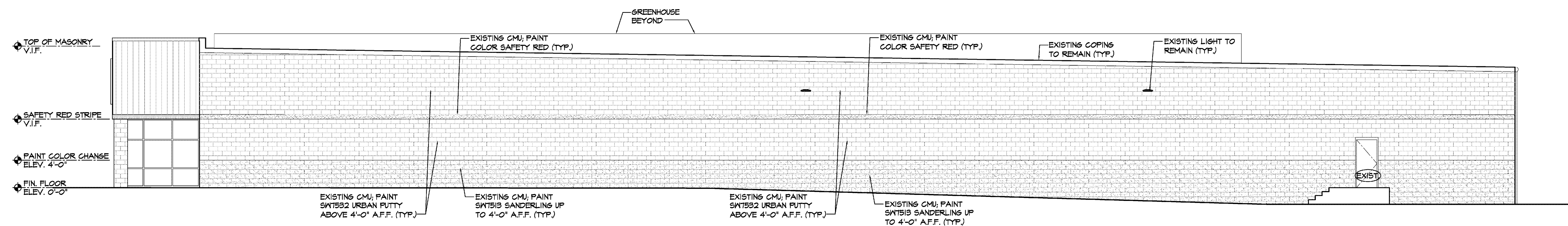
1 FRONT EXTERIOR ELEVATION
1/8" = 1'-0"



2 GREENHOUSE SIDE EXTERIOR ELEVATION
1/8" = 1'-0"



3 REAR EXTERIOR ELEVATION
1/8" = 1'-0"



4 SIDE EXTERIOR ELEVATION
1/8" = 1'-0"

CITY OF NAVASOTA CITY COUNCIL AGENDA

AGENDA ITEM NO.: 7. **AGENDA DATE:** December 14, 2020

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Presentation of the 2020 Capital Improvement Project.

ITEM BACKGROUND:

Staff and Bleyl Engineering are working on the 2020 Capital Improvement Project. Engineers will present information regarding the project, such as photos, areas planned for work and other information.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: **8.**

AGENDA DATE: December 14,
2020

PREPARED BY: Lupe Diosdado, Community Development
 Director

APPROVED BY: BS

ITEM: Workshop on Garage and/or Carport requirements for new homes.

ITEM BACKGROUND:

With an increase of new residential homes constructed over the last 3 years city staff was asked to bring this item to City Council for consideration. The proposed zoning ordinance amendment would require new single dwelling units constructed inside the City limits to construct an attached or detached 2 vehicle garage/carport. With an exception for duplexes, 3, 4, 5 or more multifamily dwellings.

Variance requests from the proposed regulations will be heard by the Zoning Board of Adjustment.

BUDGETARY AND FINANCIAL SUMMARY:

none

STAFF RECOMMENDATION:

Staff recommends holding a workshop discussion relating to Garage and or Carport requirements for new homes.

ATTACHMENTS:

1. Draft Ordinance
2. Sample Garages
3. Sample Carports

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS, AMENDING CHAPTER 14 ZONING, EXHIBIT A ZONING ORDINANCE, ARTICLE II DISTRICTS, DISTRICT BOUNDARIES, OFFICIAL ZONING MAP, NEW USES, AND COMPLIANCE, 2.5 COMPLIANCE REQUIRED, OF THE CODE OF ORDINANCES OF THE CITY OF NAVASOTA, TEXAS; PROVIDING FOR A SEVERABILITY AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; AND FINDING PROPER NOTICE OF MEETING.

WHEREAS, the City of Navasota ("City") is a Texas home-rule municipality; and

WHEREAS, pursuant to Texas Local Government Code, Section 51.001, the City has the authority to adopt ordinances and regulations for the good government, peace and order of the City; and

WHEREAS, as a home-rule municipality, Texas Local Government Code, Section 51.072 confirms that the City has the full power of local self-government; and

WHEREAS, the City Zoning Ordinance ("Zoning Ordinance") includes provisions regulating residential dwelling unit development requirements; and

WHEREAS, all notification and public hearing requirements have been satisfied in accordance with state law and the City's Code of Ordinances; and

WHEREAS, the City desires to adopt single dwelling unit garage and carport requirements in the Zoning Ordinance; and

WHEREAS, the City Council finds and determines that it is in the best interest of the City to adopt the regulations as set forth herein;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Navasota, Texas that:

SECTION 1. FINDINGS INCORPORATED

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 1. Chapter 14 Zoning, Article II Districts, District Boundaries, Official Zoning Map, New Uses, and Compliance, 2.5 Compliance Required, is hereby amended by adding Subsection G. to read as follows:

G. Notwithstanding any other section of this Chapter or regulation of the City, any new single dwelling unit constructed within the city limits after [insert effective date of Ordinance] is required to have, at a minimum, one of the following:

1. A two (2) vehicle attached or detached garage; or
2. A two (2) vehicle attached or detached covered carport with a lockable storage area, which shall have a minimum enclosed area of eighty (80) square feet.

Such garage or carport shall be permanently affixed to the land.

Exceptions: Two (Duplexes), three, four, five or more multiple Dwelling Unit (DUs). (Multi-family dwelling units)

SECTION 2. CUMULATIVE EFFECT

This Ordinance shall be cumulative of all laws of the State of Texas and the United States governing the subject matter of this Ordinance, now existing or as hereafter amended.

SECTION 3. SEVERABILITY CLAUSE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

SECTION 4. REPEALER CLAUSE

Any provision of any prior ordinance of the City whether codified or uncoded, which are in conflict with any provision of this Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncoded, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE

This Ordinance shall become effective from and after its passage, approval and adoption on second reading, and its publication as may be required by law.

SECTION 6. NOTICE OF MEETING

Notice of the time and place, where and when said Ordinance would be considered by the City Council at a public meeting was given in accordance with applicable law, prior to the time designated for meeting.

PASSED ON FIRST READING ON THIS __ DAY OF ___, 2020.

HON. BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED ON SECOND READING THIS THE __ DAY OF ___, 2020.

HON. BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

Sample Detached garages



Sample Detached Carports with lockable storage



**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: **9.**

AGENDA DATE: December 14,
2020

PREPARED BY: Jennifer Reyna, Utility Administrative
 Assistant

APPROVED BY: BS

ITEM: Consideration and possible action on Change Order No. 1 to the Railroad Street Storm Sewer Extension Project, relocating the fire hydrant in front 101 East Washington.

ITEM BACKGROUND:

The hydrant is currently located at 101 East Washington and has several leaks and the line for the hydrant is under the new lighting and turn towards the west, making it impossible to repair without major reconstruction to the new sidewalk. The engineer, contractor, and city staff recommends relocating the hydrant to 102 East Washington, where the concrete has not yet been poured.

BUDGETARY AND FINANCIAL SUMMARY:

Original Contract Amount: \$1,799,053

Change Order No. 1: \$6,587.46

New Contract Amount: 1,805,640.46

STAFF RECOMMENDATION:

Staff recommends approval of Change Order No. 1 on the Railroad Street Storm Extention Project in the amount of \$6,587.46

ATTACHMENTS:

1. Change Order No. 1 Railroad Street Storm Extension

Larry Young Paving Inc.

Change Request Summary

CR # _____
CO Version 3

Job	City, ST	General Contractor	Trade	Subcontractor	Date
RAIL ROAD ST	NAVASOTA, TEXAS	Larry Young Paving Inc	Civil Construction		11/30/2020

Scope of Work Description:

This change order is for the installation of a Fire Hydrant Assembly, Plug Existing "T" and Removal of Old Hydrant.

Scope of Work Description	Materials					Units		Labor	Equipment					Total Cost
	Item Description	UOM	Qty	Cost Per Unit	Total	per MH	MHRS	Rate	Total	Eq. Type	# Hrs.	Rate	Total	
Waterline			-	\$ -	\$ -									\$ -
ITEM # 4	FIRE HYDRANT ASSEM.	EA	1.0	\$ 4,895.00	\$ 4,895.00									\$ 4,895.00
ITEM # 5	PLUG "T" & REMOVE OLD HYDRANT	LS	1.0	\$ 650.00	\$ 650.00									\$ 650.00
			-	\$ -	\$ -									\$ -
			-	\$ -	\$ -									\$ -
			-	\$ -	\$ -									\$ -
					\$ -									\$ -
Bond Cost													8.00%	\$ 443.60
Subtotals					\$ 5,545.00		0.0		\$ -		0.0			\$ 5,988.60
														\$ -
										Contractor OHP			10.00%	\$ 598.86
Grand Total					\$ 5,545.00				\$ -		0.0		\$ 0.10	\$ 6,587.46

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 10.

AGENDA DATE: December 14,
2020

PREPARED BY: Peggy Johnson, Human Resource Director

APPROVED BY: BS

ITEM: Consideration and possible action on approving City of Navasota Employee Handbook.

ITEM BACKGROUND:

The last time the Employee Handbook was updated was January 9, 2012. Necessary updates/changes were made to bring the Employee Handbook in compliance with current Laws.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommend approval of the City of Navasota Employee Handbook.

ATTACHMENTS:

1. Employee Handbook



Employee Handbook

TABLE OF CONTENTS

WELCOME TO THE CITY OF NAVASOTA	1
OPEN DOOR POLICY	7
SECTION 1 – MISSION AND VISION STATEMENT	8
MISSION STATEMENT:	8
METHODS OF RECRUITMENT AND SELECTION	10
PUBLIC POSITION ANNOUNCEMENTS	11
QUALIFICATIONS	11
EMPLOYMENT SELECTION	11
ORIENTATION	11
INTRODUCTORY PERIOD.....	12
IMMIGRATION AND NATURALIZATION	12
EMPLOYMENT OF RELATIVES (NEPOTISM)	12
NEPOTISM CHART	13
AFFINITY KINSHIP.....	14
CONFIRMATION OF PREVIOUS EMPLOYMENT.....	14
PRIOR SERVICE WITH THE CITY.....	14
COMPLIANCE INFORMATION.....	14
BACKGROUND CHECKS.....	15
DRUG TESTING.....	15
EMPLOYMENT AT WILL	16
EQUAL EMPLOYMENT OPPORTUNITY POLICY	16
AFFIRMATIVE ACTION.....	16
DIVERSITY STATEMENT.....	16
AMERICANS WITH DISABILITIES ACT AMENDMENT ACT (ADAAA)	17
GENETIC INFORMATION NONDISCRIMINATION ACT	17
CATEGORIES OF EMPLOYEES	17
ASSIGNED STAFF	18
NON-EXEMPT UNDER THE FEDERAL WAGE AND HOUR LAW	18
EXEMPT UNDER THE FEDERAL WAGE AND HOUR LAW	18

PAYROLL INFORMATION	19
CONTINUOUS SERVICE DATE	19
EMPLOYEE INFORMATION	19
PERSONNEL FILES.....	19
YOUR MEDICAL RECORDS FILE	21
SECTION 2 - WORKING HOURS AND PAY	22
WORKING HOURS.....	22
SCHEDULE ADJUSTMENTS	22
NUMBER OF HOURS WORKED	22
REGULAR HOURLY RATE – POLICE AND FIRE	23
COMPENSATORY TIME	23
MEAL AND REST PERIODS	24
OVERTIME.....	24
“ON-CALL" OR "STANDBY" TIME	25
ERROR IN PAY	25
GARNISHMENT OF EMPLOYEE WAGES	25
EXEMPT EMPLOYEE PAYROLL DEDUCTIONS	25
AUTHORIZED CHECK PICKUP	26
PAY ON SEPARATION FROM EMPLOYMENT	26
ATTENDANCE.....	26
FAMILY EMERGENCY	27
SEVERE WEATHER CONDITIONS.....	27
PERFORMANCE EVALUATIONS.....	27
GROWTH AND DEVELOPMENT.....	28
REQUESTED ATTENDANCE AT SEMINARS AND CONFERENCES	28
PROFESSIONAL MEMBERSHIP AND SEMINARS	28
TRAVEL TIME	28
SECTION 3 - BENEFITS.....	31
MEDICAL, DENTAL, AND LIFE INSURANCE.....	31
HIPAA	32
COBRA.....	32

SOCIAL SECURITY.....	32
RETIREMENT	33
WORKERS COMPENSATION	33
UNEMPLOYMENT INSURANCE	34
LEAVE TIME.....	34
VACATION LEAVE.....	35
VACATION LEAVE ACCRUAL RATES	36
COMPENSATORY LEAVE.....	37
ACCRUAL AND USE OF SICK LEAVE	38
VERIFICATION.....	39
ACCUMULATION OF SICK LEAVE.....	39
EXHAUSTION OF SICK LEAVE.....	39
ILLNESS WHILE ON VACATION LEAVE	39
CANCELLATION UPON TERMINATION	39
EMERGENCY LEAVE.....	39
ADMINISTRATIVE LEAVE	40
INJURY LEAVE	40
MILITARY LEAVE.....	40
JURY DUTY/ CITIZENSHIP LEAVE	41
VOTING	41
FUNERAL (BEREAVEMENT) LEAVE.....	41
FAMILY AND MEDICAL LEAVE (FMLA).....	42
HOLIDAYS	48
SECTION 4 - WORK POLICIES AND REGULATIONS	52
CARE OF EQUIPMENT AND FACILITIES.....	52
PERSONAL APPEARANCE/CLOTHING	52
SMOKING/ TOBACCO PRODUCTS.....	54
PERSONAL BELONGINGS	54
NURSING MOTHERS POLICY	54
ANTI-VIOLENCE AND CONCEALED HANDGUNS.....	55
SAFETY EQUIPMENT	56

CITY TOOLS AND EQUIPMENT.....	56
SOCIAL NETWORKING POLICY.....	57
SOLICITATION AND/OR DISTRIBUTION.....	62
SECURITY	62
BULLETIN BOARD	63
OUTSIDE EMPLOYMENT.....	63
CHANGES OF ADDRESS OR CHANGES OF TELEPHONE STATUS.....	63
USING THE TELEPHONE	63
CELL PHONES AND MOBILE TECHNOLOGY	64
DRUG & ALCOHOL USAGE (SUBSTANCE ABUSE).....	64
SEXUAL HARASSMENT.....	65
RECORDS	67
NEWS RELEASES	67
PRESS CONFERENCES	68
CONFLICT OF INTEREST	69
CONFIDENTIALITY.....	69
BRIBES, KICK-BACKS AND OTHER ILLEGAL PAYMENTS	70
PATENTS AND COPYRIGHTS	70
GIFTS	70
USE OF CITY NAME.....	70
USE OF CITY ASSETS	70
USE OF CITY INFORMATION.....	71
OUTSIDE ACTIVITIES	71
SECTION 5 - PROGRESSIVE DISCIPLINE AND SEPARATION	72
PROGRESSIVE DISCIPLINE.....	72
VOLUNTARY RESIGNATION.....	73
EXIT INTERVIEW	73
RETURN OF CITY PROPERTY.....	73
PAY AT TIME OF SEPARATION FROM EMPLOYMENT.....	74
SECTION 6 - CITY WORK RULES	75
SECTION 7 - HEALTH AND SAFETY.....	77

ON-THE-JOB INJURIES	77
MEDICAL ATTENTION.....	77
INSURANCE.....	78
STATUTORY BENEFITS	78
INITIATION OF INJURY LEAVE	78
COMPENSATION	78
USE OF SICK LEAVE.....	79
TERMINATION OF INJURY LEAVE	79
CONTINUATION OF GROUP AND/OR DEPENDENTS' MEDICAL INSURANCE.....	79
EXCLUSION.....	79
REPORTING REQUIREMENTS	80
RETURN TO WORK.....	80
TEMPORARY LIGHT DUTY STATUS.....	80
INACTIVE STATUS.....	80
TOTAL DISABILITY/RETIREMENT.....	81
REASONS FOR TERMINATION OF EMPLOYMENT DURING INJURY LEAVE	81
FINAL RELEASE OR SETTLEMENT	81
GENERAL SAFETY RULES	82
CITY RESPONSIBILITY	84
REPORTING INJURIES AND ACCIDENTS.....	84
FORMS	
• Deer Oaks EAP Services (2 pages)	
• Driver Restriction Notification (1 page)	

Welcome to the City of Navasota

We hope your experience with the City of Navasota and your Department is both fulfilling and rewarding. As City of Navasota employees, we welcome an opportunity to serve residents and visitors of this City, those working, or conducting business in Navasota; as well as staff of other City departments, offices, and agencies.

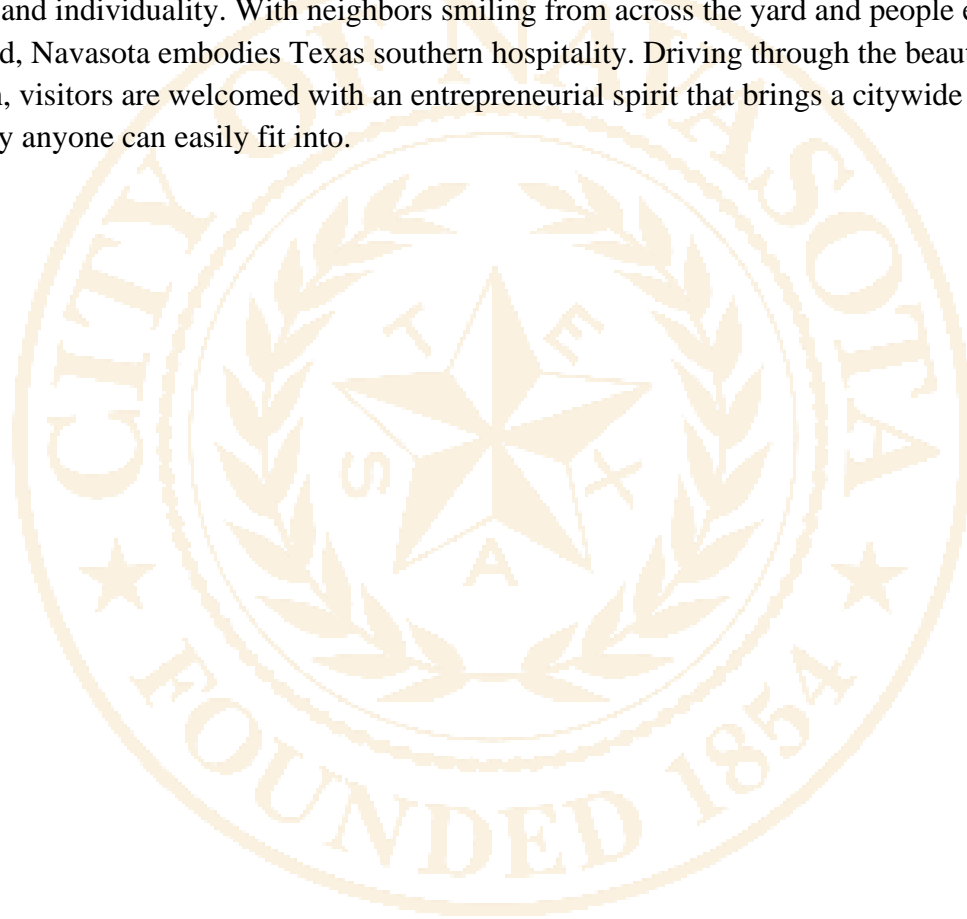
As employees of the City, we take pride in our work and perform to the best of our abilities. We strive to develop relationships with co-workers and the public we serve. We all work together to accomplish our mission and goals by providing a professional organization dedicated to leading the community into the future with leadership from our staff.

This handbook will provide you information concerning the City of Navasota, its form of government, and our policies and procedures. We hope this handbook will work as a guide and provide you with a better understanding of the City of Navasota while contributing toward your effective working relationships.

Should you need assistance in the interpretation of this guideline, the Human Resources Department is available at any time.

Navasota Background Information

Navasota is located just 70 miles northwest of the Houston area and is only 8 miles from Washington-on-the Brazos, the birthplace of Texas. College Station and Bryan are to the north, Conroe is to the east and Brenham to the west, all are just a short distance away. Originally settled in 1822, the site of present-day Navasota is rich in both history and historical assets. The abundance of resources in the city is important to the quality of life by giving it a sense of place, character, and individuality. With neighbors smiling from across the yard and people eager to lend a hand, Navasota embodies Texas southern hospitality. Driving through the beautiful downtown, visitors are welcomed with an entrepreneurial spirit that brings a citywide feeling of community anyone can easily fit into.



Overview of City Departments

City Council – Is an elected at-large five-member board that serves two-year terms. The Mayor is selected by the City Council. City Council members are responsible for appointing the City Manager, City Secretary, Municipal Judge and Legal Counsel. The City Council member's duties include approval of the City's annual budget, setting policies, and annual priorities/goals for City staff.

City Manager – Chief Executive Officer of the City. This appointed position is responsible to the City Council and the efficient economical administration of the City's operations. The City Manager directly supervises department heads with overall responsibility for staff. The City Manager communicates municipal objectives, goals, and planning of annual budgets and multi-year capital improvement.

Assistant City Manager - Is appointed by and assists the City Manager in the daily operations and supervision of assigned departments in the City. Assistant City Manager assumes the role and responsibility of City Manager in the City Manager's absence.

Legal Counsel – Primary legal advisor for the City of Navasota. Legal counsel represents the City in all legal proceedings.

City Secretary – Maintains and records official City documents; responsible for the preparation and posting of City Council meeting agendas; attends and records minutes of City Council meetings. City Secretary is also responsible for records management and conducting municipal elections.

Human Resource Department – Division of the City responsible for employee related activities. These activities include maintaining accurate records of personnel files, payroll, retirement, pensions, and administering employee benefits programs. Human Resource also handles screening, recruiting, training, and orientation for potential applicants, employees.

Animal Control - Animal Control Officer is responsible for enforcement of animal ordinances and care of animals at the animal shelter.

Community Development - The Community Development Department strives to provide our citizens and development interests with support and information to build and maintain an attractive city in which to live, work and play. Responsibilities include coordination of building and development permitting, engineering review services, comprehensive planning, property maintenance and economic development activities.

Finance - The Finance Department is the administrative arm of City financial operations. The Department prepares various internal and external financial reports and advises management on all aspects of the financial operations of the City.

Finance Assistant – Assists the Finance Director in day to day operations of the financial transactions within the City. Responsibilities include accounts payable, utility accounting,, purchase of materials and goods for the City and other general accounting functions.

Fire Department - The Navasota Fire Department is committed to serving the citizens of Navasota by protecting life, property, and the environment through prevention, education, rescue, and suppression services.

Marketing/Communications/Events Department – Carries out communications and marketing strategies to ensure that the City’s image reflects the mission and vision statement developed by City Council. Staff coordinates promotional messages and deliver them through one or more communication channels such as print, direct mail, radio, television, social media, web or various other mediums. The Marketing/Communications/Events Department develops all programs/events associated with tourism for the City to increase customer awareness and overnight stays in Hotels.

Municipal Court - The mission of the Municipal Court is to provide a forum for citizens to have their matters heard in a fair, efficient, convenient, and timely manner of misdemeanor offenses committed and filed in the City of Navasota. Each case that is filed in the Navasota Municipal Court is considered an individual case and is adjudicated in that manner. The Court considers each case with the utmost fairness and equality.

Oakland Cemetery - The Oakland Cemetery serves as a historic chapter of Navasota's past. The Oakland Cemetery was originally owned by a private association known as the Oakland Cemetery Association. The association was formed in 1867 during the yellow fever epidemic. The City provides lots for residents and non-residents to purchase for the right of interment.

Parks & Recreation – Parks and recreation are combined departments within the City that provide maintenance, care, and operations of several parks and facilities. The department is responsible for rental of facilities and developing a variety of programs to serve citizens, along with the care and maintenance of parks and facilities owned by the City.

Police Department - The Police Department is responsible for enforcement of City ordinances, and State and Federal laws within the City. The Department is dedicated to developing partnerships with our community to improve the quality of life for all residents in our City.

Public Library - The Navasota Public Library provides services for all residents in Grimes County. The library provides computer access to patrons for Internet and word processing. The library maintains a large selection of books, digital books, magazines, DVDs, and CDs.

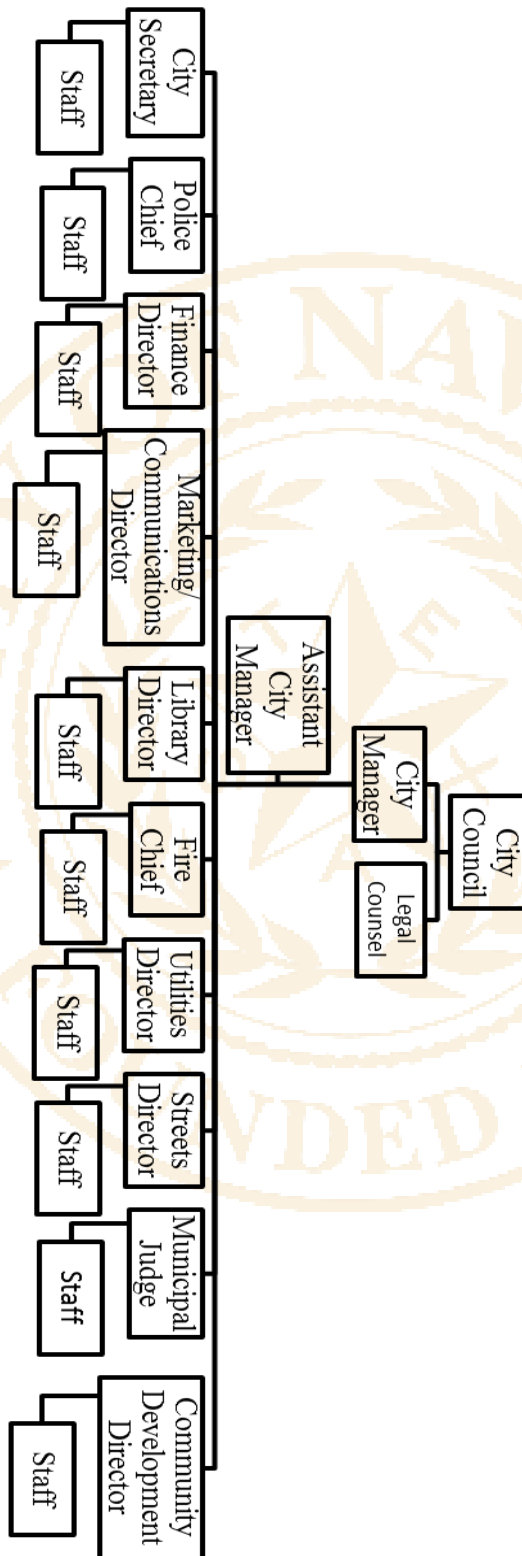
Public Works - Public Works encompasses a wide variety of cooperative operations that are found in several departments, which include Streets and Drainage, Sanitation, Airport, and Utilities. Public Works employees are responsible for the operation of safe and reliable water, wastewater, and natural gas systems. Preserving and assuring solid waste services and the effective maintenance of streets and drainage; with a guiding philosophy of service for the protection of health, safety and welfare of all citizens through infrastructure that promotes and encourages planned responsible industrial, commercial and residential growth.

Automotive Services – Provides preventive and general maintenance of the City’s fleet vehicles, heavy equipment, and field equipment that is essential to all City departments’ operational functions.

Janitorial Services – Provides professional cleaning services for all City facilities.

Navasota Municipal Airport - The Navasota Municipal Airport is located approximately 2 miles southwest of Downtown Navasota on Highway 105 West. The airport is an unattended public-use General Aviation (GA) airport owned by the City of Navasota. The airport maintains one, 75-foot by 5,003-foot asphalt paved runway with a full-length parallel taxiway. The airport offers ground-space rental for the construction of private and commercial hangars.

City Organizational Chart:



Open Door Policy

The City recognizes that from time to time employees have questions or problems regarding their work, working conditions, wages and benefits, City policies and procedures and personal issues. In order to encourage employees to express these concerns and seek resolution of problems, questions and suggestions, an “Open Door” procedure is established for all employees. All management personnel are responsible for ensuring compliance with this procedure.

Recognizing there are many individual departments within the City’s organization, employees should observe individual department policies or standard operating procedures for guidance when there are questions or problems regarding employment and who they should first report to when these instances may arise.

If an issue or problem is not resolved to the employee’s satisfaction at the first level, or if the employee has a valid reason for not first presenting the issue to the manager, the employee may present the issue to the City Manager. He or she will investigate the matter, review the issue and progress to date, and make every effort to resolve the issue in a mutually satisfactory manner.

SECTION 1 – Mission and Vision Statement

Mission Statement:

“To guide Navasota’s growth in a way that maintains our heritage, culture and uniqueness while maximizing our economic and social development.”

Vision Statement:

Navasota 2027: What America Wants To Be

“A beautiful, progressive, vibrant, service-oriented, and close-knit community filled with historical charm and promise for people and business.”

Section 1.1 Code of Conduct

The City of Navasota and the public expect all employees to maintain high standards of appearance and conduct. The responsibility of the City is to work with all members of the community in a courteous manner, promote individual responsibility and community commitment.

All employees have a responsibility to report serious acts of misconduct or failures to perform assigned duties. Actions of retaliation against employees who make good faith complaints or disclosures of misconduct against another employee are strictly forbidden. Such actions will form the basis of misconduct resulting in serious disciplinary action. All complaints of retaliation shall be submitted to any supervisor. If the supervisor is the subject of or is involved in the complaint, an employee may submit it to the department head or City Manager.

General Duties:

All employees shall perform their assigned duties in the most professional and courteous manner while observing City policy, Department policy, City ordinances, State and Federal laws. Employees shall exhibit good moral character in the administration of their duties according to City and/or department policies.

The City maintains the right to establish oral and written orders to govern and control its efficiency, effectiveness, and safe operation. Employees shall be trained in the rules and expectations of professional conduct prior to assuming their duties.

City management reserves the prerogative to discipline personnel for violations of the rules listed in this policy as well as violations of all departmental orders and directives. The decision to discipline and the measure of discipline employed depend on the rule or

policy violated, the consequences of the employee's actions, and employee's prior history and experience.

Performance Prohibitions:

As appropriate, action may be taken for any of the following reasons:

Incompetence or inefficient performance or neglect of assigned duties;

Insubordination or discourteous treatment of the public or a fellow employee;

Mental or physical unfitness for the position which the employee holds;

Conviction of a felony or misdemeanor involving conduct amounting to moral turpitude;

Failure to report to a supervisor or authority acts of incompetence, misconduct, inefficiency, neglect of duties, moral turpitude, or any other form of misconduct or negligence of which the employee has knowledge; or

Failure of a supervisory employee to take corrective action regarding employees under his or her supervision who may be guilty of any form of neglect of duty or misconduct where the supervisor knows or should have known of the dereliction.

Obedience to rules of conduct, laws and orders:

All employee's, regardless of position or assignment, shall be governed by the following general rules of conduct. Violation of any of these rules by any employee shall be considered sufficient cause for dismissal, suspension, or other disciplinary action.

Obedience to laws:

Employees shall abide by the laws of the United States and the State of Texas as well as the ordinances of the City of Navasota.

Adherence to rules:

Employees shall abide by the rules of the City policy, departmental policies and any other properly issued internal directives of the City of Navasota or its departments.

Insubordination:

Employees shall promptly obey all reasonable orders and directions given by supervisors. Failure or deliberate refusal to obey such orders shall be deemed insubordination and is prohibited. Ignoring the authority of a supervisor by displaying obvious disrespect or by unreasonable means disputing their orders shall likewise be deemed insubordination.

Issuance of unlawful orders:

No supervisory employee shall knowingly or willfully issue an order that violates state or federal law, a city ordinance, or City or departmental policy.

Obedience to unjust or improper orders:

If an employee receives an order they believe is unjust or contrary to a City or departmental policy, they must first obey the order to the best of their ability and then appeal the order to the City Manager or his designee.

Obedience to unlawful orders:

No employee is required to obey an order that is contrary to the laws of the United States, the State of Texas, or the ordinances of the City of Navasota. If an employee receives an unlawful order, they shall report in writing the full facts of the incident and their actions to the City Manager or his designee.

Application for Employment

All candidates for employment must fully complete, date and sign the designated City employment application form. *(A resume will not be accepted in lieu of a completed employment application.)* The form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information. The City may investigate any portion of the requested information and may deny or later terminate the employment of anyone giving false, misleading, or incomplete information. It is essential that all applicants sign their employment application. Failure to sign is viewed as an incomplete application that may prevent the applicant from being part of the selection process.

The completed application will be made part of the personnel file of those applicants accepted for employment.

Methods of Recruitment and Selection

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

- (1) Promotion from within;
- (2) Lateral transfer from within;
- (3) Public announcement and competitive consideration of applications for employment;
- (4) Recruitment through an approved employment training program; and/or
- (5) Selection from a valid eligibility list. A valid eligibility list is a list of applicants for the same or a similar position for which applications were sought within the last six months.

The City Manager and/or his designee determine the method(s) of selection to be used in filling each vacancy.

Public Position Announcements

Public announcements of position openings at the City for which there will be competitive consideration are disseminated by the human resources office in the manner most appropriate for the particular position being filled as determined by the City Manager and/or his designee.

Qualifications

The City maintains a job description which establishes the required knowledge, skills, and abilities for each staff position and the acceptable levels of experience and training for each. The job description sets forth the minimum acceptable qualifications required to fill the position. The City Manager may establish and periodically review an official job (class) description for positions in the City. Job descriptions are written to comply with the Americans with Disabilities Act, as amended. (*Legal reference: U.S. Americans with Disabilities Act of 1990; ADA Amendments Act of 2008.*)

Employment Selection

It is the policy of the City of Navasota to recruit, screen and select, transfer, promote, layoff, and terminate employees in the best interests of the City of Navasota. This policy shall be administered in accordance with applicable compliance provisions, Federal and State legislation, Executive Orders and judicial decisions, and applicable City ordinances. All employment practices shall be applied in accordance with the City of Navasota's and/or department policies on and commitment to affirmative action and without regard to race, color, religion, sex, national origin, age, handicap, or one's status as a qualified Vietnam Era veteran or otherwise disabled veteran.

Orientation

Following the acceptance of employment, the Human Resources Director and/or Department Head/Supervisor will discuss job duties and areas of responsibility with a new employee. City policies and procedures will be reviewed. A copy of the Employee Information Handbook will be given to each new employee to read and review. Since there are many other departments within the City that are regulated by law differently, Department Directors and/or their designees will provide and train staff concerning their department policies.

Introductory Period

During the first six (6) months of employment, the City and each new employee is given an opportunity to evaluate whether the employment relationship should continue. This period is designed to provide the employee an opportunity to familiarize his/her self with job duties, management, culture and values.

During the introductory period, an employee may voluntarily terminate employment without notice, or, if the performance of the employee is not satisfactory as determined by the City, the employee may be released with or without notice.

The completion of the evaluation period should not be considered a guarantee of continued employment. The City evaluates employees on a continuing basis and reserves the right to terminate an employee at any time during or after the introductory period.

Immigration and Naturalization

The U. S. Citizenship and Immigration Service (USCIS) require that the City and candidates for employment provide specific information within three (3) days of commencing employment. Candidates for employment must complete Section I of Form I-9 and provide the City with specific documents to establish their identity and employment eligibility.

Identity - can be established by providing a current state-issued driver's license, a state-issued identification card or similar document such as a school I.D. with photograph, voter's registration card, military service record or passport, or any other document consistent with the guidelines pertaining to establishing identity.

Employment eligibility - documents such as Social Security card, a birth certificate, passport or an immigration document, or any other document consistent with the guidelines pertaining to establishing employment eligibility.

Employment of Relatives (Nepotism)

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

No person may be hired who is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to any member of the City Council or the City Manager. No person may continue in City employment if they are related to one of the

prohibited degrees unless the employee has been employed continuously by the City for a period of:

1. At least 30 days if the officer or Council Member is appointed;
2. At least six months if the officer or Council Member is elected at an election other than the general election for state and county officers; or
3. At least one year if the officer or Council Member is elected at the general election for state and county officers. (*Legal reference: Texas Government Code §573.041, as amended.*)

In addition, in the interest of effective management, no personnel action will be taken that would result in any employee supervising another employee who is related within the second degree of affinity or the third degree of consanguinity to the supervisory employee. Prohibited degrees of relationship are defined in the charts on the following page.

NEPOTISM CHART

Consanguinity and Affinity Relationship Chart					
Officer or Employee					
Consanguinity			Affinity		
First Degree	Second Degree	Third Degree	First Degree	Second Degree	Third Degree
Father or Mother	Grandparents	Great Grandparents	Spouse	Grandparents	Great Grandparents
Son or Daughter & Spouse	Grandchildren & Spouse	Great Grandchildren & spouse	Father or Mother	Grandchildren	Great Grandchildren
	Uncle or Aunt & Spouse	Great Uncle or Aunt & Spouse	Son or Daughter	Uncle or Aunt	Great Uncle or Aunt
	First Cousin & Spouse	Children of Great Uncle or Aunt		First Cousin	Children of Great Uncle or Aunt

		& spouse			
	Nephew or Niece & Spouse	Second Cousin & Spouse		Nephew or Niece	Second Cousin
	Brother or Sister & Spouse	Children of First Cousin & Spouse		Brother or Sister	Children of First Cousin
	Grand Nephew or Niece & Spouse				Grand Nephew or Niece

Affinity Kinship

Spouses of relatives within the first or second degree of consanguinity (i.e., son-in-law, mother-in-law, brother-in-law, sister-in-law, etc.) are also included in the prohibition. (*Legal reference: Texas Government Code §573.024, as amended.*)

Confirmation of Previous Employment

The City, at its discretion, will request information from a prospective employee's previous employers relative to the prospective employee's work record in connection with the application for employment.

Prior Service with the City

Employees entering service with the City who have had prior service with the City may be considered for appointment above the customary entry salary level. Employees rehired to fill regular full-time positions with the City will not receive credit for their prior length of service as regular full-time employees for longevity pay purposes. A break in continuous service with the City also forfeits vacation and sick leave benefits accrued prior to the break.

Compliance Information

In order for the City to comply with federal government regulations regarding its practice to employ people without discrimination, it is necessary for the City to compile and maintain detailed information on each formal candidate for employment and those who are hired.

Background Checks

In connection with an application for employment, all prospective employees will be required to authorize the City to request a consumer report containing information for verification of background and personal character. This release shall include, but not be limited in its scope or purpose for reasons of business necessity. All results will be proprietary and kept confidential and will not be provided to any parties other than the City or its legal representatives.

The City conducts background checks on all job candidates pre-job offer. The City may also use a third-party administrator to conduct the background check. The type of information that may be collected is:

- criminal background check,
- employment history, education, and
- professional or personal references.

This information may also be sought out during reassignment or promotional periods, as well as annually in order to meet required City insurance responsibilities.

Drug Testing

The City may randomly drug test its employees that are in safety or security sensitive positions. Examples of job duties that the courts have found to be safety or security sensitive sufficient to warrant suspicion less drug testing include: driving passengers as United States Department of Transportation licensed drivers; operation of trucks that weigh more than 26,000 pounds; tending to or driving school children as school bus attendants and drivers; teaching children; armed law enforcement officials whose duties include interdiction of drugs; nuclear power plant duties; and working on gas pipelines, among others.

While the City may not usually randomly drug test its employees, some employees may be tested for drugs. The City drug tests all pre-employment applicants. Besides employees who perform safety or security sensitive functions as described above, individuals who may be tested for drugs include:

- (1) An employee that drives commercial vehicles and who is covered by the U.S. Department of Transportation Regulations.
- (2) An employee that the City has reasonable suspicion to believe is using drugs.

Employment at Will

We hope that each employee's period of employment at the City can be a rewarding experience. However, we recognize that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave the City for other reasons. Others may not fulfill the operational needs of the City, or changed circumstances may reduce available employment opportunities, which may result in involuntary terminations.

We sincerely hope that none of these situations occur, however we must acknowledge that the possibility does exist. Therefore, the right of the employee or the City to terminate the employment relationship "at will" is recognized and affirmed as a condition of employment. "At will" means that an employee's employment may be terminated at any time with or without notice. Similarly, the employee retains the same right.

Equal Employment Opportunity Policy

The City is an equal employment opportunity employer and shall make all employment related decisions without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status and/or any other status or condition protected by law, except where a bona fide occupational qualification exists.

The City shall recruit and hire individuals, as well as ensure that all personnel actions relating to compensation, benefits, reductions-in-force, recalls, City-sponsored training, tuition assistance, social and recreational programs, etc. are conducted without regard to any status or condition protected by law, except, again where a bona fide occupational qualification exists.

Affirmative Action

The City of Navasota will take affirmative action to see that applicants are employed, and employees are treated without discrimination based on race, age, religion, color, disability, national origin, or sex during their employment. In addition, the city will seek to include qualified members of minorities and persons with disabilities in applicant pools. (*Legal reference: U.S. Executive Order 11246; U.S. Rehabilitation Act of 1973, as amended; U.S. Americans with Disabilities Act of 1990; ADA Amendments Act of 2008.*)

Diversity Statement

The City recognizes and celebrates the differences each individual brings to the organization and views these differences as contributing factors to the success of the City. Therefore, the City shall continue to base decisions on employment so as to further the principles of equal

employment opportunity by hiring and employing qualified, reliable and productive employees without regard to race, color, religion, sex, age, national origin, veteran's status, and mental or physical disability, or any other category protected by law, except where a bona fide occupational qualification exists.

Americans with Disabilities Act Amendment Act (ADAAA)

The Americans with Disabilities Act Amendment Act (ADAAA) prohibits discrimination in any terms or condition of employment for qualified individuals with a disability.

The ADAAA requires that employment decisions be based on the ability of a person to perform a job according to the essential functions of a job with or without reasonable accommodation. A person who is considered a qualified individual with a disability, is one who can reasonably perform the essential functions of the job with or without reasonable accommodation.

Further, it requires management to reasonably accommodate individuals with disabilities when necessary, providing that such reasonable accommodation does not create an undue hardship on the business.

Genetic Information Nondiscrimination Act

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, Employees, and their family members.

Categories of Employees

Employees are divided into the following categories for the purpose of compensation and benefits. City policies apply to all categories of employees.

Regular Full-Time

Employees who work 40 *hours or more* on a full workweek basis for a continuous and indefinite period of time are considered regular full-time employees for all compensation and benefit purposes.

Regular Part-Time

Employees who work *less than 32 hours* on a full work week basis for a continuous and indefinite period are considered regular part-time employees for all compensation and benefit purposes. Regular part-time employees are not eligible for benefits unless and until they work 1,000 hours or more a year, then they must be added to the retirement system (TMRS).

Temporary

Employees hired as temporary replacement for regular full-time or regular part-time employees, or for short periods of employment such as summer months, peak periods and vacations are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.

Assigned Staff

Staff who are assigned to the city but are paid directly by another government or private organization are not employees of the city. These employees' benefits are specified in the contract for services. As a condition of their assignment, such staff is governed by all terms of these policies not in conflict with their contract for services.

Non-Exempt under the Federal Wage and Hour Law

Non-exempt employees are expected to confine their work to the normal day and work week unless overtime is authorized in advance by their department head and/or their designee. Non-exempt employees will receive overtime pay for all authorized hours worked in excess of forty (40) per week, or comp time up to 40 hours. Public safety, police officers and firefighters fall under the Fair Labor Standards Act (FLSA) section 207(k) that provides paid over time on a “work period” basis. For police officers, the work period to receive over time will be after 86 hours in a 14-day period. For firefighters, the work period to receive over time will be after 106 hours in a 14-day period.

Exempt under the Federal Wage and Hour Law

The hours worked by exempt employees are often irregular and begin and end beyond the normal workday. Exempt employees are exempt from the overtime provisions of the Federal Wage and Hour Law and do not receive overtime pay.

Payroll Information

Immediately upon accepting employment, each new employee will be given federal and state tax forms along with insurance forms to complete (located in the Human Resources office). The completed forms, the employment application form, and information regarding starting pay, starting date and any other pay or benefit information should be forwarded to Human Resources.

Continuous Service Date

In order to have a record of an employee's benefits, a continuous service date will be maintained for each regular full-time employee. The continuous service date will be the employee's first day of employment and will continue uninterrupted for as long as the employee remains a full-time employee of the City. Under certain circumstances an employee's service date may be adjusted due to breaks in employment.

Employee Information

Employees are asked to help keep the City informed about any major change which may affect their employment benefits status. Important changes to report include:

- Name
- Address
- Primary telephone number
- Marital status
- Number and name (s) of dependents
- Emergency telephone numbers and whom to notify in case of emergency
- Change of beneficiary
- Authorized payroll deductions
- Additional education and special training courses

Personnel Files

The City will maintain a file on each employee. An employee's personnel file begins with his/her completed employment application form. From time to time information will be added to this personnel file regarding an individual's employment status with the City. Personnel files are the property of the City and will be treated the same as any other confidential City information.

The following provisions apply with respect to the City's standards for establishing, maintaining and handling employee personnel files:

- All official records concerning an employee will be kept up to date insofar as possible, and all employees shall promptly report all pertinent personal information and data changes to Human Resources.
- Employees will be permitted to review their personnel files as permitted by applicable laws.
- Information regarding the medical condition or history of an employee will be maintained in a separate file with restricted access.
- The personnel file of an employee terminating employment will be maintained for a minimum of seven years.

Contents of Personnel Files

Employee personnel files will include the following:

- Original employment application
- Performance appraisal reports
- Disciplinary action notices
- Special commendation information
- Education achievement records
- Status changes affecting employee's work and salary history
- Employee's resume (if submitted)
- Other relevant documents as determined by the City
- Status change affecting benefits, dependents, etc.

Employee's Request for Review of Personnel File

The following provisions apply with respect to an employee's request to review their personnel file:

- Employee's Supervisor will have the responsibility of coordinating the review of an employee's personnel file.
- The employee may take notes, but may not remove, deface or otherwise make notations on the documents in their personnel file.
- Upon request from the employee, the City may provide a copy of any item(s) in the employee's file.

Management's Review of Personnel Files

All information in employee personnel files is considered confidential. This information will only be available to the employee, senior management, and their immediate supervisors or manager who is responsible for the employee. Any violation of this policy is a serious offense and may result in disciplinary action.

One exception will be in a transfer situation where the Supervisor of the new department to which an employee may be transferred may be allowed to review the employee's file with the approval of Human Resources.

Your Medical Records File

All medical records, if any, will be kept in a separate confidential file. The City maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.



SECTION 2 - Working Hours and Pay

Working Hours

Each regular full-time employee is expected to complete a normal eight (8) hour workday and forty (40) hour work week and work any reasonable additional hours required to meet City needs.

The immediate supervisor will inform employees of scheduled break and/or lunch periods. Employees are expected back at their workstation ready to start work at the end of each scheduled break and/or lunch period. If overtime is required, employees will be expected to work any additional time necessary as approved by the employee's supervisor. There are no federal (Department of Labor) or state (Texas Workforce Commission) laws that require employers to provide employees fifteen (15) minute breaks.

Schedule Adjustments

Adjustments to normal hours of operation of city facilities or departments may be made by the City Manager in order to fulfill the essential functions of the City and to better serve the public. Offices may be required to remain open during the noon hour. Employee lunch periods may be staggered according to the requirements of the City.

Number of Hours Worked

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

Police and Fire Work Schedules

The Police Chief and Fire Chief or his or her designee arranges the work schedule for police and fire personnel and notifies them of their work schedule assignments in writing.

Work Period – Police and Fire

The official work period for police officers and fire fighters consists of 14 days. The number of hours per day as well as days off will be determined by the supervisor and approved by the department head.

Scheduled time includes "shifts" and is time the employee is regularly assigned. Unscheduled time is spent in work outside the "shift." Even though the specific work performed may not have been assigned in advance, the time must be included in the compensable tour of duty.

Regular Hourly Rate – Police and Fire

Each police officer's regular hourly rate for the purpose of computing the time and one-half overtime pay rate is based on 86 working hours per 14-day work period; and time and one-half overtime compensation or compensatory time will commence with the 87th hour worked in a 14-day period. Each Fire fighters' regular hourly rate for the purpose of computing the time and one-half overtime pay rate is based on 106 working hours per 14-day work period; and time and one-half overtime compensation or compensatory time will commence with the 107th hour worked in a 14-day period. The city utilizes the 207(k) exemption for the Police Department. *(Legal reference: U.S. Fair Labor Standards Act of 1938, as amended.)*

Seasonal Activities

Employees engaged in seasonal activities (such as recreational activities which do not operate for more than seven months in any calendar year) are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act as recreational, seasonal employees. Each city job description designates whether persons hired in that classification are exempt from or covered by (nonexempt) overtime provisions of the FLSA.

Compensatory Time

Any compensatory time earned is encouraged to be used within 120 days of the date the time was earned. It is the responsibility of the department head or supervisor to schedule employees time off for overtime hours worked, preferably within the same work period. No more than 40 hours of compensatory time (representing 26.7 overtime hours worked) will be allowed to accumulate without the express written consent of the City Manager. An employee who has accrued the 40 hours of compensatory time will be paid overtime compensation for any additional overtime worked unless the employee acquires the written consent of the City Manager to accrue additional compensatory time. Any accumulated but unused compensatory time in an employee's account at the time of termination will be paid in the employee's final

paycheck. *(Legal reference: U.S. Fair Labor Standards Act of 1938, as amended)*

Meal and Rest Periods

Some employees are permitted up to one (1) hour of an unpaid meal period depending on the department in which they work for each shift worked. Your supervisor will advise you further regarding the scheduling of the meal period.

Overtime

Employees may be expected to work overtime in case of emergency or when necessary in the best interest of the City. Management must authorize overtime work beyond an employee's standard workweek. Non-exempt employees will be paid one and one half (1-1/2) their regular rate of pay for approved overtime hours worked in excess of forty (40) hours per week. Paid sick time will not be considered as time intended for purposes of computing overtime. Other than sick time all other time is considered time worked over 40 hours. Paid holidays will be considered as time worked for purposes of computing overtime.

Overtime and Holidays Taken

When a City holiday falls within the regular workweek, an employee who is subject to the overtime provisions of FLSA must work over 40 hours before he or she is eligible for overtime compensation. The City counts holiday time as time worked when considering overtime. The only time not factored in is sick time. This paragraph applies to firefighters and police officers who accrue holiday time on a monthly basis rather than observing specific dates as holidays. *(Legal reference: U.S. Fair Labor Standards Act of 1938, as amended.)*

Overtime and Leave Taken

If sick leave is taken by non-police (sworn officers) employee subject to the overtime provisions of the FLSA within a given workweek, that employee is not eligible for overtime compensation until after the 40th hour actually worked. *(Legal reference: U.S. Fair Labor Standards Act of 1938, as amended.)*

If sick leave is taken by a police employee subject to the overtime provisions of the FLSA within a given 14-day work period, that employee is not eligible for overtime compensation until after the 86th hour actually worked. *(Legal reference: U.S. Fair Labor Standards Act of 1938, as amended.)*

"On-Call" or "Standby" Time

The vital nature of certain City services requires that some employees be available in an "on-call" or "standby" status in the evenings and over holidays and weekends to ensure the continuity of those vital services. Employees who are on-call are required to have a cell phone on or about them to respond when notified to report to work when needed. Response time should not exceed 20 minutes. The employee who is on-call is not restricted to a specific location provided he or she can meet the 20-minute response time. (*Legal reference: U.S. Fair Labor Standards Act of 1938, as amended.*)

An employee that is required to have a cell phone on or about them is free to use the time away from work as they choose.

Error in Pay

The City takes precautions to ensure that employees are paid correctly. However, if an error does occur, the employee should notify their supervisor and Human Resources. The correction will be made on their next pay check.

Garnishment of Employee Wages

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wages for payment of a debt owed by the employee to a third party. State law requires the City to honor garnishments of employee wages (*including child support*) as a court or other legal judgment may instruct.

Exempt Employee Payroll Deductions

If you are classified as an exempt, salaried employee, you will receive a set salary which is intended to compensate you for any hours you may work. This salary will be established at the time of hire or when you become classified as an exempt employee. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of work you perform.

Under federal and state law, your salary is subject to certain deductions. Absent contrary state law requirements, your salary may be reduced for the following reasons:

- Full day absences for personal reasons, other than sickness or accident
- Full day absences for sickness or disability, if the City has a bona fide sickness or disability policy that provides for wage replacement benefits and you have exhausted or have not yet accrued enough leave time

- Full day disciplinary suspensions for infractions of our policies and procedures
- FMLA absences, either full or partial day absences
- To offset amounts received as payment for jury and witness duty fees or military leave
- The first or last week of employment in the event you work less than a full week

Your salary may also be reduced for certain types of deductions such as your portion of health, dental, or other insurance premiums; state, federal, or local taxes, social security or voluntary contributions to a retirement and savings plan, as well as other government required deductions.

Authorized Check Pickup

If an employee is absent on payday and instructs someone to pick up their pay check, a note signed by the employee authorizing the individual to pick up the check must be provided before the check can be released. The person picking up the paycheck must show proper identification and sign for the check. This policy protects the employee and the City.

Pay on Separation from Employment

Employees separated from employment will be paid for time worked (*less deductions*) on the next regular scheduled pay period. Accumulated sick time will not be paid upon separation.

Attendance

It is the policy of the City to require employees to report for work punctually as scheduled and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and customer service and will not be tolerated.

The City reserves the right to request an explanatory note from the employee's physician, should an absence extend beyond three (3) consecutive working days due to a non-related job illness or injury.

A record of attendance and punctuality is kept, both to satisfy legal requirements and as one of the measures of an employee's performance.

Any employee not reporting to work on any given day without prior approval of management must personally contact their supervisor or manager within fifteen (15) minutes prior to their designated start time, unless an emergency condition exists. If immediate manager/supervisor is not available, the employee must contact another manager or that manager's supervisor.

Failure to notify a supervisor or manager of your inability to work a shift as scheduled will be considered a no call/no show and may subject the employee to disciplinary action up to and including termination of employment. When an employee is a no call/no show for 3 consecutive days, they will be terminated for job abandonment and considered to have voluntarily resigned their position. **Failure to adhere to this policy will be considered a voluntary termination of employment from the City by the employee.**

The City reserves the right to request a return to work release from the employee, should an absence extend beyond three (3) consecutive working days due to a non-related job illness or injury.

All employees are required to report days off work on appropriate time off request forms. Failure to properly document all absences as required may result in disciplinary action.

Family Emergency

In the event the City is notified of an emergency related to a member of an employee's family, the employee will be notified as soon as possible. Should an employee be at a location away from their normal workplace, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately.

Severe Weather Conditions

If there is any question regarding hours of work during severe weather conditions, employees are responsible for contacting their supervisor or the office regarding opening and closing hours.

Performance Evaluations

Performance of employees will normally be evaluated annually by management. The evaluation consists of a personal interview during which an employee's strengths and weaknesses are discussed and evaluated and recommendations for improvements are made. These interviews also identify the short and long-range goals of employees and determine how they interrelate with the City's purpose and objectives. Any recommendation for promotion, a change of duties or an increase in pay must be approved by the Department Head and City Manager before any change takes effect. A performance evaluation does not necessarily mean a change in pay or duties

Growth and Development

The City believes in promoting from within when and if new positions become open with the City. While we believe employees should have the opportunity for promotion to higher paying positions within the City, management must take into consideration the skills and experience needed to fulfill the requirements of the position when making a decision for internal promotion. A promotion will be based on such factors as quality and quantity of work, prior job performance, experience, educational background, attendance record, safety record and the ability to work well with others. While the City sincerely hopes to offer career growth for its employees, promotions cannot be guaranteed, as opportunities depend on business needs.

We reserve the right to look outside the organization if we feel that an employee with the best qualifications cannot be found within the organization.

Requested Attendance at Seminars and Conferences

When the City requires an employee to attend any educational or training course, conference, or seminar, the City will provide the necessary time off with pay and will reimburse the employee for associated costs, including tuition or registration fees and authorized travel, meals, and lodging. When appropriate, the City may prepay registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved.

Professional Membership and Seminars

The City encourages its regular full-time and part-time (at least 20 hours per week) employees to take advantage of educational or training opportunities and professional memberships which are related to and will enhance the performance of their work with the City.

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

Travel Time

Travel That's All in a Day's Work

Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the City will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Travel and Subsistence

Purchase for Travel advance and/or Reimbursement

- A. Travel Authorization – Conference and travel vendors typically do not accept purchase orders for pre-registration or reservations. A Travel Authorization must be prepared for all requested travel. This authorization includes the information about the school or conference and estimates of prepaid expenses (hotel, registration, travel, etc.) and advances. Travel authorizations must be approved by the department director and City Manager before forwarding to the Finance Department for payment. All out-of-state travel must be approved by the City Manager.
- B. Travel Reimbursement – The Reconciliation of Travel Expenses portion of the Travel Authorization form must be prepared and forwarded to the Finance Department within five (5) working days of return to work. The Reconciliation of Travel Expenses section includes information about the school/conference, actual expenses, advances received, and amounts due to the employee or City. In order for an expense to be considered for reimbursement, the employee must provide a receipt with the travel reimbursement request. Receipts are required for meals (see Section C below). All receipts for travel expenses (hotel, parking, taxi, etc.) must be attached to the form in sequential order by date and time. The City will not reimburse for any alcoholic beverages. The City will reimburse for mileage at the prevailing IRS (Internal Revenue Service) rate. A Google map with detailed driving directions must be attached with mileage reimbursement request. Starting driving directions must be the City Hall's address (always) 200 E. McAlpine Street. The Reconciliation of Travel Expenses section must be separately approved by the department director and City Manager before forwarding to the Finance Department for payment. All Reconciliation of Travel Expenses forms for out-of-state travel must be approved by the City Manager.
- C. Meal Allowance – Meals (plus tips) during a full day of travel (more than 18 hours) are reimbursable on a per diem basis for expenses at the prevailing IRS (Internal Revenue Service) rate with no receipts required. Any expense for meals in excess of the allowable must be paid by the employee. The IRS rates for per diems will be applied for travel to designated cities. If the IRS does not show a specific per diem rate for the location of travel, the IRS prevailing standard rate shall be used. However, per diem is to be requested prior to travel. For current rates, contact the Finance Department.

1. Unallowable expenses include:
 - a) Meals for other persons
 - b) Alcoholic beverages
 - c) Meals eaten in Grimes County unless a business meeting (see Section D below)
 2. For day travel, meals are reimbursable under the following conditions:
 - a) Breakfast (20% of IRS prevailing rate) – travel between 4:00 a.m. to 8:00 a.m.
 - b) Lunch (30% of IRS prevailing rate) – travel between 11:00 a.m. to 2:00 p.m.
 - c) Dinner (50% of IRS prevailing rate) – travel between 6:00 p.m. to 9:00 p.m.
 - d) Example: Dallas - \$ (Breakfast - \$14.20, Lunch - \$21.30, Dinner-\$35.50)
 3. Travel per diem allowances may be further restricted by the person assigning the travel (i.e. Employee is assigned to travel to Austin on Sunday for a school beginning on Monday. The City will not reimburse for breakfast or lunch on Sunday)
- D. Business Meetings – This policy may be adapted as necessary for business meetings with the prior approval of the department director. All business meeting meals will require detailed receipts for reimbursement (i.e. Lunch meeting between Finance Director and City Depository representatives).
- E. Expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts, or agreements.
- F. Travel expenses will be reimbursed for travel within the continental United States only, unless specifically approved by the City Manager. Travel time should follow the most cost efficient method available by commercial air travel. Employees electing to use other means will be reimbursed only to the extent that total costs do not exceed those which would have been available by commercial coach air travel.
- G. Employees who travel in a city-owned vehicle will be reimbursed for documented fuel costs, oil, or other expenses related to the safe operation of the vehicle that were necessary during the course of the employee's use of the vehicle.
- H. The City pays the single room rate only for hotel rooms. If a double room is required, the employee will pay the difference between the single and double room rate. If two employees share a double room, the double room rate is allowable. Under certain circumstances, when the City is host to other jurisdictions, or when special facilities are required, the cost of the suite is an allowable expense.

SECTION 3 - Benefits

The City provides employees with a well-balanced program of benefits. These benefits will be reviewed regularly to assure that employee's needs are met.

The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to any employee. The eligibility requirements of these benefits are described in the Summary Plan Description.

Regular full-time employees are eligible for benefits provided by the City if they meet specific requirements.

At the present time the City pays for the majority of the cost of the benefits. Questions concerning benefits should be directed to your immediate supervisor or Human Resources.

Medical, Dental, and Life Insurance

Regular full-time employees (working 40 hours per week) are eligible for the group hospitalization, medical, dental, vision and life and accidental death and disbursement insurance coverage. Premiums for full-time employees are paid in full by the City. No **part-time employees** who work less than 30 hours per week are eligible for medical. No Part-time employees are eligible for dental, vision or life insurance benefits. (See **Categories of Employees**).

Upon employment, each employee who is expected to become eligible for insurance coverage is given an insurance booklet containing detailed information about the City's insurance programs and amendments as provided by the City's insurance carrier. See section on **Continuation of Group Insurance** for information on continued coverage after certain status changes.

Section 125/Cafeteria Plan

Through the I.R.S. Code, Section 125, the City sponsors a Flexible Spending Account Plan (FSAP) for its employees. This plan provides a salary redirection option for employee and dependent medical and dental premiums to be paid with pre-tax dollars rather than after-tax dollars. This reduces the amount of the participating employee's taxable wages subject to Federal Income, Social Security, and Medicare taxes.

Salary redirected and remaining in an employee's account at the end of the year cannot be refunded to that employee, and if an employee elects to take advantage of an FSAP, he or she is committed to the plan for a minimum of one year. Enrollment in the plan is on October 1 of each year, and participation in this plan is completely voluntary.

HIPAA (Health Insurance Portability Accountability Act)

It is the policy of the City to comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The purpose of this federal law is to improve portability and continuity of health insurance coverage, and to protect the confidentiality of protected employee health information. HIPAA regulates procedures for employers that offer group health plans and regulates how Protected Health Information (PHI) is transmitted and disclosed.

The City is responsible to provide employees with this notice of privacy and inform employees of any changes or revisions to this notice. It is a priority for the City to maintain the privacy of all employees' PHI, obtain employee authorization before transmitting or disclosing any PHI (except where the disclosure is for the purpose of treatment, payment or health care operations), and advise employees of their right to inspect and copy information contained in their medical file. Employees may grant limited and/or restricted authorization on uses and disclosures of PHI, request to inspect and receive a copy of PHI, and request that PHI be amended.

COBRA (Continuation of Group Health Insurance)

- Employees terminating for reasons other than gross misconduct may continue group health insurance coverage for up to eighteen (18) months at their own expense according to COBRA regulations.
- Employees whose work hours are reduced to a point where they are ineligible for coverage may also continue coverage for up to eighteen (18) months at their own expense.
- COBRA notification, costs, application and procedure information will be mailed to the employee when applicable.
- The employee must notify the City or agent of their intent to continue coverage within sixty (60) days of the qualifying event and must pay premiums according to premium schedules, which usually includes an additional percent fee for administration costs.

Social Security

All employees of the City are covered by social security. The City matches each employee's contribution to the social security system dollar for dollar.

Retirement

The City is a member of the Texas Municipal Retirement System (TMRS), a mandatory deferred retirement plan in which all regular, full-time employees (defined as those working in excess of 1,000 hours per year) must participate. The employee contributes five percent of his or her gross salary and the City matches the accumulated deposits and interest at the time of retirement on a two-to-one matching ratio.

The City's matching funds are combined with the employee's funds **only** when the employee retires and receives a monthly annuity. Retirement benefits are determined by a formula that involves:

- Life expectancy at the time of retirement
- Accumulated deposits
- Interest in the employee's account
- The City's matching funds
- The benefit payment plans the employee selects

Employees who leave City employment prior to retirement will, after filing an Application for Refund with TMRS, be refunded their accumulated **employee** contributions plus interest. TMRS is a "tax-deferred plan" and deposits are made before taxes are withheld. Therefore, contributions withdrawn from TMRS are taxable and subject to a penalty by IRS if they are not rolled over into a **qualified** pension plan, such as an IRA (Individual Retirement Account).

Alternatively, employees may elect to leave their contributions with TMRS for up to five (5) years after leaving City employment.

Additional information about retirement is contained in the City's Policy Manual.

Workers Compensation

All employees of the City are covered by the workers' compensation insurance program, and the City pays the premium. This coverage provides medical and salary continuation payments to employees who sustain bona fide, on-the-job, work-related injuries. Detailed information about workers' compensation benefits is found in the sections of these policies under the main heading **Health and Safety**. (*Legal reference: V.T.C.S., Article 8306-8309, esp. 8308 et seq.*)

Unemployment Insurance

All employees of the City are covered under the Texas Unemployment Compensation Insurance program, and the City pays for this benefit. This program provides payments for unemployed workers in certain circumstances. *(Legal reference: V.T.C.S., Article 5221b-1, et. seq.)*

Leave Time

Regular full-time and regular part-time (at least 20 hours per week) City employees are eligible for holidays, vacation leave, sick leave, and other types of released time under certain circumstances. Detailed information about leave and other types of released time is found in the sections of these policies under the main headings **Leave Time** and **Holidays**.

Longevity Pay

After three years of service, each regular full-time employee will receive longevity pay (in addition to his or her regular pay) at the rate of \$4.00 per month for each full year of service. Regular part-time employees will receive longevity pay at a proportional rate.

Leave Time/Definitions

Leave time is time during normal working hours in which an employee does not engage in the performance of job duties. Leave time may be either paid or unpaid.

Unauthorized Absence

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

Abandonment of Position

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

Approval of Leave

All leave taken by City employees must be approved by the employee's department head. Copies of signed leave forms or other approved methods are sent to the payroll office for recording on the central leave records. Payroll records are verified against these leave records.

Department heads are responsible for determining that leave has been accrued and are available for use in the amounts requested by an employee. In addition, department heads are responsible for ensuring that all vacation and sick leave usage is recorded on the time sheet sent to the payroll office for payroll purposes, as well as being recorded in the individual's department.

Official records of vacation leave and sick leave accrual and of leave usage are kept for each employee by the personnel officer. Leave records are updated at the end of each pay period by the personnel officer. Leave balances are shown on the official record to reflect any remaining leave to which an employee is entitled. It is the responsibility of each department head to provide this information to the personnel officer. In the case of a disagreement, the central payroll records will control.

Vacation Leave

All regular full-time and regular part-time city employees who work at least 20 hours per week are eligible to accrue paid vacation leave. Employees are encouraged to take regular vacations at least annually.

After completion of six months of service with the City, each eligible full-time non-firefighting employee's account is credited with six (6) days of vacation leave. Firefighters receive two and one-half (2 ½) days of vacation leave after completion of six months of service with the City. Vacation leave will not be paid to any employee separated during the first six months of employment with the City.

Vacation Leave Accrual Rates

Regular, full-time employees earn vacation leave as follows:

Length of Service	Non-firefighting Employees' Vacation Leave Earned	Firefighters' Vacation Leave Earned*
0 – 9 Years of Employment	12 days (8 hours/month)	5 days (10 Hours/month)
10 – 14 Years of Employment	15 days (10 Hours/Month)	7 days (14 Hours/Month)
15 Years or longer	20 days (13.34 Hours/Month)	9 days (18 Hours/Month)

* The vacation leave earned by firefighters reflects the greater number of hours worked per year by firefighters than by other City employees. The days are based on twenty-four (24) hour shifts.

A regular employee whose work schedule involves 20 hours or more per week earns vacation leave at one-half of the regular, full-time accrual rate (see **Categories of Employees**).

Temporary employees (full-time or part-time) and regular part-time employees who work fewer than 20 hours per week do not earn vacation leave.

Accumulation of Vacation Leave

Employees are encouraged to use their accrued vacation leave each year as it is earned. No more than 160 hours (20 days) [216 hours (9 days) for firefighters] can be carried over into the next calendar year. Any vacation leave balance in excess of the appropriate maximum at the end of the calendar year is reduced to the maximum without compensation. In the event that an employee cannot take all of his/her vacation before the end of the year because of the City's demand, the City Manager may allow the time to be taken off during the first quarter of the next year. An employee does not earn vacation leave during any month in which the employee has been on sick leave or leave without pay for more than one-half the normal number of working days for the month.

Payment for Unused Vacation Leave upon Separation

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

Scheduling Vacation Leave

Supervisors should encourage their employees to schedule vacations and request leave at least two weeks in advance. Vacation schedules must accommodate the City's work schedule. Provided departmental workloads will permit, employees should be allowed to select their desired vacation periods. If there is a conflict in vacation schedules involving two or more employees, employees are granted their preference on a "first come, first served" basis. If two requests are received at approximately the same time and cover the same requested vacation period, the employees will be granted their preference in accordance with their seniority. If the desired leave schedules conflict with City requirements, the City's requirements are given first consideration. A vacation leave request in excess of 80 working hours for non-firefighters or 96 working hours for firefighters must be submitted by the employee at least two weeks in advance and must be approved by the City Manager.

Use of Vacation Leave

Regular, full-time employees (except firefighters) are charged with eight hours of vacation leave for each full day they are absent on approved vacation leave. Firefighters are charged with 24 hours of vacation leave for each full shift missed on approved vacation leave. Use of vacation leave for less than full day(s) or full shifts is recorded in increments according to the hours taken.

Compensatory Leave

See the section of these policies under the main heading **Work Schedule and Time Reporting**, specifically the section on **Overtime Compensation**, for information about earning compensatory time and using compensatory leave credits.

Sick Leave

An employee with accrued sick leave may use it if the employee is absent from work due to:

1. Personal illness or physical or mental incapacity;
2. Medical, dental, or optical examinations or treatments;
3. Medical quarantine resulting from exposure to a contagious disease; or

4. Illness of a member of the employee's immediate family who requires the employee's personal care and attention. For this purpose, immediate family is defined as the employee's spouse, child(ren) son or daughter (son or daughter means your biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom you stood in loco parentis, and who is of any age) or grandchild(ren). Also, a parent (Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a child and grandparent(s). This term does not include parents "in law)."

Accrual and Use of Sick Leave

Regular full-time and regular part-time non-firefighting employees who work at least 20 hours per week are entitled to paid sick leave as soon as it is accrued. All regular full-time, non-firefighting employees accrue sick leave at the rate of eight hours per month; part-time employees accrue proportionate amounts; and firefighters accrue 4.62 hours per two-week pay period. An employee's first whole or partial calendar month of employment is treated as a full month for sick leave purposes. An employee does not earn sick leave during any month in which the employee has been on sick leave or leave without pay for more than one-half the normal number of working days for the month. Sick leave may be taken in increments of one or more hours.

Regular, full-time employees (except firefighters) are charged with eight hours of sick leave for each full day they are absent on approved sick leave. Firefighters are charged with 24 hours of sick leave for each full shift they miss on approved sick leave.

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

Notification Requirements

Approval of sick leave for non-emergency medical, dental, or optical appointments must be secured at least one workday in advance. In all other instances, the employee must notify his or her supervisor or department head not later than 15 minutes into their normally scheduled workday, unless emergency conditions exist, and must request that approval of sick leave be granted. Police and fire personnel require earlier advance notification. Additionally, police and fire personnel must notify the on-duty supervisor at least four hours prior to the beginning of their next assigned shift as to whether or not they will be returning to duty. The employee also must call the supervisor each subsequent day he or she will be out on sick leave unless other arrangements are made.

Failure to provide the required notice may result in the employee being placed on leave-without-pay status and may result in disciplinary action against the employee. Employees are expected to return to work as soon as they no longer need to take sick leave. Immediately upon returning to work, employees who have been absent on sick leave must complete the required form for sick leave approval.

Verification

If an employee calls in sick for more than two consecutive days, the employee's department head or the City Manager may request the employee to provide written verification by a third party (approved by the City Manager) supporting the absence.

Accumulation of Sick Leave

Sick leave not used by regular employees during the year in which it accrues accumulates and is available for use in succeeding years up to a maximum of 960 hours (120 days).

Exhaustion of Sick Leave

An employee who has exhausted accrued sick leave benefits may request to use accumulated vacation or other paid leave or may request leave of absence without pay. This may be done only with the approval of the City Manager. No advance of unearned sick leave benefits will be made for any reason.

Illness While on Vacation Leave

When an illness or physical incapacity occurs during the time an employee is on vacation leave, accrued sick leave may be granted to cover the period of illness or incapacity and the charge against vacation leave reduced proportionately. Application for such substitution must be supported by a medical statement or other acceptable evidence if requested.

Cancellation upon Termination

Unused sick leave is canceled upon termination of employment without compensation to the employee.

Emergency Leave

Emergency leave may be granted for (1) up to three days for immediate family who requires the employee's personal care and attention if sick leave is not available; or if the employee elects not

to use it for this purpose. For purposes of emergency leave, family includes spouse, child, parent, brother, sister, grandparents, or grandchildren of an employee or an employee's spouse. It also includes any relative living in the employee's household who is dependent on the employee for care. The length of time granted (number of hours or days) for a specific emergency leave must be approved by the department head in advance and will depend on the circumstances; and the terms of and reasons for the leave must be documented and filed in the employee's personnel file. Emergency leave with pay may be granted to full-time regular employees by the Department Head and City Manager.

Administrative Leave

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

- Avoiding inclement weather or disaster as determined by the City Manager;
- Attending conferences, conventions, or seminars which will enhance the employee's job performance; paid administrative leave for any one conference, convention, or seminar may not exceed 10 working days;
- Representing the City or department at meetings relating to matters of concern to the City or department; and
- Attending public relations events beneficial to the City

Injury Leave

For information on occupational disability or injury leave for bona fide, on-the-job, work-related injuries, see the sections in these policies under the main heading **Health and Safety**.

Military Leave

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

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

Requests for approval of military leave must have copies of the relevant military orders attached, and such requests must be approved prior to taking the leave.

(Legal reference: V.T.C.A., Government Code, Section 431.005; V.T.C.S., Article 6252-4a; 38 U.S. Code Ann. Chapter 43.)

Jury Duty/ Citizenship Leave

Employees are entitled to civil leave with pay for jury duty, for serving as a subpoenaed witness in an official proceeding, and for the purpose of voting. An employee must present a notice to appear to his or her supervisor for jury duty or serving as a subpoenaed witness.

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

Voting

The City encourages its employees to vote in every election; however, we do not provide paid time off for voting. Employees should make arrangements to vote prior to or following normal working hours. Should an employee's work hours be such that they are unable to vote, they should let their manager know prior to Election Day what time they plan to vote so the manager can arrange for it. Time off will be unpaid.

Funeral (Bereavement) Leave

The City will grant full-time eligible employees up to three (3) consecutive days off with pay in the event of an absence due to a death in their immediate family. Immediate family is defined to include your parents, spouse, children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchildren or significant other.

Vacation time may be used if additional time is needed or if the particular circumstances warrant it. (It is up to management's sole discretion).

Family and Medical Leave (FMLA)

Eligible Employees

To be eligible for family leave, an employee must have been employed continuously by the City of Navasota for at least the previous 12 months and have worked at least 1,250 hours during those 12 months in a regular position. This policy applies equally to male and female employees. However, if both spouses are employed by the City, and the reason for the leave is to care for a newly arrived child or a sick parent, 12 weeks is the aggregate family leave limit for both. Temporary employees are not eligible for family leave.

Eligible Circumstances

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

Limitations/Restrictions

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

Temporary Transfer

If the employee's request for intermittent leave is foreseeable based on planned medical treatment, the City may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits, that better accommodates recurring periods of leave.

Maximum Duration

The total cumulative maximum period of time which an employee may be absent from work on family leave during any 12-month period is 12 weeks, regardless of whether all or a portion of the leave period is paid or unpaid. If an employee has accrued sick, vacation, or personal leave on the books at the time the family leave commences, the employee must exhaust those leave balances before being eligible for unpaid family leave. Once the employee's leave balances have been exhausted, the City will then provide enough unpaid family leave to total 12 weeks. During

the unpaid portion of an employee's family leave period, the employee accrues no additional vacation leave, sick leave, or any other type of leave.

Notification

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

Certification of Condition

An employee requesting a paid or unpaid leave of absence for extended illness or temporary disability must submit to the City Manager (1) a medical doctor's statement as to the date upon which the employee is no longer able to perform his or her duties or (2) a statement that the employee is needed to care for a spouse, parent, or child, with the expected length of the recuperation period or an estimate of the time required to care for the family member, and appropriate medical facts regarding the condition. In addition, the employee must also provide the City Manager with a written statement from the employee concerning his or her intentions about returning to work at the City. An employee on family leave must contact the appropriate City department head at least once each workweek unless another schedule satisfactory to the City has been established in writing and signed by the City Manager and the employee. The City may also require subsequent re-certifications as reasonably needed. Failure to provide required medical status reports or to contact the office on the schedule required by the City Manager is grounds for disciplinary action.

Second, Third Opinions

The City may require a second opinion, and, if conflicting, a third opinion from a health care provider as to the need for and scheduling of family leave. The second and third opinions, if sought and obtained by the City, will be paid for by the City and will be obtained from independent health care providers who are not employed by the City. If a third opinion is necessary, the third opinion obtained is final.

Return to Work/Assurances

After completion of an approved family leave period, an employee will be returned either to the same position he or she held before the leave began or to a position equivalent to the previously held position in pay, benefits, and other terms and conditions of employment. Regardless of

whether the family leave period is paid, unpaid, or a combination of paid and unpaid, the employee's health insurance coverage will be continued in the same manner and at the same level as it would have been had the employee continued in employment for the duration of the family leave period. However, should the employee decide, at any time after family leave begins, that he or she will not return to work at the City, the employee must reimburse the City for health coverage premiums paid by the City on behalf of the employee during the family leave period unless the reason for not returning to work is the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the employee's control. This is subject to certification.

Retention of Benefits

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

Summary of Act

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

(Legal reference: Family and Medical Leave Act of 1993 (P.L. 103-3).)

Request for Extension of Family and Medical Leave

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

Documentation

All documentation regarding family leave will be filed in the employee's medical file, which is maintained separate from the personnel files and is accessible to a limited number of persons only on a "need-to-know" basis.

(Legal reference: U.S. Americans with Disabilities Act of 1990.)

Other Leaves of Absence without Pay

Leave of absence without pay is an approved absence from duty in a non-pay status for not more than six months unless an extension is approved by the City Manager. Extensions of leave may be authorized by the City Manager in no more than one month intervals, and a careful review must be conducted prior to authorizing an extension. The reason(s) for granting the extension must be documented in writing in the employee's personnel or medical file, as appropriate.

Granting a leave of absence without pay is at the discretion of the City Manager. Such leave is not authorized unless all applicable accrued paid leave has been exhausted and there is a reasonable expectation that the employee will return to employment with the City at the end of the approved period. Approval of the leave must be documented with a copy of the documentation to be placed in the employee's personnel or medical file, as appropriate. Employees on leave of absence without pay receive no compensation and accrue no benefits. However, previously accrued leave balances, benefits, and seniority are retained during leaves of absence unless otherwise prohibited by the terms of the benefit programs. Medical insurance can be continued if the employee pays the premiums (including the City's portion) in full in a timely manner. The City's insurer may limit the length of time that the medical benefits may be continued.

Revocation of Leave without Pay

A leave of absence without pay may be revoked upon receipt of evidence submitted that the cause for granting the leave was misrepresented, or has ceased to exist.

Authorized Reasons for Leave without Pay

A leave of absence without pay may be appropriate for the following reasons:

1. Military service (see also the section on this type of leave);
2. Recovery from extended illness or temporary disability, including using leave without pay in lieu of or to extend the allowable 12-week period of family leave; pregnancy is treated in the same manner as any other extended illness or disability (see also the section on **Family and Medical Leave**);
3. Educational purposes when successful completion will benefit the City; or
4. Any other reason which, in the judgment of the department head and the City Manager, merits a leave of absence without pay.

Military Family Leave Provisions

Military Family Leave Provisions/Qualifying Exigency Leave

When a family member is deployed to a foreign country with the Armed Forces, your life can change very quickly. Many of these changes can require your prompt attention. Even though no one is ill or injured, you may need time away from work to address these issues.

If your spouse, parent, son or daughter is a military member who is deployed or has been notified of an impending deployment to a foreign country, and you work for a covered employer and are an eligible employee, you may be entitled to qualifying exigency leave. Qualifying exigency leave allows you to take up to a total of 12 workweeks of FMLA leave for qualifying exigencies, such as making different day care arrangements for the military member's children or attending official military ceremonies as your family member prepares to deploy.

To take qualifying exigency leave, the military member must be your *spouse, parent, son or daughter*.

■ Parent

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a child. This term does not include parents "in law."

■ Son or daughter

For qualifying exigency leave, son or daughter means your biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom you stood in loco parentis, and who is of any age.

Military Caregiver Leave

When faced with caring for an injured or seriously ill service member or veteran, the FMLA may be able to help ease the burden of worrying about your job during an already troubling time. If you are the spouse, parent, son, daughter, or next-of-kin of a covered service member, you work for a covered employer, and are an eligible employee, you may be entitled to military caregiver leave. Military caregiver leave allows you to take up to a total of 26 workweeks of unpaid leave during a single 12-month period to take care of your military relative if he or she has a qualifying serious injury or illness.

Conditions

An employee requesting an unpaid leave of absence must provide the City Manager with a statement from an appropriate third party as to the date upon which the employee is no longer able to perform his or her duties and the expected length of time needed. In addition, the employee must furnish the City with a written statement from the employee concerning his or her intentions about returning to work at the City. In determining whether or not to approve the request for leave without pay, the City Manager will consider the employee's length of service with the City and past performance, the department's needs, and the prospect for temporary replacement of the employee or reassignment of the employee's duties.

Reporting Requirements

An employee on extended leave must contact the appropriate City supervisor to report on his or her status at least once each workweek unless another schedule satisfactory to the City has been established in writing and signed by the employee and the City Manager. Failure to provide required medical status reports or to contact the office on the schedule required by the City may result in the City revoking the leave and taking disciplinary action up to and including dismissal.

Documentation

A summary of the basis for the decision to grant or deny an unpaid leave of absence and the terms of the leave will be prepared by the City Manager and or the human resources department or his or her designee and placed in the employee's personnel or medical file, as appropriate.

Return to Work after Leave without Pay

Upon returning to work after an authorized leave of absence without pay, an employee receives an adjusted employment date and adjusted anniversary date which reflect the period of time that the employee used for leave of absence. This adjusted date will be used for the purpose of calculating vacation leave accrual and any other benefits that may be based on length of employment.

At the expiration of an authorized leave of absence without pay, every effort will be made to reinstate the employee in the same, or a comparable, position. However, if no vacancy exists and a reasonable effort to place the employee in another position has been unsuccessful, the employee will be separated and paid accrued benefits. (See also sections on **Family and Medical Leave** and on **Military Leave** for specific provisions relating to leave of absence for those purposes.)

Using Leave in Combination

A regular employee who is requesting extended leave for illness or temporary disability has the option (except in the case of family and medical leave) of choosing to use all or part of his or her accrued sick and vacation leave in any combination with the requested leave without pay, contingent upon the approval of the City Manager.

When an employee who is on sick leave has exhausted his or her accrued sick leave, the employee will automatically be placed on vacation leave if (1) the employee has accrued vacation leave available, and (2) the employee has not requested a temporary leave of absence without pay.

Sick leave cannot be used for vacation purposes when vacation leave is exhausted.

With the approval of the employee's department head and the City Manager, other types of leave may be used in combination or coupled with holidays if it is determined to be in the best interests of the City and the employee. Other types of leave and the related requirements are discussed earlier in this chapter.

Holidays

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

The following normally are observed as paid holidays for regular employees who work at least 20 hours per week:

New Year's Day

Martin Luther King Jr. Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day and the Friday following Thanksgiving

Christmas Eve and Christmas Day

The City Council may designate other holidays or change the above list of holidays. Whenever an approved holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following, as determined by the City Manager.

Temporary employees (either full-time or part-time) or employees who work fewer than 20 hours per week are not paid for holidays except for holiday hours actually worked.

Regular part-time employees who work at least 20 hours per week are paid for holidays based on the number of hours they would have worked if the holiday had been a regular workday.

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

An employee who is sick preceding or following a holiday must provide written verification, by a third party, in order to be paid for that day.

An employee does not earn holiday leave during any month in which the employee has been on leave with or without pay for more than one-half the normal number of working days for the month.

Holidays for Law Enforcement and Firefighting Personnel

Since police and fire protection must be provided around-the-clock and year-round, those City departments cannot close on holidays. To provide equivalent holiday leave time to these employees, the City has established policies for holiday leave accrual and usage for some employees of these departments much like the City's vacation leave policy. Law enforcement personnel (including patrol officers and dispatchers only) earn holiday leave credits at the rate of 3.39 hours per two-week pay period, for a total of 88 hours per year (11 days), the same amount of holiday time off as provided to other City employees. This leave can be used in one-day or multiple-day increments with the approval of the employee's supervisor and department head. Firefighting personnel earn holiday leave credits at the rate of 4.00 hours per two-week pay period, for a total of 104 hours per year, reflecting the greater number of hours worked per year by firefighters than by other City employees. Firefighters must take holiday time or a combination of holiday and other leave time equivalent to the number of hours normally scheduled during the leave period (24 hours for a full shift or 12 hours for half a shift). Holiday request must be submitted seven to ten days in advance.

Holiday leave time may be carried forward only 90 days into the calendar year following the year in which the holiday time was accrued. At the end of the 90-day period, any holiday leave credits remaining from the previous year are reduced to zero without compensation to the employee.

Work during Holidays (Except for Law Enforcement and Firefighting Personnel)

It is not always feasible to grant holidays at the scheduled time, especially for employees who are assigned shifts on an "around-the-clock" operation. With the approval of the City Manager, a department head who finds it a business necessity to do so may direct some or all employees of the department to report for work on a holiday.

The City's basic policy is that each regular employee receives a specified number of paid holidays per year, as set forth in these policies. In most instances, if a regular employee is required to work on a scheduled holiday, he or she will be given an alternate day off, preferably within one month of the scheduled holiday. Any compensatory time granted in lieu of a holiday must be taken before the end of the calendar year in which it is earned.

Nonexempt regular employees who are required to work on a holiday and have not worked or do not work their normal required number of hours during that work period, not counting the holiday hours worked, will be compensated by either:

1. Paying the employee at the straight time rate of pay for the holiday hours worked and granting him or her the same number of hours off on an alternate workday; or
2. Paying the employee at the straight time rate of pay for the hours worked until the total hours actually worked during the work period exceeds the maximum allowable hours under FLSA, after which the employee would be paid at one and one-half times the regular rate of pay. Holiday time is considered work time.

Nonexempt regular employees who are required to work on a holiday in addition to working their regular 40-hour workweek will be compensated as follows:

1. Granted an alternate day off for the holiday, preferably within one month; and
2. Paid at one and one-half times the regular hourly rate of pay for the overtime hours worked in excess of 40 hours.

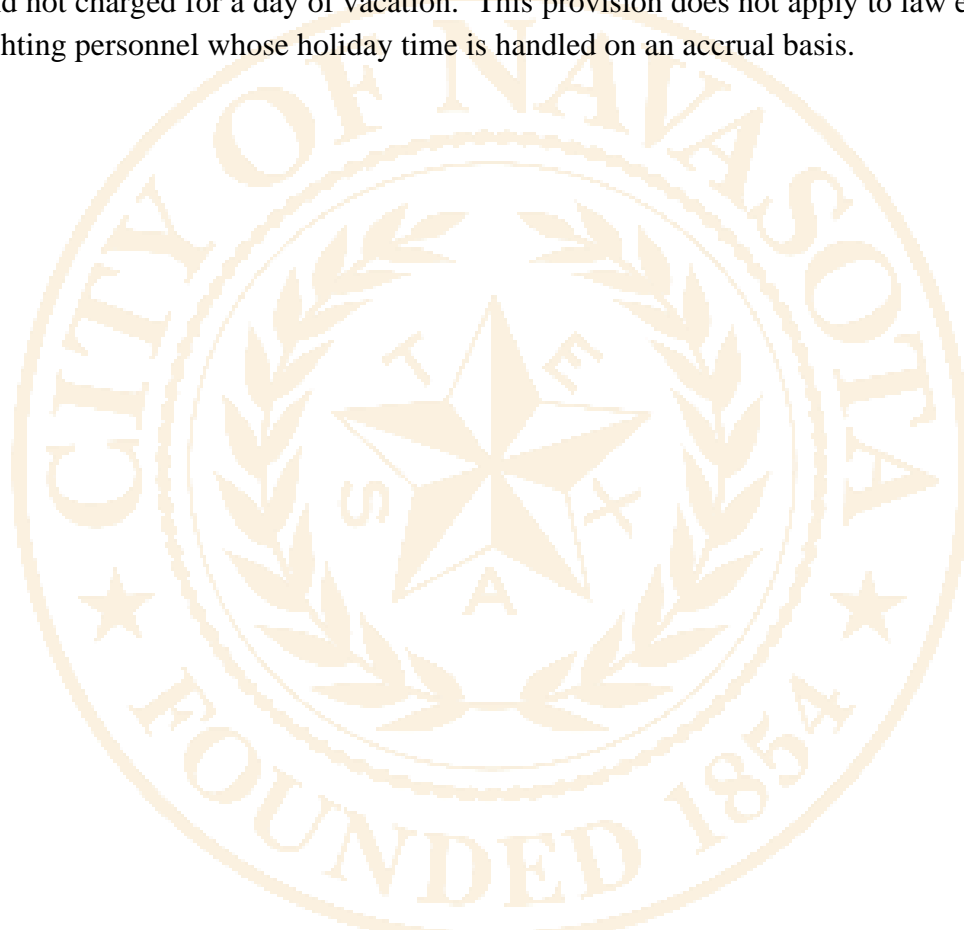
Holidays Falling on Non-Workdays

Whenever a holiday on the current year's list of approved holidays falls on a regular employee's regular day off and the employee does not work that day, the employee either will receive an additional day off for the holiday, or will be paid as though the employee had worked his or her

regular workday/scheduled number of hours on the holiday (eight hours for most regular employees). If the employee has used sick or vacation leave during the same work period in which the holiday occurred, the provisions of these policies titled **Overtime and Leave Taken** apply. This paragraph does not apply to law enforcement and firefighting personnel whose holiday time is handled on an accrual basis.

Holiday during Vacation

If an official holiday falls within a regular employee's vacation, the employee will be granted the holiday and not charged for a day of vacation. This provision does not apply to law enforcement and firefighting personnel whose holiday time is handled on an accrual basis.



Section 4 - Work Policies and Regulations

Care of equipment and Facilities

All employees should be concerned with the care and safe use of City-owned equipment and facilities. Good housekeeping is expected of every employee.

Personal Appearance/Clothing

General Dress Code Statement

As an employee of the City, pride and care in your personal appearance, as well as your conduct, are required. Personal grooming is an essential part of providing the best services to our citizens. Neatness, moderation, and good taste in your dress and manner contribute greatly to the impression that you make. Where health codes are applicable, they shall take precedence.

Remember, you represent the City. Management, at its discretion, may determine appropriateness of work attire and may impose disciplinary action for inappropriate attire. If you are deemed not to be professional or conservative in dress, style or grooming, you will be asked to clock-out and leave the property and return when the personal appearance or grooming issue has been corrected.

The following guidelines are provided to better explain what the City believes to constitute conservative and professional appearance.

Business Professional Attire

Business professional attire includes suit and tie with dress shoes or boots for men. Suits, pant suits or dresses with jackets, and dress shoes for women.

Business Casual Attire

Business casual attire includes dress slacks, polo shirt, dress shirt, sweaters, turtlenecks with dress shoes or boots for men. Casual dresses or skirts at or below the knee, dress slacks, dressy capris, blouses, dress shirts with dress shoes or flats for women.

Unacceptable Attire

Unless otherwise expressed by a supervisor, which depends on the job being performed, jeans, sweat pants, exercise pants, bermuda shorts, shorts, bib overalls, leggings, mini-skirts, skorts, sundresses, beach dresses, tank tops, midriff tops, t-shirts (unless worn under another blouse, shirt, jacket or dress). Flip flops, slippers, or flashy athletic/tennis shoes.

Personal Hygiene

Daily shower and use of deodorants daily is required. Regular teeth maintenance so as to guard against bad breath and odor is required.

Professional Dress

Uniformed Employees:

Uniforms must be pressed, clean, free of repair, missing buttons or stains with appropriate caps, hats, ties, etc. Uniforms must be sized correctly for fit and comfort. Uniforms must comply with all other guidelines.

Management Approval

Employees that are challenged with wearing the assigned head gear supplied by the City of Navasota will be allowed to wear approved hats (i.e. cowboy hats, caps, etc.) if required due to an accommodation. The accommodations should be discussed in advance with the supervisor. An employee who does not get the approval for an accommodation will not be permitted to wear unapproved head gear. Approved head gear will be tastefully worn and not used as a means of self-expression. No ornaments, pins, feathers, or leather ropes should be on the hat, and should be neutral in color.

Your department manager has the responsibility to ensure compliance of the Grooming Standards. You should consult your manager for approval of any items not covered under this document. Any variation of this policy will be subject to management's approval.

If you are considering a style change that may conflict with the above policy or if you have a question regarding a change you are considering, please check with your manager.

Smoking/ Tobacco Products

The City is dedicated to providing a healthy, comfortable and productive work environment for our employees. This goal can only be achieved through ongoing efforts to protect non-smokers and to help employees adjust to restrictions on smoking. Because the City is proud to offer a smoke-free working facility, smoking is only allowed in designated areas on City property. If you must smoke, do so only during breaks, lunch times, or off property. When you return, take necessary steps to ensure the smell of tobacco will not be offensive to your co-workers.

In general, tobacco products are prohibited for health reasons in order to provide a clean environment within City facilities and all City-owned vehicles. However, the City Manager, fire chief, chief of police, and director of public works and community services in their areas of responsibility, may designate specific areas where tobacco products are allowed. Appropriate signs will state that tobacco products are permitted only in designated areas on the outside of City buildings, and these areas are clearly identified. The designated area for City Hall is on the west side of the building.

Personal Belongings

The City recognizes an employee's desire to display mementos pertaining, to his/her family or other personal items. While the City can take no responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- Safety comes first - No object can interfere with job safety as viewed by City management.
- Nothing can be displayed that (in the opinion of management) is derogatory to any person or system of beliefs.
- Objects (in the opinion of management) that are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

Nursing Mothers Policy

The City of Navasota is committed to providing a mother-friendly workplace in accordance with all state and federal laws as they relate to workplace breastfeeding. The City of Navasota recognizes a mother's responsibility to both her job and her child and acknowledges a woman's choice to breastfeed benefits the family, the City, and society. The City provides a work environment that is supportive of lactating mothers and encourages breastfeeding of their children for up to one year or beyond following their birth.

For breastfeeding employees, lactation times shall be established based on the individual's work schedule. The City will provide a private, accessible area, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, for the purpose of expressing breast milk each time such employee needs to express milk. Employees are to inform their supervisor of their lactation schedule and needs prior to or immediately upon returning to work. It is the employee's responsibility to contact the Human Resources department for assistance finding a lactation room.

Department Directors and supervisors will ensure this policy is fully implemented and adapted to the needs of their department and work location and ensure the requirements of this policy are enforced.

Anti-Violence and Concealed Handguns

The City is committed to preventing violence and to maintaining a safe work environment. All employees should be treated with courtesy and respect at all times.

Employees are expected to refrain from horseplay or any activity that may lead to a violent situation for employees. Any verbal or physical altercation or behavior that threatens or intimidates another employee or a citizen at any time will not be allowed in any circumstances. We specifically discourage you from engaging in any verbal or physical confrontation with a violent or potentially violent individual. The City expects and encourages you to exercise reasonable judgment in identifying potentially dangerous situations.

With the exception of properly licensed and commissioned police officers, no employee will be allowed to carry or have in their possession a firearm of any kind when on duty or on any premises owned, operated or controlled by the City of Navasota.

There is one exception to this prohibition and that would be for those firearms/weapons that are transported in or are kept stored within the employee's locked personal vehicle, and then only when such storage is in compliance with state and federal regulations. Firearms/weapons so stored cannot be removed until the employee's personal vehicle leaves City property/parking facilities.

Employees in violation of this policy are subject to immediate removal from the premises and will be subject to disciplinary action up to and including termination.

Safety Equipment

Employees will be provided with safety equipment if it is a requirement for a particular job. This equipment is the responsibility of the employee and is replaced at the employee's expense if lost, damaged or stolen. Replacement will be provided if the equipment is shown to be defective through no fault of the employee.

City Tools and Equipment

The City will furnish all necessary tools and equipment to complete job assignments. Each employee is reminded that all items purchased by the City are the property of the City and represent a very valuable asset. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were his/her personal property.

To maximize the benefits of the City computer resources and minimize potential liability, the City employees are obligated to use computer and electronic resources responsibly, professionally, ethically and lawfully.

You are given access to our computer network to assist you in performing your duties. You should not have an expectation of privacy in anything you create, store, send or receive on the computer system. The computer system belongs to the City and should be used for business purposes only. Without prior notice, the City may review any material created, stored, sent or received on its network, via the Internet or any other computer network.

Use of computer resources for any of the following activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially discriminatory, defamatory or otherwise unlawful.
- Disseminating or storing commercial or personal advertisements, solicitation promotions, destructive programs (viruses or self-replicating code), political information or any other unauthorized material.
- Misuse of computer resources by, among other things, sending unauthorized mass mailing unrelated to City business or chain letters, spending excessive amounts of time on the Internet, playing games, gambling, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic.
- Using or copying software in violation of a license agreement or copyright.
- Violating any state, federal or international law.

If you are aware of anyone using computer resources for any of the above activities, you are obligated to report the incident immediately to your supervisor.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Social Networking Policy

The City understands that its employees may be using "social networking" in a variety of ways and does not want to unnecessarily restrict the otherwise legitimate use of these networking tools. "Social networking", as used in this policy, includes but is not limited to communication via blogs, wiki's, Facebook, Instagram, LinkedIn, Twitter, Pinterest and other similar and emerging social networking tools.

Personal Use

Personal social networking is prohibited during working hours. Except as allowed in the section of this Employee Handbook herein below entitled "Cell Phones and Mobile Technology," using the City resources for social networking is also prohibited and could be grounds for disciplinary action. Social networking after hours could also be grounds for disciplinary action, if such networking includes discriminatory remarks, threats of violence, harassment, or other similarly inappropriate or unlawful conduct.

Maintaining appropriate relationships with citizens and other employees reflects on the image and respectability of the City. Therefore, employees of the City are not prohibited from requesting or accepting personal social networking connections with current citizens, the City Council Members, direct supervisors or direct subordinates. The City also encourages its employees to maintain a professional relationship with co-workers.

City of Navasota Social Media Policy

This policy establishes guidelines for the establishment and use by the City of Navasota ("City") of social media sites (including but not limited to Facebook and Twitter) as a means of conveying City information to its citizens.

The intended purpose behind establishing City social media sites is to disseminate information from the City and about the City to its citizens. City social media sites shall be limited public forums.

The City has a vested interest in protecting its reputation and the community by ensuring that an employee's communication on behalf of the City not only reflects positively on the employee,

but also on the City. The City also has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on City social media sites.

For purposes of this policy, “social media” is understood to be content created by individuals using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include Facebook, blogs, Instagram, RSS, YouTube, Second Life, Twitter, LinkedIn, Delicious, and Flickr. For purposes of this policy, “comments” include information, articles, pictures, videos or any other form of communicative content posted on a City social media site.

General Policy

1. The establishment and use by any City department or organization associated with the City or City social media sites are subject to approval by the City Manager or his/her designees. All City social media sites shall be administered by the Marketing and Communications Coordinator or his/her designated representative.
2. City social media sites should make clear that they are maintained by the City and that they follow the City’s Social Media Policy.
3. Wherever possible, City social media sites should link back to the official City website for forms, documents, online services and other information necessary to conduct business with the City.
4. The Marketing and Communications Coordinator or his/her designated representative will monitor content on City social media sites to ensure adherence to both the City’s Social Media Policy and the interest and goals of the City.
5. The city reserves the right to restrict or remove any content that is deemed in violation of the Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Public Information Officer for a reasonable period of time, including the time, date and identity of the poster, when available.
6. These guidelines must be displayed to users or made available by hyperlink.
7. The City will approach the use of social media tools as consistently as possible, enterprise wide.
8. The City website at <http://www.navasotatx.gov> will remain the City’s primary and predominant internet presence.
9. All City social media sites shall adhere to applicable federal, state and local laws, regulations and policies.
10. City social media sites are subject to the Texas Public Information Act. Any content maintained in a social media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.

11. Comments on topics or issues not within the jurisdictional purview of the City may be removed.
12. Employees representing the City government via City social media sites must conduct themselves as a representative of the City and in accordance with all City policies at all times.
13. If comments are enabled on City's Facebook page, there should be a link/tab to a Comment Policy tab with the following disclaimer:

"This is a limited public forum intended to disseminate information from the City and about the City to its citizens. Comments posted to this page will be monitored. Under the City of Navasota posting policy, the City reserves the right to remove any inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions, promote illegal activity, promote commercial services or products or are not topically related to the particular posting.

The City does not warrant or make representations or endorsements as to the quality, content, suitability, accuracy, or completeness of the information, text, graphics, links, and other items contained on a City social media site's server or any other server. Such materials have been compiled from a variety of sources and are subject to change without notice from the City. The City's primary and predominant internet presence shall remain the City's official website at www.navasotatx.gov and no other website or social media site can characterize itself as such. The City reserves the right to completely delete or hide, when appropriate and as soon as feasible, any posting or content unrelated to the purpose and topical scope of the City social media site/page.

Except to the extent required by law, communications made through e-mail and comments posted shall in no way be deemed to constitute legal notice to the City of Navasota or any of its agencies, officers, employees, agents, or representatives with respect to any existing or potential claim or cause of action against the agencies, officers, employees, agents or representatives where notice to the City is required by any federal, state or local laws, rules or its regulations.

Further, comments on a social media site should not be utilized as a method of contacting the City in case of an emergency. Requests for City services or aid should be directed to (936) 825-6475. In cases of an emergency, please call 9-1-1."

14. A link to the City's website and the City's logo will be prominently displayed on all social media sites.
15. This Social Media Policy may be revised at any time.

Comment Policy

1. As a public entity, the City must abide by certain standards to serve all its constituents in a civil and unbiased manner.
2. The intended purpose behind establishing City social media sites is to disseminate information from the City and about the City to its citizen. City social media sites are limited public forums.
3. Comments containing any of the following inappropriate forms of content shall not be permitted on City social media sites and are subject to removal and/or restriction by the Marketing and Communications Coordinator or his/her designated representative:
 - a. Comments not related to the original topic, including random or unintelligible comments;
 - b. Profanity, obscenity, violent comments or pornographic content/language;
 - c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender or national origin;
 - d. Defamatory or personal attacks;
 - e. Threats to any person or organization;
 - f. Comments in support of, or opposition to, any political campaigns or ballot measures;
 - g. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - h. Conduct in violation of any federal, state or local law;
 - i. Encouragement or suggestion of illegal activity
 - j. Information that may tend to compromise the safety or security of the public or public systems; or
 - k. Content that violates a legal ownership interest, such as a copyright, of any party.
4. A comment posted by a member of the public on any City social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City, nor do such comments necessarily reflect the opinions or policies of the City.
5. The City reserves the right to deny access to City social media sites for any individual who violates the City Social Media Policy, at any time and without prior notice.
6. Departments shall monitor their social media sites for comments requesting responses from the City and for comments in violation of this policy.

7. When a City employee responds to a comment, in his/her capacity as a City employee, the employee's name and title should be made available, and the employee shall not share personal information about himself or herself, or other City employees.
8. A successful page requires "babysitting". The Marketing and Communications Coordinator or his/her designee is responsible for monitoring the City's Facebook page and making sure the content is not stale.
9. Departments will use proper grammar, avoid jargon and abbreviations. Facebook is more casual than most other communication, but is still representing the City at all times.
10. All comments posted to any City Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms/php>, and the City of Navasota reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

Policy for Employees

1. If you publish content to any website outside of the City's social media sites and it has something to do with subjects associated with the City, consider a disclaimer such as this: "The postings are my own and do not necessarily represent the City of Navasota's positions, strategies or opinions."
2. Never use or reference your formal position when writing in a non-official capacity.
3. Those with leadership responsibilities, by virtue of their position, must consider whether personal thoughts they publish, even in clearly personal venues, may be misunderstood as expressing City of Navasota positions. Have no expectation of privacy.
4. Be aware of your City association in online social networks. If you identify yourself as a City employee or have a public facing position for which your City association is known to the general public, ensure your profile and related content (even if it is personal and not an official nature) is consistent with how you wish to present yourself as a City professional, appropriate with the public trust associated with your position, and conforms to the existing standards.
5. Remain focused on customers, citizens, existing commitments and achieving the City's mission. Your use of social media tools should never interfere with your primary duties, with the exception of where it is a primary duty to use these tools to do your job.
6. Be truthful and transparent in your postings, but do not disclose confidential information. Everything on the internet is searchable and public.
7. Comments made will not paint the City in a poor light. Social media sites are not the forum to air personal grievances about pay, policy or problems in the workplace. Keep comments professional and tempered, if a mistake is made, work on a correction as soon as possible. If a new post is required to do so, make sure to reference the initial mistake.

8. Users shall minimize their use of “other than City” sections of social media websites.
 - a. The user is ultimately responsible for all comments. Employees are prohibited from posting:
Information about actual or potential claims and litigation involving the City;
 - b. The intellectual property of others, without written permission;
 - c. Photographs of employees or members of the public without consent.
9. Employees have no expectation of privacy on City owned computers or devices. Periodic monitoring of content is possible.
10. Access of personal social media via City technology must be brief and not interfere with the performance of the employee’s duties or with the workplace, and not involved commercial, political or other prohibited activities.

Policy for Elected Officials

1. Elected officials that use the City’s social media sites are subject to the same policies as employees.
2. An elected official of the City shall ensure that no possible open meeting law violation shall occur as a result of use of social media sites. Information communication with constituents is generally acceptable, but discussion of public business is prohibited, especially if it concerns other elected officials.
3. Elected officials shall not use the City’s social media sites to campaign for elections or ballot measures. Informational links back to the City’s website for detailed information on ballot measures should be provided on each of the City’s social media sites.

Solicitation and/or Distribution

To prevent disruption of business activities, to minimize distractions for all employees and to preserve City security, solicitation and/or distribution of literature, materials, goods, contest promotions, requests for donations or any other solicitation and/or distribution is prohibited during working time or in work areas, unless prior approval has been obtained from senior management.

Security

All doors, files, desk, gates and other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. City vehicles should be kept locked at all times when not in use. Lost keys must be reported to your supervisor immediately. Firearms and other potentially dangerous weapons are prohibited on City property.

Bulletin Board

The City maintains a bulletin board to keep employees informed of current items of general interest. Employees should check the bulletin board regularly. Posting and/or removal of notices must have approval of your supervisor.

Outside Employment

If management feels that outside employment prevents an employee from fulfilling their obligations to the City, the employee will be asked to resign and complete a form to leave their outside employment. It is a direct violation of City policy to seek or hold outside employment with a direct competitor of the City or with an organization that creates a conflict of interest. All management and supervisory personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

Changes of address or Changes of Telephone Status

Employees will provide to the City a telephone number through which they can be reached. Supervisory and service personnel must furnish the City a telephone number at which they can be reached during off-duty hours or have ready access to a telephone which they could use to respond to a page. Employees do not receive either additional compensation or reimbursement for maintaining this telephone service.

Using the Telephone

Each time an employee makes or receives a telephone call they represent the City. The manner in which a call is handled determines how the City is judged by our customers. We have a limited number of telephone lines at the City and it is essential that we keep those lines open for customer calls. Personal use of the City telephones must be reasonable and approved by your direct supervisor. During working hours, employees should refrain from making or receiving personal telephone calls except for emergencies.

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

City employees and officials may not place personal long distance telephone calls on City telephone equipment unless the charges will be billed directly by the telephone company to the individual's personal account.

Cell Phones and Mobile Technology

The duties and responsibilities of certain City officials and employees may require the use of a cell phone and related monthly phone or data services. In some circumstances, the City may furnish a City official or employee with a phone and related monthly services. Such phones and related services are provided primarily for business purposes. Necessary and incidental personal use of City-provided cell phones is permitted, but should be minimized while the official or employee is at work. The official or employee should make every effort to limit the number and length of personal calls or personal transactions on the phone while carrying out official duties. Abuse of these privileges may subject the official or employee to disciplinary action under applicable policies and revocation of phone privileges. Personal use of City-issued cell phones should not damage or hinder the day-to-day operations of the office. Cell phone usage and records may be analyzed from time to time to ensure compliance with this policy. If personal use results in excessive monthly charges, the employee must reimburse the City for such charges. Field use of personal cell phones will be determined by Department Directors.

Prior Clearance Required

Any cell phone use, calls, activities, or transactions that would incur additional charges to the City must first be cleared with City management, whether the cost is related or unrelated to City business.

Tax Consequences

Provided that the City-issued cell phone is used and maintained primarily for City-related business purposes, the cell phone and related services are not considered part of an employee's taxable income.

The City prohibits employee possession or use of cameras, including camera phones, anywhere on the City property without the expressed permission of the appropriate Department Head.

Any employee not complying with this policy will be subject to disciplinary action up to and including termination.

Drug & Alcohol Usage (Substance Abuse)

The City has adopted a drug and alcohol policy that prohibits possessing, distributing, or using alcohol, illegal drugs or controlled substances on the job and prohibits working while under the influence of alcohol, illegal drugs or controlled substances on the job or on the premises of the

City or its members, or at any time when an employee is on the City time. These activities not only jeopardize the City but could also create situations that are unsafe or that substantially interfere with job performance.

Employees should be aware that controlled substances include prescription medications. Utilizing prescription medications that have not been prescribed to you is prohibited by law. The City expects employees who are using legitimately prescribed medications to be aware of the side effects of the medication and how those side effects may affect their job performance or the safety of themselves or others. If you have any concerns about how a legitimate prescription medication may affect you on the job, please speak with your doctor or pharmacist.

On occasion the City may sponsor a customer or an employee function at which alcoholic beverages are consumed. While the City expects employees attending those functions to enjoy themselves, the City also expects employees to maintain a professional business demeanor.

Employees in violation of the policy are subject to appropriate disciplinary action, up to and including immediate termination of employment.

Substance Abuse Testing

All prospective employees who are given a conditional offer of employment will be required to take a drug test. Candidates who fail the drug screen will not be accepted for employment and are ineligible for employment consideration for a period of six (6) months from the date of the failed drug screen.

In addition, some employees are subject to random and "reasonable cause" and post-accident testing as defined by the Substance-Free Workplace Policy. Refusal of any individual to submit to testing set forth in the Substance-Free Workplace Policy will result in either rejection of a job candidate's employment application or, in the case of a current employee, disciplinary action up to and including immediate termination of employment.

Sexual Harassment

The City is committed to providing an environment free of sexual harassment and/or intimidation. Such misconduct interferes with employees' ability to perform their jobs and is not in keeping with the City's philosophy of trust and mutual respect.

Prohibited conduct includes, but is not limited to:

- Threats or insinuations, either explicit or implicit, that an employee's refusal to submit to sexual advances will adversely affect his/her employment, promotional opportunities, evaluations, wages, duties, shifts and/or any other terms or conditions of employment.
- Unwelcome acts of a sexual nature, committed by either supervisor or non-supervisory personnel, that interferes with an employee's performance and/or creates an intimidating, hostile or offensive work environment. Such acts include, but are not limited to:
 - Unwelcome sexual flirtations, advances and/or propositions;
 - Verbal or written comments, jokes, teasing and/or other communication of a sexual nature;
 - Graphic comments about an individual's body;
 - The use of sexually degrading words to describe an individual;
 - The display of sexually suggestive objects and/or pictures;
 - Foul or obscene language and/or gestures;
 - Unwelcome physical conduct such as patting, pinching and/or brushing against another person's body.

The City prohibits any form of retaliation against an employee who has made a complaint under this policy or who has participated in an investigation under this policy. Retaliation against any such individual will result in disciplinary action up to and including termination of employment.

The implementation and continued support of this Policy is the responsibility of each and every employee, Supervisor, and Manager. Full cooperation and assistance are expected from all those associated with the hiring, developing, and promoting of City personnel.

Any employee, either male or female, who feels that this Policy has been violated, should contact his/her Supervisor and/or a representative of the Human Resources Department. At that time, The City shall conduct a prompt and thorough investigation, and maintain the highest level of confidentiality possible, and act, as necessary, to remedy the situation.

Media Relations Communications

Only the City Manager or his designated spokesperson can be quoted by a reporter in print or on camera. No other employee is to act as spokesperson. Furthermore, City personnel are prohibited from making comments to the press on behalf of the City without first obtaining approval from the City Manager or his designee.

- (a) All City staff members are encouraged to communicate by appropriate means with members of the news media concerning programs for which they are responsible or in which they have expertise.

- (b) When communicating with the media, City staff should be mindful that they are perceived to be acting on behalf of the City whether or not they intend to be doing so. Therefore, staff should always behave professionally and courteously, staying focused on the message they are trying to convey, while avoiding extraneous commentary, speculation, or the drawing of conclusions with incomplete information.
- (c) While truthfulness is paramount in all dealings, staff (as representatives of the City) should work towards the presentation of City issues in a positive manner.
- (d) Department directors and the City Manager's staff are required to be responsive to the media. Department directors may also require other individuals to interact with the media as needed.
- (e) Other City staff members are not required to talk with the media but are encouraged to do so when appropriate. City employees who do not wish to talk with the media should communicate their decision not to comment, and reporters should not be led to interpret their decision to avoid comment as an overall department policy of restricting staff communications with the media.

Notification of media contact should be made to the City Manager and the employee's immediate supervisor. Notification in person, by telephone, or by e-mail is acceptable.

Records

- a) The City of Navasota is a local government entity. As such, most of what we do is a matter of open record. There are very few exceptions and they are determined by the Texas Public Information Act. To ensure that only accurate and legally open personnel information is released; all personnel records information shall be released only by the City of Navasota Human Resources Department, the City's Legal Counsel or the City Manager's Office.
- b) The City Manager's Office provides a clipping service for all articles related to the Navasota City Government that appear in local/area newspapers. On occasion, articles about City government and staff appear in magazines and professional journals; in an effort to archive this information and to generate additional coverage for City staff and activities, departments are encouraged to send copies of these articles to the City Manager's Office.

News Releases

- a) News releases issued by a department should be submitted to the Marketing and Communications Office for review, approval and distribution coordination. Not all that happens in City departments is worthy of a news release. Some items may be best handled as a "media advisory" or a feature story suggestion. Other items may be best handled as correspondence to a particular group.
- b) Once approved, the Marketing and Communications Coordinator will be responsible for distribution to the news media. The initiating department is responsible for sending copies

to their personnel. If necessity requires a department to distribute its own news releases, then a courtesy copy should be sent to the City Manager's Office.

- c) News releases issued after 4:00 PM should include an after hour's or evening contact telephone number.

Press Conferences

- d) Press Conferences offer the City an opportunity to directly present information to the media and interested citizens. By their very nature, press conferences rely on having the media present to communicate our information to the public. Therefore, when planning press conferences, the availability of the media should be given priority.
- e) Typically, press conference should be held no earlier than 10:00 AM and not later than 4:00 PM. This timeframe allows the print, television, and radio media to all have access to the story. Likewise, press conference should be held on Mondays or Tuesdays, if possible, to allow weekly newspapers an opportunity to report on the information.
- f) Press conferences should be called no more than 24 - 36 hours prior to the event. If called earlier, the media typically will try and get the information before the conference and thus negate the purpose of holding a press conference. Media advisories/invitations should be faxed to the media and followed up with a telephone call.
- g) The City Manager's Office must be consulted before calling a press conference.
- h) As the elected governing body of the City, the involvement of the Mayor and City Council will be given primary consideration for scheduling press conference activities concerning policy matters.

Publications

All published reports, brochures, fact sheets, etc., should be sent to the City Manager's Office to be archived and considered for availability in the Citizen Information display rack and on the City's web site.

Public Meetings

All public and/or community meetings should be reported to the City Manager's Office and included on the City's weekly calendar, which is shared with local media and citizen groups and is made available on the City's web site.

Conflict of Interest

A conflict of interest is a divided loyalty between the interests of the City and the personal interests of the employee. Employees must not let personal considerations or relationships, either actual or potential, influence them in any way when representing the City in dealings with other persons or organizations.

Each of you has the obligation to avoid not only situations that give rise to a conflict of interest, but also those situations that create the appearance of a conflict of interest.

You may encounter potential conflicts of interest in a variety of situations. Some of the more likely areas are:

- Relationships with members or City vendors, especially relating to entertainment situations or gifts.
- Financial or other dealings with outside organizations that deal with our City.
- Outside employment with any competitor, customer, or vendor of the City, or any other outside employment arrangements that could jeopardize our interests or interfere with our productivity.

You should re-examine your investments, relationships, and activities periodically to avoid becoming involved in a conflict of interest. If you are in doubt concerning the propriety of any activity, you are obliged to review the situation with your supervisor.

The City reserves the right to determine whether certain activities constitute a conflict of interest. If, after such determination and appropriate discussion, you persist in engaging in such activities, discharge may result.

Confidentiality

The City requires that a strict code of confidentiality of information be maintained. No employee will store information outside of the City (either in written or electronic form) about any matter pertaining to the conduct of the City's business. No information regarding selling or purchasing prices to one customer or vendor shall be given to another customer or vendor.

Do not discuss selling prices of services, or products with vendors. This is delegated to top management personnel. Likewise, engaging in conversations about prices, service, problems, gossip, etc. regarding one vendor to another vendor are at the discretion of top management personnel only. However, we do allow supervisors to price small items. Lack of discretion in these matters is looked upon as a very serious matter and may subject the responsible employee to disciplinary action or possible termination.

In addition, idle gossip or dissemination of confidential information within the City, such as personal information, financial information, etc. will subject the responsible employee to disciplinary action or possible termination.

Bribes, Kick-Backs and Other Illegal Payments

Bribes, kick-backs and other illegal payments to or from any individual with who we conduct business (in any form and for any purpose) are prohibited.

Certain types of rebates to the City from suppliers (but not to or from an individual employee) are legitimate to correct commercial inequity if done within government trade regulations.

Patents and Copyrights

Any patent or copyright developed by an employee in conjunction with and/or as a result of their employment with the City is the property of the City. Any information pertaining to such patent or copyright must remain on City premises.

Gifts

A City employee may not accept any gift or free service that might tend to influence his or her official actions or impair his or her independence of judgment in performance of duties for the City. Accepting a gift or free service could be a criminal act under Chapter 36 of the Texas Penal Code. If a City employee receives an unsolicited gift or benefit, the gift or benefit should be given to the employee's supervisor to be donated to a governmental entity that has the authority to accept the gift or to a recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes.

Use of City Name

You may not use the City name in connection with personal activities, except as part of a biographical summary of work experience. If you intend to participate in meetings or publish materials where the City name is coupled with the participant's or author's name, you must have advance written approval from the City Manager.

Use of City Assets

You should regard the protection of City assets and services as a vital responsibility. The City assets include, for example, City manuals, samples, forms, plans, citizen lists and files, software, and all other documents, writings, and copies used or relied upon in your employment. These

materials and property are proprietary to the City. They must not be used for personal benefit or any other improper purpose. They must not be sold, lent, given away, or otherwise disposed of, regardless of condition or value, except with proper authorization. They must be returned upon request or upon termination of employment. Personal use of the City telephones must be reasonable. However, we do share information with other cities.

Use of City Information

City information is valuable both to the City and to others. Each employee should follow the only safe rule: Give to outsiders only information which is clearly immaterial, which is already available to the public (such as included in press releases, annual reports, quarterly reports, filings with the Securities and Exchange Commission, etc.), or which is required for you to perform your job properly. Written requests for information will be processed in accordance with the Texas Public Information Act.

Outside Activities

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

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

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

Political Activity

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

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

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

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

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

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

SECTION 5 - Progressive Discipline and Separation

Progressive Discipline

The City believes in correcting personnel problems before they become so serious that termination is unavoidable. Therefore, we apply progressive discipline, which emphasizes correcting the problem rather than punishing the offender. Generally, this occurs through progressive steps of documented warnings when other coaching and counseling efforts have not produced performance improvement or changes in behavior required to meet expectations. We apply disciplinary tools to help get the person back on track to acceptable performance and

effective contributions. However, in some situations the offense may be so serious that immediate termination may be recommended. Nothing herein shall be construed to require progressive discipline or prohibit the City from terminating an employee at will.

Progressive discipline is a process by which performance or behavior issues are addressed. Progressive discipline is intended to communicate the problem and provide specific feedback as to how the performance or behavior should be altered to meet the City standard. In some cases, suspension of an employee may be necessary to complete a fair and thorough investigation or to determine the appropriate disciplinary action.

In taking disciplinary action, it is hoped that requisite changes occur, and the employee can move forward with their employment. However, it is important that leaders do not allow the team to suffer loss of production, team work, morale, and respect due to tolerating inappropriate behavior or a lack of performance.

It is City policy to ensure that supervisors and managers administer disciplinary actions fairly and consistently in an effort to correct performance or behavior issues.

Voluntary Resignation

Any employee voluntarily resigning their position with the City is requested to submit a written resignation with a minimum of two (2) weeks' notice. Employees who do not complete (if required) the two-week notice period or fail to provide one and are otherwise qualified for, will not receive a payout of accrued unused vacation time.

Exit Interview

An employee planning to leave the City may be asked to participate in an exit interview to discuss their decision to leave the City with their supervisor. Discussions concerning the reasons for leaving will assist the City in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview, matters relating to final pay and any other applicable considerations will be arranged.

Return of City Property

Any City property must be returned at the time of termination. Terminated employees are responsible for any lost or damaged items, including safety equipment and uniforms. The value of any property issued and not returned may be deducted from final pay. Upon commencing employment, employees may be required to sign a wage deduction authorization form and a return of City property form (within six (6) days) for this purpose.

Pay at Time of Separation from Employment

The City will determine if the terminated employee has any outstanding debt owed to the City and whether the individual has in their possession any City credit cards, uniforms, tools, keys, safety equipment, manuals, vehicles, ID cards/badges or any other City property.

After a full accounting of the employee's and the City's account (as determined by the City) is completed, a final check will be issued to the employee in accordance with state law.

The City will issue a check that is designated as the final payment for all services rendered. Police and firefighters will receive payment for all unused vacation, holiday and comp time. Non police and firefighter employee's will receive payment for their unused vacation and comp time at the time of separation from employment if all conditions for doing so as described previously in this handbook are met.

Terminated employees will be contacted by Human Resources for possible conversion of group insurance and to address any financial issues.

SECTION 6 - City Work Rules

As an Employee of the City, it is essential for all employees to understand and observe the following standards:

1. Be at your place of business, ready for work, at your scheduled time.
2. Hourly Employees will be assigned a time card/number and instructed on how to properly record time worked. All time worked is to be recorded. The employee is the only person allowed to record his or her time worked. Any changes to the time sheet/card/number must be approved by management at the time of occurrence.
3. It is the employee's responsibility to ensure that all hours worked are properly recorded. Payroll errors caused by the employee's failure to properly record time worked will be paid on the following payroll. Payroll errors caused by the City will be corrected and paid as soon as practical.
4. Personal telephone calls during working hours are strictly limited.
5. Children, friends, relatives, former employees, or individuals not doing business at the City's request are not permitted in any warehouse, office, work area or restricted area.
6. Personal property brought onto the location must be left in an area designated by the Manager/Supervisor until the employee departs. All packages are subject to inspection by management at any time.
7. Any grievance should be discussed with your immediate supervisor unless your grievance relates to your supervisor. In that case, it should be discussed with the supervisor's superior or another member of management.
8. Employee parking areas will be assigned by management. Employees must park in designated areas.
9. Employees should be properly groomed and attired when on duty. Apparel standards will be designated by management.
10. The City equipment may not be loaned or removed from the premises for personal use.
11. The first six (6) months of employment is an evaluation period. During this period, the employee or the City may terminate employment with or without notice. The completion of the evaluation period should not be considered a guarantee of employment or continued employment.

The following actions are examples of disciplinary procedures. If you commit one or more of these acts, you will be issued a written warning which will be placed in your personnel file. Repetition of these offenses may result in termination:

1. Unsatisfactory work performance or work not meeting the City standards for quality, accuracy, and/or production.
2. Violation of safety policy and/or procedures.
3. Failure to report an absence in a reasonable time prior to scheduled work time.
4. Repeated tardiness or absenteeism.

5. Repeated use of the telephone for personal use.
6. Solicitation in working areas during working time.
7. Interfering with, or disrupting, other employees during working hours.
8. Failing to comply with the City's standards of courtesy and customer service.
9. Committing any act which is detrimental to the orderly conduct of business.
10. Involving a City vehicle in any minor traffic violation or accident where the employee is found to be at fault.
11. Gambling, in any form, on the City premises, excluding those specifically authorized by City management.

The following actions are cause for the immediate termination of your employment, with or without warning or notice.

1. Falsifying time sheets, City records, or responses to requests for information from City officials.
2. Leaving City premises during working hours without permission of your supervisor.
3. Defacing or abusing City property or equipment.
4. Fighting on City premises.
5. Sleeping while on duty.
6. Insubordination or refusing to follow instructions issued by management.
7. Committing acts of dishonesty towards the City, its customers, other Employees, organizations servicing the City or committing other acts which tend to bring the City into disrepute.
8. Major violation of safety policy and/or procedure.
9. Failing to follow City procedures.
10. Violating any City policy.
11. Involving a City vehicle in any major traffic violation or accident where the Employee is found to be at fault.
12. Carrying, possessing, or controlling a firearm or other potentially dangerous weapon (excluding tools, instruments, and box cutters provided by the City for use in performing job duties) in or on City property or otherwise in the performance of City business.
13. Participation (either directly or indirectly) in a business enterprise in competition with the City's business interests.
14. Behavior that is in violation of the City's Substance Abuse Policy.
15. Any harassing, threatening, or intimidating actions or behaviors.
16. All employees are expected to exercise good judgment in forming close personal relationships with other persons at the City. Relationships between co-workers' must never affect an employee's job performance or interfere with activities in the workplace.

This policy does not alter the at-will employment relationship. The above is a sample and does not include all possible violations. The City retains the right to revise its policies, procedures and list of offenses at any time.

SECTION 7 - Health and Safety

The City is committed to the safety of its employees, its property, equipment and the environment. To this end, we will utilize a safety program in our daily activities. Any employee who disregards any City safety rule and/or regulation is subject to disciplinary action including termination of employment.

The following will be considered standard procedure for all employees:

1. Should a safety regulation be modified so that an employee's safety is something less than it should be, the employee should inform his/her supervisor.
2. All questions concerning the reason for doing something in a certain manner may be asked of any member of management at any time.
3. Employees' decisions should always be guided by the City's commitment to safety.

It is management's responsibility to see that every employee at the City is provided with safe working conditions, all safety regulations are observed, and employees use good common sense to protect themselves as well as others. Management will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is YOU. It is your responsibility to abide by the safety rules - these rules are made for your protection. Report any personal injury **IMMEDIATELY**, however minor.

On-the-Job Injuries

Employees should report immediately to their immediate supervisors any conditions that in their judgment threaten the health and safety of employees or visitors. Employees are encouraged to make suggestions to their supervisors for improvements that would make the City workplace safer or more healthful.

Failure to report an on-the-job injury, no matter how minor, is grounds for disciplinary action.

Medical Attention

An employee who sustains a bona fide, on-the-job, work-related injury may seek medical attention from the medical facility or a professional of his or her choice from a list of doctors that accepts the City's worker compensation insurance after getting the proper authorization forms from the Human Resources Office. The City encourages employees to return to work as soon as they are able to do so.

An employee returning to work must submit a physician's statement of medical condition and release to return to work. As determined by the City Manager, at the City's expense, an employee may be required to submit to examination by an independent physician.

Insurance

The City provides workers' compensation insurance for all of its employees. This insurance provides medical expenses and a weekly payment if an employee is absent from work because of a bona fide, on-the-job, work-related injury for more than seven calendar days. (*Legal reference: Texas Workers' Compensation Act, Texas Labor Code, Chapter 401 et seq.*)

Statutory Benefits

Employees who sustain an injury at work may be eligible to receive benefits prescribed by the Texas Workers' Compensation Act. These benefits include compensation payments; medical care as reasonably required to cure and relieve the effects of the injury or occupational disease(s); and/or death benefits.

Compensation benefits are subject to a seven-calendar day waiting period. After 28 calendar days of lost time, the seven-day waiting period will be paid retroactively under workers' compensation.

Initiation of Injury Leave

An employee who is put on leave for a bona fide, on-the-job, work-related injury is urged to request a copy of the City's policy on "On-the-Job Injuries" prior to or as soon after the beginning of the leave as is feasible. Injury leave begins on the first scheduled workday of absence due to on-the-job injury and continues until the employee returns to work, his or her eligibility expires, or the employee is removed from injury leave coverage by the City Manager.

Compensation

If an employee sustains a bona fide, on-the-job, work-related injury which renders him or her unfit for performing the duties of the job, he or she must report the injury and the City must file a workers' compensation claim. The employee will receive workers' compensation payments if the situation merits payment as authorized under state statute.

Use of Sick Leave

An employee who sustains a bona-fide, on-the-job, work-related injury is eligible to receive pay from accrued sick or vacation leave for the first seven calendar days following the accident. Thereafter, he or she receives only authorized workers' compensation payments.

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

Duration of Injury Leave

The maximum duration of occupational disability or injury leave is six months unless an extension is expressly authorized by the City Manager. Requests for extension must be in writing and may be authorized in writing after careful review by the City Manager, in no more than 30-day increments. Written justification for authorization or denial of an extension is filed in the employee's medical file.

Termination of Injury Leave

Injury leave may be terminated at any time without prior notice. Evidence that the employee is able to return to work and has not done so will be submitted to legal and medical advisors prior to terminating the leave.

Continuation of Group and/or Dependents' Medical Insurance

The City will continue to pay the City's portion of the employee's group medical insurance for a period of time not to exceed 90 days for an employee on injury leave. To continue group and/or dependents' medical insurance after the 90th day on which the employee is on injury leave, the employee must pay both the employee's and the City's portions of these insurance premiums.

Exclusion

Injuries caused by willful intent and attempt to injure self or to unlawfully injure another, intoxication, horseplay by the injured employee, acts of God except in certain limited circumstances (i.e., assigned to official duty during a hurricane, lightning storm, etc.), or act of a third party for personal reasons are excluded specifically from coverage by injury leave with pay. (*Legal reference: Texas Workers' Compensation Act, Texas Labor Code, Chapter 401 et seq.*)

Reporting Requirements

While on leave because of a bona fide, on-the-job, work-related injury, each time the employee sees the physician for consultation or treatment, he or she must provide a progress report to the appropriate City supervisor, who passes the report along to the department head, personnel officer, and City Manager. Any change in the employee's condition which might affect his or her entitlement to workers' compensation payments must also be reported to the appropriate supervisor. In addition, the injured employee must contact his or her supervisor periodically to report on his or her condition. Failure to provide the required medical status reports or to contact the supervisor on the schedule required by the City is grounds for revoking the employee's leave and for taking disciplinary action.

Return to Work

A written statement from the attending physician certifying that the employee has been released to return to work and specifying the type(s) of work he or she is capable of performing as well as any limitation(s) must be received by the City before an employee may return to work. Failure to return to work when directed will result in appropriate disciplinary action.

The employee's supervisor must notify Human Resources upon the employee's return to duty so that Human Resources may resume recordkeeping for purposes of payroll, benefits, and leave and length-of-service accruals.

Temporary Light Duty Status

During the course of an on-the-job injury leave of absence, if an employee is released by his or her physician for light duty, the employee's job or alternative job assignment(s) will be evaluated for a determination of whether a temporary position is available in which the City can use the employee's limited services for a temporary period of time.

If no acceptable light duty assignment can be found, the employee will be placed on inactive status until released by the physician to return to his or her previous job.

A light duty assignment cannot exceed 90 days. In addition, the employee may receive workers' compensation payments in a reduced amount.

Inactive Status

At the end of the initial six-month period after the injury, an injured employee unable to return to regular duty will be placed on inactive status unless an extension of injury leave is expressly

authorized by the City Manager. At the time the employee is placed on inactive status, the department head is free to hire or promote a temporary replacement.

When the injured employee has reached maximum recovery, the City will consider the employee for employment in a capacity for which the employee is qualified, if a position is available.

Total Disability/Retirement

A determination of total disability may be rendered at any time during the course of the occupational disability or injury leave. Upon such a determination, the personnel officer, in consultation with the City Manager, will make the necessary arrangements for the employee's retirement under the "on-the-job disability" clause of the coverage provided by the city's retirement plan.

Reasons for Termination of Employment during Injury Leave

An employee may be terminated while on leave for an on-the-job injury for the following:

1. Refusal to return to duty on the workday on which the employee has been released by the treating physician;
2. Failure to accept a "light duty" assignment;
3. Failure to follow prescribed treatment including medical appointments; and
4. Participation in activities which, according to the City's legal and medical advisors, justify termination because they are injurious to recovery or they do not aid in healing.

Final Release or Settlement

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

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

General Safety Rules

Safety is everyone's responsibility and for each one's benefit. Failure to observe any part of these rules or common safe work practices will result in disciplinary action.

Injuries - Report all injuries to your supervisor immediately, no matter how slight.

Housekeeping- Good housekeeping is the foundation of a safe workplace. You can make a worthwhile contribution by keeping your work area, equipment and tools neat and clean.

Unsafe conditions & work practices - Report all unsafe acts or conditions to your supervisor immediately.

Machinery and electrical work - Machine adjustments and electrical work will be made by authorized personnel only. Employees are not to operate equipment unless appropriate safety guards are in place.

Work habits - concentrate on your work - do not look around or converse with others while operating a machine. Never distract the attention of other employees.

Clothing - While working around moving equipment, loose clothing, jewelry or open shoes will not be permitted.

Food and drinks - allowed in designated areas only.

First Aid - Familiarize yourself with first aid locations in your facility.

Trailers - All trailers are to be chocked during loading and unloading. Make sure dock plates are in place and adequate for the load.

Personal protective equipment - PPE is (maybe) required in certain areas. It is your responsibility to contact your supervisor concerning the appropriate protective equipment required.

Fire exits - Fire exits must be kept unobstructed at all times. Be familiar with the locations of fire alarms, exits and the evacuation plan for each facility.

Lifting - Use available equipment to handle materials. Use proper lifting technique. Get help when assistance is needed.

Visitors - No unauthorized visitors are allowed in the facility.

Chemical exposures - Employees who are working with chemicals must know the proper procedures associated with each particular chemical. It is the responsibility of the Department Head/Supervisor to discuss proper procedures with the employee.

Safety signs and posters - Signs and posters are for your information and protection and must be followed.

In addition to the above general safety rules, additional rules may be in place for your position.

These accident prevention rules should be reviewed regularly and revisions made as required.

Employee Responsibilities

Every City employee has a duty to assure a safe working environment for themselves, fellow employees and citizens of the City. Employee safety responsibilities include:

- Perform their duties according to established safe operating procedures.
- Recognize the hazards of the job and take steps to insure their safety, as well as the safety of others.
- Become familiar and abide by the safety rules, and local work rules.
- Report all unsafe conditions to the appropriate supervisor and/or manager.
- Follow the instructions of their managers and/or work guidelines to insure the safe performance of a given task.
- Report all injuries, regardless of severity, to the immediate supervisor and/or manager as soon as possible and cooperate with any investigation made to determine cause and future preventative measures.
- Use all required personal protective equipment provided and maintain this equipment in a satisfactory manner.
- Help maintain good housekeeping standards.
- Active participation and cooperation with the overall safety program.

Hazardous Communication

The Environmental Protection Agency has classified certain chemicals and chemical groups into categories that have been classified as toxic. This means that in concentrated forms or by accumulating and combining with other chemicals (even the air), these chemicals can be hazardous to human health if exposure occurs.

City Commitment

Our City is fully committed to providing a safe and healthful work environment for every employee. Sometimes it is necessary for employees to work with or around potentially hazardous substances. In these instances, it is important that employees are aware of the substance's identity, health and physical properties and the safe work practices required to minimize any

potential hazards. To ensure employee health and safety, a written Hazard Communication Program has been developed.

City Responsibility

It is the City's responsibility to:

- Prepare a list of potentially hazardous substances.
- Ensure that containers are properly labeled.
- Maintain and make available to employees a file of material safety datasheets (MSDS) for each hazardous substance in the work place.
- Ensure that employees have the required information and training.

Reporting Injuries and Accidents

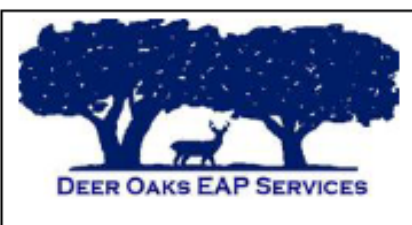
Employees must advise their supervisors of all accidents, injuries or illnesses that occur while at work. All accidents, injuries or illnesses that occur while at work must be reported immediately no matter how slight they may appear.

The City will provide the proper forms for reporting job-related accidents, injuries and illnesses. Any employee failing to report these occurrences is subject to disciplinary action.

In the event of a vehicular accident involving a City-owned vehicle or while on City business, report all information immediately to your supervisor and/or the City Manager's Office. In no instance should responsibility for an accident be expressed to anyone until the proper person in the City has been notified and permission has been obtained to make statements.

FORMS





Manager Assist Line: 1-877-249-4751
Please return this completed and signed form via
E-mail: ManagerConsult@DeerOaks.com or fax: 1-866-240-3933

Date of Referral: _____

EMPLOYEE INFORMATION:

Employee Name: _____

Date of Birth: _____ Gender: Male / Female

Address: _____

Cell or Home number: _____ Can a message be left on voicemail? Yes / No

Work number: _____ Can a message be left on voicemail? Yes / No

Email: _____

Employee's position: _____ Department: _____

Current Employment Status (e.g., working, suspended, on paid or unpaid leave etc.): _____

COMPANY AND REFERRING MANAGER DETAILS:

Company Name: _____

1-Manager/HR Name: _____

Telephone: _____ Email: _____

Preferred forms of communication? Email: Yes / No Telephone: Yes / No Voicemail: Yes / No

2-Manager/HR Name: _____

Telephone: _____ Email: _____

Preferred forms of communication? Email: Yes / No Telephone: Yes / No Voicemail: Yes / No

Reason for the referral: _____

AUTHORIZATION TO RELEASE/RECEIVE INFORMATION

I, _____, hereby authorize **Deer Oaks EAP**
(Client's Name)

Services to release / receive information contained in my case records subject to the conditions below.

1. The name of the person(s), title, organization(s) to whom disclosure is to be made is (list each person):

2. The specific information **Deer Oaks EAP Services** is authorized to release / receive is*:

- ☐ Scheduled appointments and attendance
- ☐ Compliance with EAP session treatment recommendations
- ☐ Referral to outside resources to address the problem where appropriate
- ☐ After-care recommendations where appropriate
- ☐ **DOT/SAP:** For referrals that include substance use issues, does the employee fall under the scope of the Federal DOT, and will therefore require a DOT/SAP evaluation?

**(Manager Referrals are not intended to provide the following: Fitness for Duty or Return to Work performance assessments.)*

3. The purpose of the disclosure I am authorizing is:

- To facilitate a referral for counseling
- To provide feedback regarding my contact and participation with **Deer Oaks EAP Services**

4. I understand that this consent is subject to revocation in writing by me at any time except to the extent that **Deer Oaks EAP Services** has already taken action in reliance on this consent. If not previously revoked, the consent will terminate automatically upon **Deer Oaks EAP Services** designating that services are completed or one year from today's date (whichever comes first).

5. I understand that once information is released it is no longer within the control of **Deer Oaks EAP Services**, and there is the potential for re-disclosure by the recipient.

6. I understand that my decision to sign this authorization is voluntary. I understand that my decision not to provide authorization may result in **Deer Oaks EAP Services** being unable to provide any or all of its services.

Client's Name: _____ (Please print)	Manager/HR Name: _____ (Please print)
---	---

Signature of Client: _____	Signature of Manager/HR: _____
-------------------------------	-----------------------------------

Date: _____	Date: _____
-------------	-------------

Driver Restriction Notification Form

Employee Name _____

I certify that there are no restrictions to date on my driver's license. I am aware that if a restriction is placed on my license while employed with the City of Navasota, I am required to do the following:

- Notify the Department Supervisor and HR of any restrictions placed on his/her driver's license;
- Notify the Department Supervisor and HR if his/her driver's license is suspended or revoked;
- Notify the Department Supervisor and HR of any traffic violations for which the employee is cited while operating a City of Navasota-owned vehicle.

Signature of Employee:

Date:

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 11.

AGENDA DATE: December 14,
2020

PREPARED BY: Lance Hall, Finance Director

APPROVED BY: BS

ITEM: Consideration and possible action on Resolution No. 686-20, reducing the collection of Peg(Public, Education & Governmental) Fees for cable television services within the City of Navasota to zero percent.

ITEM BACKGROUND:

The City collects the one percent (1%) PEG Fee from Suddenlink. State law provides that the PEG Fee may be spent only as permitted by federal law, which provides that expenditures must be for capital costs for PEG facilities and the City does not currently operate a PEG channel nor does the City anticipate operating a PEG channel in the future.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 686-20, reducing collection of peg fees to zero percent.

ATTACHMENTS:

1. Resolution No. 686-20

RESOLUTION NO. 686-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS REDUCING THE COLLECTION OF PEG FEES WITHIN THE CITY OF NAVASOTA TO ZERO PERCENT

WHEREAS, Suddenlink Communications ("Suddenlink") provides cable television services to citizens of the City of Navasota ("City") pursuant to a state-issued franchise acquired by Suddenlink in 2012 under Chapter 66 of the Texas Utilities Code; and

WHEREAS, prior to acquiring the state-issued franchise Suddenlink operated within the City pursuant to a local franchise agreement between the City and Suddenlink; and

WHEREAS, Chapter 66 of the Texas Utilities Code provides that a cable television service provider operating pursuant to a state-issued franchise must pay each municipality an amount equal to one percent (1%) of the provider's gross revenue or, at the municipality's option, the per-subscriber line fee that was paid under previous franchise agreements in lieu of in-kind services and operational grants as a public, educational, and governmental fee ("PEG Fee"); and

WHEREAS, the City's previous franchise agreement with Suddenlink did not include a per-subscriber line fee; and

WHEREAS, currently the City collects the one percent (1%) PEG Fee from Suddenlink; and

WHEREAS, state law provides that the PEG Fee may be spent only as permitted by federal law, which provides that expenditures must be for capital costs for PEG facilities; and

WHEREAS, the City does not currently operate a PEG channel nor does the City anticipate operating a PEG channel in the future; and

WHEREAS, because the City does not operate a PEG channel the City has no capital costs for PEG facilities for which it can expend the collected PEG Fee; and

WHEREAS, because the City cannot expend the collected PEG Fee the City Council of the City of Navasota, pursuant to Chapter 66 of the Texas Utilities Code, desires to collect the per-subscriber line fee thereby reducing the PEG Fee to zero percent;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF NAVASOTA, TEXAS:**

Section 1: That pursuant to Chapter 66 of the Texas Utilities Code the City Council hereby opts to collect the per-subscriber line fee that was paid under its previous franchise agreement with Suddenlink thereby reducing the PEG Fee paid by Suddenlink to zero percent within the City of Navasota.

Section 2: That the City Manager is authorized to communicate with Suddenlink and provide any documentation required by Suddenlink to cease collecting the PEG Fee within the City of Navasota.

**APPROVED AND RESOLVED ON THIS THE 14TH DAY OF
DECEMBER, 2020.**

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 12.

AGENDA DATE: December 14,
2020

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: BS

ITEM: Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

Consent Items are:

- A. Consideration and possible action on the minutes for the month of November 2020;
- B. Consideration and possible action on the expenditures for the month of November 2020; and
- C. Consideration and possible action the second reading of Ordinance No. 948-20, denying the distribution cost recovery factor rate increase of Entergy, Texas, Inc. filed on October 22, 2020.

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends approval of the consent agenda items which include the minutes and expenditures for the month of November 2020; and the second reading of Ordinance No. 948-20, denying the distribution cost recovery factor rate increase of Entergy, Texas, Inc. filed on October 22, 2020.

ATTACHMENTS:

1. Minutes - 11/09/2020
2. Minutes - 11/23/2020
3. Expenditures for the month of November 2020
4. Ordinance No. 948-20

**MINUTES
REGULAR MEETING
NOVEMBER 9, 2020**

The City Council of the City of Navasota, Grimes County, Texas met at the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street at 6:00 p.m., Navasota, Texas on the above date with the following being present:

**Bernie Gessner, Councilmember, Place # 1
Geoff Horn, Councilmember, Place # 2
Pattie Pederson, Councilmember, Place # 2
Josh M. Fultz, Councilmember, Place # 3
Bert Miller, Mayor, Place # 4
Grant E. Holt, Mayor Pro-Tem, Place # 5**

Thus constituting a quorum.

STAFF PRESENT: Brad Stafford, City Manager; Susie M. Homeyer, City Secretary; Lupe Diosdado, Community Development Director; Hung Mai, IT Specialist; Michael Mize, Lieutenant; Pat Gruner, Municipal Judge; Vanessa DiMattia, Utility Clerk; Jason Katkoski, Fire Chief/EMC; Lance Hall, Finance Director; Kathrine Thogersen, Administrative Assistant; Cary Bovey, Legal Counsel; Dominique Lowery, Facilities Manager; Enrique Padron, Truck Driver; Abigail Ledbetter, Intern; and Shawn Myatt, Police Chief/Assistant City Manager.

VISITORS: Connie Clements, Deborah Richardson, Karen Hughes, Callan Katkoski, Philip Cox, James Gilley, Donna Schmidt, Joe Falco, III; Ashley Falco, Ana Cosino, Steven Hughes, Kylie Maxson, Avery McKinney, Hannah Dimmel, Porsche Jones, Kylie Walter-Steptoe, Brianna Kashwer, Graceanna Linder, Kelly Ladd, Emily Ladd, Glenda Maxson, Kathleen Dimmel, Alice Jones, Susan Foy, Mark Dimmell, Karen Newman, Dean Heard, Nancy Heard, Leslee Soto, Bryana Stokes, Melodie Linder, Eric Linder, and Stephanie Maxson.

THE ITEMS ON THE AGENDA WERE TAKEN UP IN DUE ORDER AS FOLLOWS:

1. Mayor Bert Miller called the meeting to order at 6:00 p.m.

2. Invocation was given by Mayor Pro-Tem Grant Holt. The City Council, staff members and visitors then recited the Pledge of Allegiance to the American Flag and the Texas Flag.
3. Remarks of visitors: Deborah Richardson addressed the City Council to see if anything could be done about food being thrown away by eateries and grocery stores and given to those people that are in need. Karen Hughes addressed the City Council about being bitten by a pit bull dog to see if more stringent laws could be put in place about animals with aggressive behaviors.
4. Staff report:
 - (a) City Manager Brad Stafford gave an update on COVID-19 response;
 - (b) City Manager Brad Stafford and the City Council recognized Enrique Padron for ten years of service and Jason Katkoski for twenty-five years of service;
 - (c) Finance Director Lance Hall introduced Vanessa DiMattia as the new utility clerk;
 - (d) Mayor Bert Miller proclaimed November 11 – 1, 2020 as National Apprenticeship Week;
 - (e) Mayor Bert Miller proclaimed November 9, 2020 as Navasota Rattler Volleyball Day;
 - (f) Councilmember Geoff Horn gave an update on the latest Board of Adjustment meeting;
 - (g) Councilmembers and staff informed the audience about upcoming events.
5. Councilmember Bernie Gessner moved to canvass the returns for the November 3, 2020 City Election, seconded by Councilmember Geoff Horn and with each Councilmember voting AYE, the motion carried.
6. A Certificate of Election was issued to the newly elected Councilmembers being Josh Fultz, Bernie Gessner and Pattie Pederson. Municipal Judge Pat Gruner then administered the oath of office to each of them. Councilmember Pattie Pederson then assumed the duties of her new office.

7. Mayor Pro-Tem Grant Holt moved to nominate Bert Miller to serve as Mayor, seconded by Councilmember Bernie Gessner. With no other nominations, Bert Miller was elected Mayor.
8. Councilmember Josh Fultz moved to nominate Grant Holt to serve as Mayor Pro-Tem, seconded by Councilmember Bernie Gessner. With no other nominations, Grant Holt was elected Mayor Pro-Tem.
9. The Noon Lions Club, Evening Lions Club and the Kiwanis presented the Parks Department with a check to help purchase new playground equipment for Mockingbird Park.
10. A public hearing was held regarding zoning changes initiated by the Planning and Zoning Commission, changing the current zoning from A/O Agriculture/open Space District to R-1C: low density, single dwelling unit, 2 acre lot or larger, residential district for the properties legally described as, A0002. D ARNOLD, TRACT 17, PAR 9-4, ACRES 3.064, 17, PAR 9-4, A0002. D ARNOLD, TRACT 18, ACRES 159.5, PAR 3-2, A0002. D ARNOLD, TRACT 18, PAR 8, ACRES 2.15, A0002. D ARNOLD, TRACT 18, PAR 2, ACRES 28.23 and A0002. D ARNOLD, TRACT 18, PAR 1, ACRES 7.8, changing the current zoning from A/O: Agriculture/open Space District to R-3: high density, multi-dwelling unit, residential district for the properties legally described as A0002. D ARNOLD, TRACT 18, PAR 9, ACRES 3, A0002. D ARNOLD, TRACT 18, PAR 4, ACRES 1.5 and A0002. D ARNOLD, TRACT 18, PAR 6, ACRES 2.16, changing the current zoning from A/O: Agriculture/open Space District to R-1B: medium density, single dwelling unit, quarter acre, residential district for the property legally described as A0002. D ARNOLD, TRACT 18, PAR 1-5, ACRES 1.00, located in Navasota, Grimes County, Texas. Councilmember Bernie Gessner recused himself from this item. He also noted that he had filed the appropriate affidavit of conflict of interest with the City Secretary. Mayor Bert Miller opened the public hearing at 6:31 p.m. With no comment from the public, Mayor Bert Miller closed the public hearing at 6:35 p.m.
11. Councilmember Bernie Gessner recused himself from this agenda item. Mayor Pro-Tem Grant Holt moved to approve the first reading of Ordinance No. 946-20, changing the current zoning from A/O Agriculture/open Space District to R-1C: low density, single dwelling unit, 2 acre lot or larger, residential district for the properties legally described as, A0002. D ARNOLD, TRACT 17, PAR 9-4, ACRES 3.064, 17, PAR 9-4, A0002. D ARNOLD, TRACT 18, ACRES 159.5, PAR 3-2, A0002. D ARNOLD, TRACT 18, PAR 8, ACRES 2.15, A0002. D ARNOLD, TRACT 18, PAR 2, ACRES 28.23 and A0002. D ARNOLD, TRACT 18, PAR 1, ACRES 7.8,

changing the current zoning from A/O: Agriculture/open Space District to R-3: high density, multi-dwelling unit, residential district for the properties legally described as A0002. D ARNOLD, TRACT 18, PAR 9, ACRES 3, A0002. D ARNOLD, TRACT 18, PAR 4, ACRES 1.5 and A0002. D ARNOLD, TRACT 18, PAR 6, ACRES 2.16, changing the current zoning from A/O: Agriculture/open Space District to R-1B: medium density, single dwelling unit, quarter acre, residential district for the property legally described as A0002. D ARNOLD, TRACT 18, PAR 1-5, ACRES 1.00, located in Navasota, Grimes County, Texas, seconded by Councilmember Josh Fultz. The following votes were then recorded:

AYES: Mayor Bert Miller, Councilmember Josh Fultz, Mayor Pro-Tem Grant Holt and Councilmember Pattie Pederson

NAYS: None

ABSTAIN: Councilmember Bernie Gessner

Mayor Bert Miller announced that the motion carried.

12. Councilmember Josh Fultz moved to approve Ordinance No. 948-20, authorizing the issuance and sale of "City of Navasota, Texas, Combination Tax and Limited Surplus Revenue Certificates of Obligation, series 2020" and approving all other matters related thereto, seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, the motion carried.
13. A presentation was held on the Navasota Sidewalk and Trails Plan.
14. Mayor Pro-Tem Grant Holt moved to approve the first reading of Ordinance No. 947-20, amending Chapter 4, Article 4.07, Towing Companies, of the Code of Ordinances, City of Navasota, Texas, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.
15. Mayor Pro-Tem Grant Holt moved to appoint James D. Laub, PhD to the Parks and Recreation Board and the Keep Navasota Beautiful Commission, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.
16. Councilmember Bernie Gessner moved to approve the consent agenda items which include the minutes and expenditures for the month of October 2020; the second reading of Ordinance No. 943-20, tax roll ordinance for tax year 2020 City of Navasota Brazos County portion; the second reading of Ordinance No. 944-20, tax roll ordinance for tax 2020 City of Navasota Grimes County portion; and the second reading of Ordinance No. 945-20, updated service credits with the Texas Municipal Retirement System, seconded by

Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

17. Mayor Bert Miller adjourned the meeting at 7:30 p.m.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**MINUTES
REGULAR MEETING
NOVEMBER 23, 2020**

The City Council of the City of Navasota, Grimes County, Texas met at the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street at 6:00 p.m., Navasota, Texas on the above date with the following being present:

**Bernie Gessner, Councilmember, Place # 1
Pattie Pederson, Councilmember, Place # 2
Josh M. Fultz, Councilmember, Place # 3
Bert Miller, Mayor, Place # 4
Grant E. Holt, Mayor Pro-Tem, Place # 5**

Thus constituting a quorum.

STAFF PRESENT: Brad Stafford, City Manager; Susie M. Homeyer, City Secretary; Hung Mai, IT Specialist; Kathrine Thogersen, Administrative Assistant/Deputy City Secretary and Michael Mize, Lieutenat.

VISITORS: Connie Clements, Deborah Richardson, Mac Vaughn, Travis Stackhouse, Boy Scouts Troop 1102, Elizabeth Stackhouse, Kelley Austin, Steve Austin, Doris Sauls, Mary Stackhouse, Alyssa Watkins, Julia Gay, Lindsey Benitez, Yawei Shang, Paola Solis, Cruz Gonzales, David Lyons, Dakota Smith and W. J. Sauls.

THE ITEMS ON THE AGENDA WERE TAKEN UP IN DUE ORDER AS FOLLOWS:

1. Mayor Bert Miller called the meeting to order at 6:00 p.m.
2. Invocation was given by Mac Vaughn. The City Council, staff members and visitors then recited the Pledge of Allegiance to the American Flag and the Texas Flag which was led by the Boy Scout Troop 1102.
3. Remarks of visitors: None.
4. Staff report:
 - (a) City Manager Brad Stafford gave an update on COVID-19 response;

(b) Staff recognition for years of service was postponed and will move to the December 14, 2020 meeting;

(c) City Manager Brad Stafford gave an update on the Arts Council quarterly report;

(d) Mayor Bert Miller proclaimed the month of December 2020 as Tree of Angels month;

(e) There was not an update on Boards and Commissions;

(f) Councilmembers and staff informed the audience about upcoming events.

5. Councilmember Josh Fultz moved to sanction the "1st annual Jingle Around Town Sip and Shop" on December 5, 2020, seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, the motion carried.
6. Mayor Pro-Tem Grant Holt moved to approve the first reading of Ordinance No. 948-20, denying the distribution cost recovery factor rate increase of Entergy Texas, Inc. filed on October 22, 2020, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.
7. Councilmember Bernie Gessner asked that the consent agenda items be separated. He also recused himself from the Consent Agenda Item A. Councilmember Josh Fultz moved to approve the second reading of Ordinance No. 946-20, changing the current zoning from A/O Agriculture/open Space District to R-1C: low density, single dwelling unit, 2 acre lot or larger, residential district for the properties legally described as, A0002. D ARNOLD, TRACT 17, PAR 9-4, ACRES 3.064, 17, PAR 9-4, A0002. D ARNOLD, TRACT 18, ACRES 159.5, PAR 3-2, A0002. D ARNOLD, TRACT 18, PAR 8, ACRES 2.15, A0002. D ARNOLD, TRACT 18, PAR 2, ACRES 28.23 and A0002. D ARNOLD, TRACT 18, PAR 1, ACRES 7.8, changing the current zoning from A/O: Agriculture/open Space District to R-3: high density, multi-dwelling unit, residential district for the properties legally described as A0002. D ARNOLD, TRACT 18, PAR 9, ACRES 3, A0002. D ARNOLD, TRACT 18, PAR 4, ACRES 1.5 and A0002. D ARNOLD, TRACT 18, PAR 6, ACRES 2.16, changing the current zoning from A/O: Agriculture/open Space District to R-1B: medium density, single dwelling unit, quarter acre, residential district for the property legally described as A0002. D ARNOLD, TRACT 18, PAR 1-5, ACRES 1.00, located in Navasota, Grimes County, Texas, seconded by Mayor Pro-Tem Grant Holt. The following votes were then recorded:

AYES: Mayor Bert Miller, Mayor Pro-Tem Grant Holt,
Councilmember Josh Fultz and Councilmember Pattie Pederson

NAYS: None

ABSTAIN: Councilmember Bernie Gessner

Mayor Bert Miller announced that the motion carried.

Councilmember Bernie Gessner moved to approve the second reading of Ordinance No. 947-20, amending Chapter 4, Article 4.07 Towing Companies, of the Code of Ordinances, City of Navasota, Texas, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

8. Mayor Bert Miller adjourned the meeting at 6:23 p.m.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

MONTHLY BUDGET SUMMARY AS OF NOV 20

FUND	REV BUDGET	YTD REV	% BUD	EXP BUDGET	YTD EXP	% BUD	BALANCE
<i>General</i>	\$ 11,555,653.00	\$ 1,696,046.92	15%	\$ 11,555,653.00	\$ 1,260,824.79	11%	\$435,222.13
<i>Water</i>	\$ 1,862,000.00	\$ 373,824.01	20%	\$ 1,862,000.00	\$ 366,565.56	20%	\$7,258.45
<i>Utility Cap IMP</i>	\$ 290,000.00	\$ 39,596.34	14%	\$ 290,000.00	\$ 48,333.34		(\$8,737.00)
<i>Gas</i>	\$ 2,972,000.00	\$ 354,738.34	12%	\$ 2,972,000.00	\$ 346,429.26	12%	\$8,309.08
<i>Sewer</i>	\$ 2,077,500.00	\$ 251,707.10	12%	\$ 2,077,500.00	\$ 203,141.25	10%	\$48,565.85
<i>cemetery perm</i>	\$ 3,000.00	\$ (38.28)	0%	\$ 3,000.00	\$ -	0%	(\$38.28)
<i>cemetery oper</i>	\$ 65,000.00	\$ 16,742.76	26%	\$ 65,000.00	\$ 4,218.05	6%	\$12,524.71
<i>Grant Fund</i>	\$ 3,558,500.00	\$ 162,268.58	5%	\$ 3,558,500.00	\$ -	0%	\$162,268.58
<i>Hotel Occupancy</i>	\$ 141,000.00	\$ 18,186.16	13%	\$ 141,000.00	\$ -	0%	\$18,186.16
<i>Bond Fund</i>	\$ 1,250,143.00	\$ 158,117.97	13%	\$ 1,250,143.00	\$ 913,128.65	73%	(\$755,010.68)
<u>GRAND TOTAL</u>	<u>\$ 19,926,296.00</u>	<u>\$ 2,869,324.98</u>	<u>14%</u>	<u>\$ 19,926,296.00</u>	<u>\$ 3,094,307.56</u>	<u>16%</u>	<u>\$511,880.22</u>
<i>Capital Projects</i>	\$ 10,000,000.00	\$ 129.36	0%	\$ 10,000,000.00	\$ -	0%	\$129.36
<i>EDC</i>	\$ 686,000.00	\$ 29,988.46	4%	\$ 686,000.00	\$ 134,440.50	20%	(\$104,452.04)
<i>Foundation</i>	\$ 5,500.00	\$ 263.02	5%	\$ 5,500.00	\$ -	0%	\$263.02

CITY OF NAVASOTA
MONTHLY SALES TAX COMPARISON
2015-2020

		CITY SALES TAX COLLECTED		
		2002	2003	% CHANGE
2003	October	\$60,231.50	\$82,508.01	36.98%
	November	\$97,195.18	\$83,976.74	-13.60%
	December	\$59,257.49	\$72,545.84	22.42%
	January	\$58,119.26	\$60,641.33	4.34%
	February	\$99,868.40	\$140,830.97	41.02%
	March	\$56,920.19	\$59,110.36	3.85%
	April	\$52,715.38	\$59,601.16	13.06%
	May	\$97,134.29	\$93,187.99	-4.06%
	June	\$67,470.38	\$72,126.33	6.90%
	July	\$87,004.41	\$73,770.06	-15.21%
36181.86 One Payment	August	\$89,898.56	\$100,175.34	11.43%
	September	\$69,332.88	\$70,583.01	1.80%
	Total	\$895,147.92	\$969,057.14	8.26%
	Total			
2005	October	\$62,219.34	\$74,388.30	19.56%
	November	\$107,090.07	\$118,096.69	10.28%
	December	\$62,346.50	\$70,455.29	13.01%
	January	\$61,823.41	\$73,136.08	18.30%
	February	\$110,849.83	\$125,360.31	13.09%
	March	\$63,315.64	\$82,316.78	30.01%
	April	\$66,239.58	\$71,268.19	7.59%
	May	\$77,950.86	\$122,426.67	57.06%
	June	\$69,309.09	\$88,372.86	27.51%
	July	\$78,455.80	\$91,623.29	16.78%
one payment from audit	August	\$142,517.72	\$134,247.76	-5.80%
	September	\$75,008.38	\$120,642.76	60.84%
	Total	\$977,126.22	\$1,172,334.98	19.98%
	Total			
68846.03 One Payment 2007	October	\$92,207.92	\$105,594.65	14.52%
	November	\$128,463.35	\$138,221.46	7.60%
	December	\$148,107.22	\$95,352.67	-35.62%
	January	\$98,001.54	\$103,674.95	5.79%
	February	\$129,940.36	\$153,108.96	17.83%
	March	\$67,673.23	\$90,958.40	34.41%
	April	\$85,046.47	\$88,298.98	3.82%
	May	\$127,322.62	\$122,617.04	-3.70%
	June	\$80,430.75	\$108,382.73	34.75%
	July	\$95,997.18	\$94,376.76	-1.69%
2006-2007	August	\$129,739.03	\$132,500.76	2.13%
	September	\$104,131.58	\$112,421.04	7.96%
	Total	\$1,287,061.25	\$1,345,508.40	4.54%
	Total			
2009	October	\$101,055.81	\$81,819.63	-19.04%
	November	\$145,460.03	\$128,437.38	-11.70%
	December	\$127,177.65	\$103,713.32	-18.45%
	January	\$116,221.98	\$81,299.87	-30.05%
	February	\$143,942.75	\$136,370.69	-5.26%
	March	\$81,334.57	\$88,208.48	8.45%
	April	\$85,150.06	\$313,498.55	268.17%
	May	\$138,856.23	\$157,571.50	13.48%
	June	\$91,690.63	\$104,952.13	14.46%
	July	\$94,574.59	\$105,197.55	11.23%
2008-2009	August	\$123,167.44	\$145,374.50	18.03%
	September	\$88,483.18	\$102,198.27	15.50%
	Total	\$1,337,114.92	\$1,548,641.87	
	budget	1,300,000	1,300,000	
18.76% 13.28% -6.11% 12.70%	October	\$97,167.16	\$105,514.91	8.59%
	November	\$145,493.01	\$146,477.37	0.68%
	December	\$97,371.99	\$100,235.24	2.94%
	January	\$91,626.93	\$101,415.55	10.68%
2010-2011	October			
	November			
	December			
	January			
2009-2010	October			
	November			
	December			
	January			
2011-2012	October			
	November			
	December			
	January			

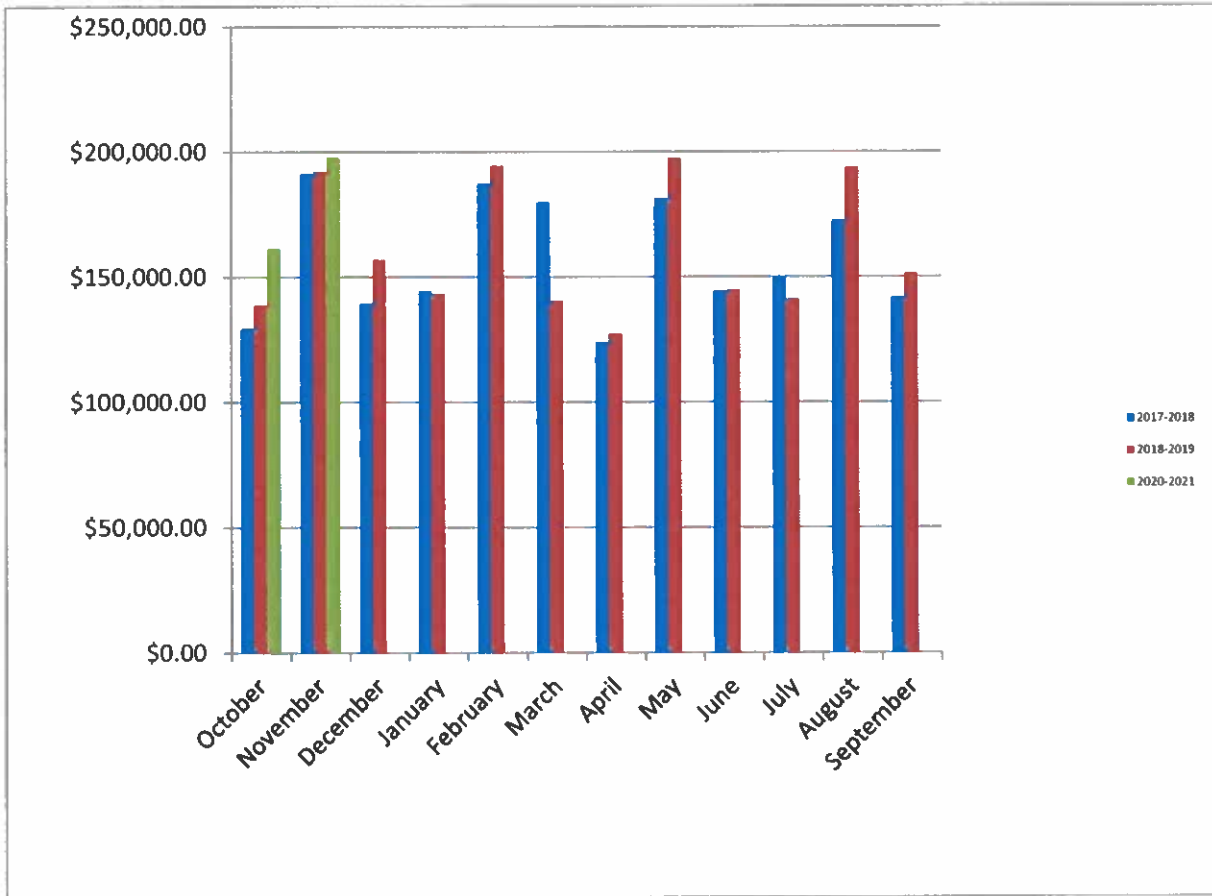
CITY OF NAVASOTA
MONTHLY SALES TAX COMPARISON
2015-2020

3.86%	February	\$141,628.41	February	\$152,313.48	7.54%
15.23%	March	\$101,638.25	March	\$95,131.04	-6.40%
-69.16%	April	\$96,694.83	April	\$106,108.07	9.73%
-10.24%	May	\$141,433.87	May	\$241,177.31	70.52%
2.39%	June	\$107,461.48	June	\$133,094.13	23.85%
-8.60%	July	\$96,147.48	July	\$111,212.87	15.67%
-4.64%	August	\$138,636.18	August	\$162,712.81	17.37%
10.54%	September	\$112,973.62	September	\$164,459.01	45.57%
	Total	\$1,368,273.21	Total	\$1,619,851.79	
	budget	1,300,000	budget	1,300,000	
	2012-2013			2013-2014	
23.92%	October	\$130,751.29	October	\$127,920.59	-2.16%
22.88%	November	\$179,985.94	November	\$167,496.65	-6.94%
39.77%	December	\$140,097.88	December	\$129,835.47	-7.33%
27.66%	January	\$129,465.53	January	\$117,689.31	-9.10%
16.61%	February	\$177,618.45	February	\$171,138.60	-3.65%
33.66%	March	\$127,152.24	March	\$126,258.28	-0.70%
31.37%	April	\$139,389.00	April	\$104,970.63	-24.69%
-32.02%	May	\$163,961.37	May	\$178,453.62	8.84%
1.96%	June	\$135,701.15	June	\$152,395.93	12.30%
26.60%	July	\$140,797.57	July	\$159,074.01	12.98%
-0.11%	August	\$162,531.65	August	\$160,598.36	-1.19%
-11.46%	September	\$145,605.80	September	\$155,320.68	6.67%
	Total	\$1,773,057.87	Total	\$1,751,152.13	
	budget	1,350,000	budget	1,500,000	
	2014-2015			2015-2016	
3.15%	October	\$131,953.61	October	\$156,106.14	18.30%
12.63%	November	\$188,656.68	November	\$203,455.39	7.84%
10.89%	December	\$143,977.92	December	\$153,783.75	6.81%
2.24%	January	\$120,321.92	January	\$130,009.23	8.05%
7.26%	February	\$183,568.36	February	\$196,285.32	6.93%
8.21%	March	\$136,620.95	March	\$154,934.85	13.40%
18.83%	April	\$124,731.89	April	\$170,423.77	36.63%
3.11%	May	\$184,007.42	May	\$237,620.06	29.14%
-4.74%	June	\$145,179.41	June	\$158,927.20	9.47%
-16.07%	July	\$133,505.66	July	\$149,324.96	11.85%
15.62%	August	\$185,682.43	August	\$218,551.90	17.70%
-2.01%	September	\$152,192.98	September	\$164,250.46	7.92%
	Total	\$1,830,399.23	Total	\$2,093,673.03	
	budget	1,600,000	budget	1,600,000	
	2016-2017			2017-2018	
11.09%	October	\$173,421.01	October	\$129,374.18	-25.40%
-4.26%	November	\$194,791.82	November	\$191,101.63	-1.89%
33.19%	December	\$204,822.55	December	\$139,341.25	-31.97%
35.56%	January	\$176,245.32	January	\$144,286.24	-18.13%
4.84%	February	\$205,787.56	February	\$187,205.31	-9.03%
4.90%	March	\$162,528.61	March	\$179,621.37	10.52%
-19.05%	April	\$137,955.37	April	\$123,904.17	-10.19%
-16.99%	May	\$197,240.92	May	\$181,202.21	-8.13%
-0.49%	June	\$158,154.36	June	\$144,274.81	-8.78%
11.08%	July	\$165,869.57	July	\$149,328.40	-9.97%
-19.39%	August	\$176,183.78	August	\$172,531.85	-2.07%
-1.53%	September	\$161,733.55	September	\$141,758.88	-12.35%
	Total	\$2,114,734.42	Total	\$1,883,930.30	
	budget	1,900,000	budget	2,000,000	

CITY OF NAVASOTA
MONTHLY SALES TAX COMPARISON
2015-2020

2018-2019			2019-2020		
7.23%	October	\$138,722.41	October	\$142,932.21	3.03%
0.50%	November	\$192,052.55	November	\$179,825.74	-6.37%
12.57%	December	\$156,856.11	December	\$147,204.90	-6.15%
-0.81%	January	\$143,121.61	January	\$140,456.62	-1.86%
3.80%	February	\$194,322.95	February	\$183,606.42	-5.51%
-21.81%	March	\$140,452.34	March	\$133,943.33	-4.63%
2.76%	April	\$127,322.36	April	\$153,344.34	20.44%
8.92%	May	\$197,359.24	May	\$198,864.78	0.76%
0.21%	June	\$144,577.89	June	\$150,151.95	3.86%
-5.58%	July	\$140,994.11	July	\$160,877.64	14.10%
12.28%	August	\$193,717.25	August	\$207,971.04	7.36%
6.67%	September	\$151,217.75	September	\$155,141.73	2.59%
	Total	\$1,920,716.57	Total	\$1,954,320.70	
	budget	1,900,000	budget	2,000,000	
2020-2021			2021-2022		
12.90%	October	\$161,367.18	October		-100.00%
9.90%	November	\$197,633.83	November		-100.00%
-100.00%	December		December		#DIV/0!
-100.00%	January		January		#DIV/0!
-100.00%	February		February		#DIV/0!
-100.00%	March		March		#DIV/0!
-100.00%	April		April		#DIV/0!
-100.00%	May		May		#DIV/0!
-100.00%	June		June		#DIV/0!
-100.00%	July		July		#DIV/0!
-100.00%	August		August		#DIV/0!
-100.00%	September		September		#DIV/0!
	Total	\$359,001.01	Total	\$0.00	
	budget	1,900,000	budget	2,000,000	

CITY OF NAVASOTA
MONTHLY SALES TAX COMPARISON
2015-2020



Municipal Gas Acquisition and Supply Corporation

Three Riverway | Suite 1900 | Houston, TX 77056 | 713-888-0133



November 11, 2020
City of Navasota, TX
Ms. Rita Pullin, Utility Billing Manager

200 East McAlpine
Navasota, TX 77868

ACTUAL
Invoice ACT0011693
Reference : Joint Gas Purchase
Contract

RE: Gas Deliveries for October 2020

<u>Current Month</u>	<u>Vol / MMBTU</u>	<u>\$ / MMBTU</u>	<u>Gross Amount</u>	<u>Discount</u>	<u>Net Amount Due</u>
Requirement Sales	38,604	\$2.101	\$81,107.00	\$11,581.20	\$69,525.80

Informational Note: Your total discounts to-date are: \$2,003,107.12

Wiring Instructions

Bank: THE BANK OF NEW YORK MELLON
ABA Number: 021 000 018
Account Name: MuniGas Rev Account
Account Number: 2243858400

For Payments by ACH

THE BANK OF NEW YORK MELLON
ACH Account
ABA# 021 000 018
890 0487 445

Due Date: 11/20/2020

Amount: \$69,525.80
Reference: MuniGas - City of Navasota, TX

Attn: Arla Scott (713) 483-6529

Reference: MuniGas - City of Navasota, TX

Attn: Arla Scott (713) 483-6529

**Municipal Gas Acquisition and Supply Corporation
Gas Allocation for October 2020
City of Navasota**

Actual 11/11/2020

	<u>MMBtu</u>	<u>\$/MMBtu</u>	<u>Value</u>
<u>October 2020 Allocations</u>			
October Nominations - SESL	38,604	\$2.10100	\$81,107.00
September Adjustment (See below)	0	#DIV/0!	\$0.00
October Nominations Adjusted	38,604	\$2.10100	<u>\$81,107.00</u>
October Volume Allocation	<u>38,604</u>	<u>\$2.10100</u>	<u>\$81,107.00</u>
% of Nominations	<u>100.0%</u>		

	<u>MMBtu</u>	<u>\$/MMBtu</u>	<u>Value</u>
<u>September 2020 Adjustments</u>			
September Estimate Per Invoice 202010018	20,573	\$2.57900	\$53,057.77
September Actual Volume/Value per SESL *	<u>20,573</u>	<u>\$2.57900</u>	<u>\$53,057.77</u>
Excess Allocation for September	0		<u>\$0.00</u>

* Total actual volumes delivered by supplier = 20,573 MMBtus for a value of \$53,057.77
Actuals per Symmetry Energy Solutions, LLC statement.

Note: MuniGas and Symmetry Energy Solutions, LLC. will review cumulative imbalance with October 2020 allocations.

CenterPoint Energy Services, Inc is now Symmetry Energy Solutions, LLC and is owned by Energy Capital Partners, LLC.
Expect the same great service and team ready to help you with your energy needs.

SELLER:

Symmetry Energy Solutions, LLC
1111 Louisiana St.
B-241
Houston, TX 77002-5228

Customer Service:

Contact: Sales Support
Email: Sales.Support@SymmetryEnergy.com
Phone: (800) 495-9880

Accountant:

Contact: Hillary Mack III
Email: hillyar.mack@symmetryenergy.com
Phone: (281) 915-6091
Fax: (713) 983-2643

BUYER:

City of Navasota, Texas
PO Box 910
Navasota, TX 77868

Invoice Attention List:

Contact: Finance Director
Email: lhall@navasotatx.gov
Contact: Jeff Greer
Email: jgreer@navasotatx.gov

Remit To:

Symmetry Energy Solutions, LLC

Payment by Wire Transfer to:

JP Morgan Chase Bank
Houston, Texas
ABA #: 021000021
Acct #: 100080578

Payment by ACH to:

JP Morgan Chase Bank
Houston, Texas
ABA #: 111000614
Acct #: 100080578

Mail all other remittances to:

Chase Lockbox
P.O. Box 301149
Dallas, TX 75303-1149



symmetry
ENERGY SOLUTIONS

Sales Invoice

Invoice #: 889227
Invoice Date: 11/18/20
Due Date: 11/30/20
Amount Due: \$164.14
Account #:
Svc. Addr:
Cust. Ref.:
PO #:
Buyer: NAVASOTA TX

Deal Num	Description	Buy / Sell	Pipeline	Location	Delivery Period	Start/End Dates	Price (\$/MMBtu)	Volume (MMBtu)	Amount (\$)
----------	-------------	------------	----------	----------	-----------------	-----------------	------------------	----------------	-------------

CURRENT DELIVERY PERIOD - OCT-20

Gas Sales

10630722	Natural Gas Sales	Sell	APT	Navasota	Oct-20	1 31	2.1010	4,743	\$9,965.04
10630722	Undertake	Sell	APT	Navasota	Oct-20	1 31	2.0690	(4,743)	\$(9,813.42)
Total for Gas Sales:								0	\$151.62

Tax

Tax-Sales	APT	Navasota	Oct-20						\$12.52
Total for Tax:									\$12.52
Total for Current Delivery Period:									\$164.14

TOTAL AMOUNT DUE: \$164.14



ATMOS PIPELINE - TEXAS INVOICE

BILL TO:
CITY OF NAVASOTA

NAVASOTA CITY HALL
ATTN: MR LANCE HALL, FINANCE DIRECTOR
P O BOX 910
NAVASOTA, TX 77868

CHECK REMITTANCE TO:
ATMOS PIPELINE-TEXAS
P. O. BOX 841425
DALLAS, TX 75284-1425

ELECTRONIC REMITTANCE TO:
ATMOS PIPELINE-TEXAS
Bank of America
ABA# for ACH: 111000012
ABA# for Wire: 026009593
Account #: 3756617812
Ref: APT-0016505

Page: **Page 1 of 1**
Invoice No: APT-0016505
Invoice Date: 17-Nov-20
Customer No: 70670
Contract No: 06624-00
Payment Terms: Net 10
Due Date: 27-Nov-20
Total Amount Due: \$34,223.27

For Billing questions, please call: Rick Herbelin @ (254) 662-7470

#	PROD DATE	RECEIPT POINT	RECEIPT POINT NAME	DELIVERY POINT	DELIVERY POINT NAME	DESCRIPTION	MCF / COUNT	MMBTU / COUNT	RATE	NET AMOUNT
1	Oct-20					Monthly Customer Charge		2,450	12.72969	\$31,187.73
2	Oct-20					Texas Utility Tax				\$155.93
3	Oct-20					MAOP Review Surcharge	2,450	2,450	0.03958	\$96.97
4	Oct-20					Texas Utility Tax				\$0.48
5	Oct-20					GUD 10942 GRIP Deferral Recovery	2,450	2,450	0.76974	\$1,885.86
6	Oct-20					Texas Utility Tax				\$9.43
SUBTOTAL										\$33,336.40
7	Oct-20	00451200	SYMMETRY ENERGY SOLUTIONS, LLC POOL	8000003044	NAVASOTA CITY GATE LINE 1	Usage Charge	31,746	31,686	0.02785	\$882.46
8	Oct-20	00451200	SYMMETRY ENERGY SOLUTIONS, LLC POOL	8000003044	NAVASOTA CITY GATE LINE 1	Texas Utility Tax				\$4.41
SUBTOTAL FOR STATION 8000003044							31,746	31,686		\$886.87
SUBTOTAL FOR PROD DATE Oct-20										\$34,223.27

Total Due	\$34,223.27
------------------	--------------------

CITY OF NAVASOTA INVESTMENT PORTFOLIO

11/30/2020

FUND	PREVIOUS TOTAL	PRINCIPAL	INTEREST	CHG MV	TOTAL
UNRESTRICTED FUNDS					
GENERAL FUND	\$2,326,934.74		\$967.25	953.75	\$2,328,855.74
100-0-200.06					
WATER O&M	\$519,573.53		\$168.08	165.74	\$519,907.34
200-0-200.06					
GAS O&M	\$532,779.93		\$173.31	170.89	\$533,124.13
300-0-200.06					
SEWER O&M	\$258,384.56		\$52.75	52.02	\$258,489.32
400-0-200.06					
0	\$0.00				\$0.00
0					
0	\$0.00				\$0.00
0					
0					\$0.00
0					
TOTAL UNRESTRICTED				\$3,300,239.88	
RESTRICTED FUNDS					
BECKER/BEST MUSEUM	\$15,625.47		\$6.89	6.80	\$15,639.16
100-0-200.07					
VOLUNTARY FIRE FUND	\$47,989.13		\$15.88	15.66	\$48,020.67
100-0-200.09					
LIBRARY MADELEY	\$4,860.48		\$6.82	6.72	\$4,874.02
100-0-200.10					
VOLUNTARY PARK FUND	\$65,443.35		\$22.18	21.87	\$65,487.40
100-0-200.12					
ANIMAL SHELTER DONA	\$18,016.49		\$5.09	5.01	\$18,026.59
100-0-200.18					
WATER-DEPOSIT	\$36,970.64		\$16.35	16.12	\$37,003.12
200-0-200.00					
GAS-DEPOSITS	\$53,976.46		\$23.56	23.23	\$54,023.25
300-0-200.00					
FHA	\$1.06		\$0.00	0.00	\$1.06
300-0-200.04				(1.06)	
SEWER IMP	\$259,616.71		\$114.38	112.78	\$259,843.87
400-0-200.02					
STREET&DRAINAGE FEB	\$425,043.02		\$0.17	0.17	\$425,043.36
100-0-200.11					
CEMETERY PERPETUAL	\$364,334.40		\$164.42	162.13	\$364,660.95
520-0-201.00					
CEMETERY ST FUND	\$124,584.83		\$55.08	54.31	\$124,694.21
525-0-20105					
CEM JESSIE MAE BOND	\$19,714.01		\$8.55	8.43	\$19,730.99
525-0-201.06					
GRACE PARK	\$25,558.50		\$11.35	11.20	\$25,581.05
100-0-200.19					
UTILITY CIP	\$418,602.70		\$59.50	58.67	\$418,601.87
210-0-200.06					
0	\$0.00				\$0.00
0					
0	\$0.00		\$0.00		\$0.00
0					
TOTAL RESTRICTED				\$1,730,212.99	
TOTAL	\$5,518,010.01	\$0.00	\$1,871.60	\$1,845.49	\$5,521,608.09
MM-INTEREST	\$653.25	POOLS INTEREST		\$73.56	
INTEREST	\$1,144.79				
PRINCIPAL	\$7,039.94				

CITY OF NAVASOTA INVESTMENT PORTFOLIO

CURRENT MONTH MARKET VALUE		BOOK VALUE
TOTAL MONEY MARKET	\$3,980,519.17	\$3,980,519.17
TOTAL POOLS	\$689,012.22	\$689,012.22

TOTAL CDS	\$735,000.00	\$735,000.00
TOTAL MBS-FIXED	\$68,896.16	\$66,109.52
	\$803,896.16	\$801,109.52

TOTAL INVESTMENT PORTFOLIO MARKET VALUE	\$4,089,705.51
TOTAL INVESTMENT PORTFOLIO INCOME	\$0.00
	\$4,089,705.51

TOTAL INVESTMENT PORTFOLIO BOOK VALUE	\$4,087,316.26
---------------------------------------	----------------

YTD INTEREST	\$1,798.04
CHANGE IN MARKET VALUE	\$1,845.49

WEIGHTED AVERAGE MATURITY	2749548
---------------------------	---------

WEIGHTED AVERAGE YIELD	0.00%
	0

LAST MONTH MARKET VALUE		CHANGE IN MARKET VALUE
TOTAL MONEY MARKET	\$3,971,681.19	8,837.98
TOTAL POOLS	\$688,938.66	73.56
	\$0.00	
TOTAL CDS	\$735,000.00	0.00
TOTAL MBS-FIXED	\$75,962.21	(7,066.05)

MONEY MARKET

CITY MONEY MARKET ACCOUNT

BBVA PUBLIC FUNDS INTEREST CHECKING	BEGINNING BAL	\$3,971,681.19
2535818811	TRADES/DEDUCTIONS	
	INTEREST	\$1,798.04
WAM 1,701,094	PRINCIPAL/ADDITIONS	\$7,039.94
WAY	ENDING BAL	\$3,980,519.17

INVESTMENT POOLS

TEXPOOL ACCOUNT

CITY OF NAVASOTA AP FUND II	BEGINNING BAL	\$132,001.49
449/7907600001	TRADES	
	INTEREST	\$13.35
WAM 130,795	PRINCIPAL	
	ENDING BAL	\$132,014.84

TEXSTAR ACCOUNT

CITY OF NAVASOTA AP FUND	BEGINNING BAL	\$131,777.84
930102200	TRADES	
	INTEREST	\$10.22
WAM 130,617	PRINCIPAL	
	ENDING BAL	\$131,788.06

TEXAS CLASS ACCOUNT

	BEGINNING BAL	\$425,159.33
	TRADES	
	INTEREST	\$49.99
	PRINCIPAL	
	ENDING BAL	\$425,209.32

CITY OF NAVASOTA INVESTMENT PORTFOLIO

CDS

/AY	CUSIP 91435LAJ6	PURCHASE DATE	05/30/18	URCHASE PRICE	\$245,000.00
	UNIV IOWA COMM	MATURITY	05/28/21	BOOK VALUE	\$245,000.00
	2.90%	DAYS TO MATURITY	130	MARKET VALUE	\$245,000.00
		WAM		DIFFERENCE	\$0.00
		PRINCIPAL		INTEREST	603.44
/AY	CUSIP 90352RAN5	PURCHASE DATE	09/12/19	URCHASE PRICE	\$245,000.00
	US ALLIANCE CR	MATURITY	09/30/22	BOOK VALUE	\$245,000.00
	1.95%	DAYS TO MATURITY	480	MARKET VALUE	\$245,000.00
		WAM		DIFFERENCE	\$0.00
		PRINCIPAL		INTEREST	405.76
/AY	CUSIP61760AYP8	PURCHASE DATE	04/11/19	URCHASE PRICE	\$245,000.00
	MORGAN STANLEY PVT	MATURITY	04/11/22	BOOK VALUE	\$245,000.00
	2.60%	DAYS TO MATURITY	356	MARKET VALUE	\$245,000.00
		WAM		DIFFERENCE	\$0.00
		PRINCIPAL		INTEREST	

CITY OF NAVASOTA INVESTMENT PORTFOLIO

MBS-FIXED RATE

CUSIP31282CMD6 FHLMC GOLD POOL 30356 4.50% /AY	PURCHASE DATE	08/31/16	URCHASE PRICE	\$30,967.31
	MATURITY	07/01/21	BOOK VALUE	\$706.70
	DAYS TO MATURITY	154	MARKET VALUE	\$708.26
	WAM		DIFFERENCE	\$1.56
	PRINCIPAL	253.88	INTEREST	3.6
CUSIP31282CMD6 FHM30356 4.50% /AY	PURCHASE DATE	07/14/16	URCHASE PRICE	\$36,180.93
	MATURITY	07/01/21	BOOK VALUE	\$879.23
	DAYS TO MATURITY	154	MARKET VALUE	\$881.40
	WAM		DIFFERENCE	\$2.17
	PRINCIPAL	315.93	INTEREST	4.48
CUSIP3128MBJKA LMC GOOLD POOL G127 4.50% /AY	PURCHASE DATE	01/23/17	URCHASE PRICE	\$79,912.23
	MATURITY	11/01/20	BOOK VALUE	
	DAYS TO MATURITY	-21	MARKET VALUE	
	WAM		DIFFERENCE	\$0.00
	PRINCIPAL	112.93	INTEREST	0.47
CUSIP3148ANE4 FNMA1288 2.81% /AY	PURCHASE DATE	12/06/17	URCHASE PRICE	\$310,569.80
	MATURITY	12/01/22	BOOK VALUE	\$60,398.25
	DAYS TO MATURITY	524	MARKET VALUE	\$62,942.47
	WAM		DIFFERENCE	\$2,544.22
	PRINCIPAL	4698.76	INTEREST	108.77
CUSIP31364SQCO FNMA ARM POOL 115751 1.94% /AY	PURCHASE DATE	05/31/16	URCHASE PRICE	\$49,247.15
	MATURITY	11/01/20	BOOK VALUE	
	DAYS TO MATURITY	-21	MARKET VALUE	
	WAM		DIFFERENCE	\$0.00
	PRINCIPAL	522.16	INTEREST	0.77
CUSIP31417YZF7 FNMA POOL MA0741 4.00% /AY	PURCHASE DATE	12/19/16	URCHASE PRICE	\$168,985.60
	MATURITY	05/01/21	BOOK VALUE	\$4,125.34
	DAYS TO MATURITY	110	MARKET VALUE	\$4,364.03
	WAM		DIFFERENCE	\$238.69
	PRINCIPAL	1136.28	INTEREST	17.5
0 0 0.00% /AY	PURCHASE DATE	01/00/00	URCHASE PRICE	\$0.00
	MATURITY	01/00/00	BOOK VALUE	
	DAYS TO MATURITY	0	MARKET VALUE	
	WAM		DIFFERENCE	\$0.00
	PRINCIPAL		INTEREST	
0 0 0.00% /AY	PURCHASE DATE	01/00/00	URCHASE PRICE	\$0.00
	MATURITY	01/00/00	BOOK VALUE	
	DAYS TO MATURITY	0	MARKET VALUE	
	WAM		DIFFERENCE	\$0.00
	PRINCIPAL		INTEREST	
0 0 0.00% /AY	PURCHASE DATE	01/00/00	URCHASE PRICE	\$0.00
	MATURITY	01/00/00	BOOK VALUE	
	DAYS TO MATURITY	0	MARKET VALUE	
	WAM		DIFFERENCE	\$0.00
	PRINCIPAL		INTEREST	
0 0 0.00% /AY	PURCHASE DATE	01/00/00	URCHASE PRICE	\$0.00
	MATURITY	01/00/00	BOOK VALUE	
	DAYS TO MATURITY	0	MARKET VALUE	
	WAM		DIFFERENCE	\$0.00
	PRINCIPAL		INTEREST	
0 0 0.00% /AY	PURCHASE DATE	01/00/00	URCHASE PRICE	\$0.00
	MATURITY	01/00/00	BOOK VALUE	
	DAYS TO MATURITY	0	MARKET VALUE	
	WAM		DIFFERENCE	\$0.00
	PRINCIPAL		INTEREST	

CITY OF NAVASOTA INVESTMENT PORTFOLIO

11/30/2020

FUND

DEBIT

CREDIT

UNRESTRICTED FUNDS-INTEREST INCOME

0.00%	100-4-901.00		\$967.25	INTEREST INCOME
	100-0-200.06	\$967.25		INTEREST INCOME
0.00%	200-4-901.00		\$168.08	INTEREST INCOME
	200-0-200.06	\$168.08		INTEREST INCOME
0.00%	300-4-901.00		\$173.31	INTEREST INCOME
	300-0-200.06	\$173.31		INTEREST INCOME
0.00%	400-4-901.00		\$52.75	INTEREST INCOME
	400-0-200.06	\$52.75		INTEREST INCOME
0.00%			\$0.00	
		\$0.00		
0.00%			\$0.00	
		\$0.00		
0.00%			\$0.00	
		\$0.00		

RESTRICTED FUNDS-INTEREST INCOME

0.00%	100-4-901.00		\$6.89	INTEREST INCOME
	100-0-200.07	\$6.89		INTEREST INCOME
0.00%	100-4-901.00		\$15.88	INTEREST INCOME
	100-0-200.09	\$15.88		INTEREST INCOME
0.00%	100-4-901.00		\$6.82	INTEREST INCOME
	100-0-200.10	\$6.82		INTEREST INCOME
0.00%	100-4-901.00		\$22.18	INTEREST INCOME
	100-0-200.12	\$22.18		INTEREST INCOME
0.00%	100-4-901.00		\$5.09	INTEREST INCOME
	100-0-200.18	\$5.09		INTEREST INCOME
0.00%	200-4-901.00		\$16.35	INTEREST INCOME
	200-0-200.00	\$16.35		INTEREST INCOME
0.00%	300-4-901.00		\$23.56	INTEREST INCOME
	300-0-200.00	\$23.56		INTEREST INCOME
0.00%	300-4-901.00		\$0.00	INTEREST INCOME
	300-0-200.04	\$0.00		INTEREST INCOME
0.00%	400-4-901.00		\$114.38	INTEREST INCOME
	400-0-200.02	\$114.38		INTEREST INCOME
0.00%	100-4-150.00		\$0.17	INTEREST INCOME
	100-0-200.11	\$0.17		INTEREST INCOME
0.00%	520-4-901.00		\$164.42	INTEREST INCOME
	520-0-201.00	\$164.42		INTEREST INCOME
0.00%	525-4-901.00		\$55.08	INTEREST INCOME
	525-0-201.05	\$55.08		INTEREST INCOME
0.00%	525-4-901.00		\$8.55	INTEREST INCOME
	525-0-201.06	\$8.55		INTEREST INCOME
0.00%	100-4-901.00		\$11.35	INTEREST INCOME
	100-0-200.19	\$11.35		INTEREST INCOME
0.00%	210-4-901.00		\$59.50	INTEREST INCOME
	210-0-200.06	\$59.50		INTEREST INCOME
0.00%			\$0.00	
		\$0.00		
0.00%			\$0.00	
		\$0.00		
0.0000	TOTAL	\$1,871.60	\$1,871.60	

CITY OF NAVASOTA INVESTMENT PORTFOLIO

11/30/2020

FUND

DEBIT

CREDIT

UNRESTRICTED FUNDS-CHANGE IN MARKET VALUE

51.68%	100-4901.01		\$0.00	\$953.75	CHGE IN MARKET VAL
	100-0-200.06		\$953.75	\$0.00	CHGE IN MARKET VAL
8.98%	200-4901.01		\$0.00	\$165.74	CHGE IN MARKET VAL
	200-0-200.06		\$165.74	\$0.00	CHGE IN MARKET VAL
9.26%	300-4901.02		\$0.00	\$170.89	CHGE IN MARKET VAL
	300-0-200.06		\$170.89	\$0.00	CHGE IN MARKET VAL
2.82%	400-4901.01		\$0.00	\$52.02	CHGE IN MARKET VAL
	400-0-200.06		\$52.02	\$0.00	CHGE IN MARKET VAL
0.00%			\$0.00	\$0.00	CHGE IN MARKET VAL
			\$0.00	\$0.00	CHGE IN MARKET VAL
0.00%			\$0.00	\$0.00	CHGE IN MARKET VAL
			\$0.00	\$0.00	CHGE IN MARKET VAL
0.00%			\$0.00	\$0.00	CHGE IN MARKET VAL
			\$0.00	\$0.00	CHGE IN MARKET VAL

RESTRICTED FUNDS-CHANGE IN MARKET VALUE

0.37%	100-4901.01		\$0.00	\$6.80	CHGE IN MARKET VAL
	100-0-200.07		\$6.80	\$0.00	CHGE IN MARKET VAL
0.85%	100-4901.01		\$0.00	\$15.66	CHGE IN MARKET VAL
	100-0-200.09		\$15.66	\$0.00	CHGE IN MARKET VAL
0.36%	100-4901.01		\$0.00	\$6.72	CHGE IN MARKET VAL
	100-0-200.10		\$6.72	\$0.00	CHGE IN MARKET VAL
1.18%	100-4901.00		\$0.00	\$21.87	CHGE IN MARKET VAL
	100-0-200.12		\$21.87	\$0.00	CHGE IN MARKET VAL
0.27%	100-4901.01		\$0.00	\$5.01	CHGE IN MARKET VAL
	100-0-200.18		\$5.01	\$0.00	CHGE IN MARKET VAL
0.87%	200-4901.01		\$0.00	\$16.12	CHGE IN MARKET VAL
	200-0-200.00		\$16.12	\$0.00	CHGE IN MARKET VAL
1.26%	300-4901.01		\$0.00	\$23.23	CHGE IN MARKET VAL
	300-0-200.00		\$23.23	\$0.00	CHGE IN MARKET VAL
0.00%	300-4901.01		\$0.00	\$0.00	CHGE IN MARKET VAL
	300-0-200.04		\$0.00	\$0.00	CHGE IN MARKET VAL
6.11%	400-4901.01		\$0.00	\$112.78	CHGE IN MARKET VAL
	400-0-200.02		\$112.78	\$0.00	CHGE IN MARKET VAL
0.01%	100-4901.01		\$0.00	\$0.17	CHGE IN MARKET VAL
	100-0-200.11		\$0.17	\$0.00	CHGE IN MARKET VAL
8.78%	520-4901.01		\$0.00	\$162.13	CHGE IN MARKET VAL
	520-0-201.00		\$162.13	\$0.00	CHGE IN MARKET VAL
2.94%	525-4901.01		\$0.00	\$54.31	CHGE IN MARKET VAL
	525-0-20105		\$54.31	\$0.00	CHGE IN MARKET VAL
0.46%	525-4901.00		\$0.00	\$8.43	CHGE IN MARKET VAL
	525-0-201.06		\$8.43	\$0.00	CHGE IN MARKET VAL
0.61%	100-4901.01		\$0.00	\$11.20	CHGE IN MARKET VAL
	100-0-200.19		\$11.20	\$0.00	CHGE IN MARKET VAL
3.18%	2100-200.06		\$0.00	\$58.67	CHGE IN MARKET VAL
	210-4-120.01		\$58.67	\$0.00	CHGE IN MARKET VAL
0.00%			\$0.00	\$0.00	CHGE IN MARKET VAL
			\$0.00	\$0.00	CHGE IN MARKET VAL
0.00%			\$0.00	\$0.00	CHGE IN MARKET VAL
			\$0.00	\$0.00	CHGE IN MARKET VAL
1.0000	TOTAL		\$1,845.49	\$1,845.49	

COMPANY: 999 - POOLED CASH
ACCOUNT: 0-100.01 CASH IN BANK-CSB
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 11/01/2020 THRU 11/30/2020
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
0-100.01	11/05/2020	CHECK	015436	ADCOMP SYSTEMS, INC	532.50CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015437	ARCHIVE SOCIAL	2,388.00CR	POSTED	A	11/17/2020
0-100.01	11/05/2020	CHECK	015438	BAYLOR LUMBER & BLDG.CO.,INC	177.26CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015439	BELT HARRIS PECHACEK LLLP	5,962.50CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015440	BOVEY & COCHRAN, PLLC	9,525.05CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015441	BRAZOS VALLEY TELEPHONE SYSTEM	218.00CR	POSTED	A	11/19/2020
0-100.01	11/05/2020	CHECK	015442	BRENDA PHILLIPS	100.00CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015443	C.C.CREATIONS LTD	433.50CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015444	CHARNESHA BYRD	50.00CR	POSTED	A	11/30/2020
0-100.01	11/05/2020	CHECK	015445	COPY CORNER	140.00CR	POSTED	A	11/17/2020
0-100.01	11/05/2020	CHECK	015446	BURKE ASSET PARTNERSHIP, LTD.	3,789.97CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015447	ENTERGY TEXAS, INC	8,437.10CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015448	VOID CHECK	0.00	POSTED	A	11/06/2020
0-100.01	11/05/2020	CHECK	015449	VOID CHECK	0.00	POSTED	A	11/06/2020
0-100.01	11/05/2020	CHECK	015450	FEDEX	30.96CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015451	FELISIA RANDLE	50.00CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015452	GALLS, LLC	23.46CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015453	GREEN TEAMS, INC.	26,784.53CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015454	GT DISTRIBUTORS, INC	103.52CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015455	IBS OF BRAZOS RIVER VALLEY	138.84CR	POSTED	A	11/17/2020
0-100.01	11/05/2020	CHECK	015456	INGRAM LIBRARY SERVICES	230.34CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015457	JOHN A. WALL IV	2,050.00CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015458	KNIFE RIVER CORP. -SOUTH	2,154.60CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015459	NAVASOTA OIL CO. INC.	2,660.30CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015460	O'REILLY AUTO ENTERPRISES, LLC	707.32CR	POSTED	A	11/17/2020
0-100.01	11/05/2020	CHECK	015461	ONLY 1 RENTALS, LLC	215.00CR	POSTED	A	11/25/2020
0-100.01	11/05/2020	CHECK	015462	PRINT THE PLANET	2,007.00CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015463	S-CON SERVICES INC.	7,924.51CR	POSTED	A	11/17/2020
0-100.01	11/05/2020	CHECK	015464	SOUTHEAST TEXAS VIDEOWORKS	750.48CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015465	SPINKS PLUMBING & MECHANICAL,	162.00CR	POSTED	A	11/24/2020
0-100.01	11/05/2020	CHECK	015466	SUDENLINK COMMUNICATIONS	262.29CR	POSTED	A	11/17/2020
0-100.01	11/05/2020	CHECK	015467	TEAM FORD MERCURY LLC	80.02CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015468	TEXAS EXCAVATION SAFETY	65.55CR	POSTED	A	11/17/2020
0-100.01	11/05/2020	CHECK	015469	THE PENWORTHY CO.	324.05CR	POSTED	A	11/18/2020
0-100.01	11/05/2020	CHECK	015470	THOMAS S.MACIOSZEK	54.31CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015471	TELVA KESLER	1,348.84CR	POSTED	A	11/23/2020
0-100.01	11/05/2020	CHECK	015472	TML INTERGOVERNMENTAL	103,090.12CR	POSTED	A	11/13/2020
0-100.01	11/05/2020	CHECK	015473	TRACTOR SUPPLY CREDIT PLAN	429.98CR	POSTED	A	11/17/2020
0-100.01	11/05/2020	CHECK	015474	TRINA WENZEL	150.00CR	OUTSTND	A	0/00/0000
0-100.01	11/05/2020	CHECK	015475	UNITED AG & TURF	134.21CR	POSTED	A	11/11/2020
0-100.01	11/05/2020	CHECK	015476	WALL TREE SERVICE LLC	3,800.00CR	POSTED	A	11/18/2020
0-100.01	11/05/2020	CHECK	015477	WEX BANK	6,994.17CR	POSTED	A	11/17/2020
0-100.01	11/12/2020	CHECK	015478	BERGER PLUMBING	200.00CR	POSTED	A	11/17/2020
0-100.01	11/12/2020	CHECK	015479	BLACKBOARD INC.	5,871.00CR	POSTED	A	11/24/2020

12/01/2020 1:02 PM
COMPANY: 999 - POOLED CASH
ACCOUNT: 0-100.01 CASH IN BANK-CSB
TYPE: All
STATUS: All
FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2
CHECK DATE: 11/01/2020 THRU 11/30/2020
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
0-100.01	11/12/2020	CHECK	015480	BLEYL & ASSOCIATES	11,250.00CR	POSTED	A	11/18/2020
0-100.01	11/12/2020	CHECK	015481	BRAZOS PAVING, INC.	852.15CR	POSTED	A	11/23/2020
0-100.01	11/12/2020	CHECK	015482	BRINSON BENEFITS INC	2,875.00CR	POSTED	A	11/20/2020
0-100.01	11/12/2020	CHECK	015483	BRYAN BROADCASTING CORPOVOIDED	200.00CR	VOIDED	A	11/12/2020
0-100.01	11/12/2020	CHECK	015484	BUREAU VERITAS NORTH AMERICA,	150.00CR	POSTED	A	11/19/2020
0-100.01	11/12/2020	CHECK	015485	BVSUMA INC.	641.79CR	POSTED	A	11/19/2020
0-100.01	11/12/2020	CHECK	015486	C.C.CREATIONS LTD	115.00CR	POSTED	A	11/18/2020
0-100.01	11/12/2020	CHECK	015487	CONV 8022864	97.00CR	POSTED	A	11/18/2020
0-100.01	11/12/2020	CHECK	015488	GEORGE ATKINSON	297.63CR	OUTSTND	A	0/00/0000
0-100.01	11/12/2020	CHECK	015489	DEALERS ELECTRICAL SUPPLY CO.	366.40CR	POSTED	A	11/19/2020
0-100.01	11/12/2020	CHECK	015490	DEER OAKS EAP SERVICES, LLC	431.55CR	POSTED	A	11/18/2020
0-100.01	11/12/2020	CHECK	015491	ENTERGY TEXAS, INC	14,558.56CR	POSTED	A	11/19/2020
0-100.01	11/12/2020	CHECK	015492	VOID CHECK	0.00	POSTED	A	11/13/2020
0-100.01	11/12/2020	CHECK	015493	FERGUSON WATERWORKS #1105	1,080.00CR	POSTED	A	11/18/2020
0-100.01	11/12/2020	CHECK	015494	FHN FINANCIAL	175.00CR	POSTED	A	11/27/2020
0-100.01	11/12/2020	CHECK	015495	FRANK VACANTE, JR.	50.00CR	POSTED	A	11/23/2020
0-100.01	11/12/2020	CHECK	015496	GLENN FUQUA, INC.	1,320.54CR	OUTSTND	A	0/00/0000
0-100.01	11/12/2020	CHECK	015497	INGRAM LIBRARY SERVICES	155.10CR	POSTED	A	11/20/2020
0-100.01	11/12/2020	CHECK	015498	JOHNNY D. WESLEY	7,000.00CR	POSTED	A	11/19/2020
0-100.01	11/12/2020	CHECK	015499	LEVEL 3 COMMUNICATIONS, LLC	2,520.88CR	POSTED	A	11/19/2020
0-100.01	11/12/2020	CHECK	015500	MCCREARY, VESELKA, BRAGG&ALLEN, P	207.00CR	POSTED	A	11/20/2020
0-100.01	11/12/2020	CHECK	015501	MOODY BROS INC	485.00CR	POSTED	A	11/18/2020
0-100.01	11/12/2020	CHECK	015502	ASSURE CO RISK MANAGEMENT & RE	6,000.00CR	POSTED	A	11/20/2020
0-100.01	11/12/2020	CHECK	015503	NAVASOTA EXAMINER	2,458.00CR	POSTED	A	11/18/2020
0-100.01	11/12/2020	CHECK	015504	LOUIS J. ORLANDO	1,300.00CR	POSTED	A	11/19/2020
0-100.01	11/12/2020	CHECK	015505	PARADIGM ALLIANCE, INC.	2,516.32CR	POSTED	A	11/18/2020
0-100.01	11/12/2020	CHECK	015506	ROBERT P. ANDREWS	1,080.40CR	POSTED	A	11/19/2020
0-100.01	11/12/2020	CHECK	015507	PITNEY BOWES PURCHASE POWER	1,520.99CR	POSTED	A	11/24/2020
0-100.01	11/12/2020	CHECK	015508	PRIORITY DEMOLITION AND REMEDI	4,023.93CR	OUTSTND	A	0/00/0000
0-100.01	11/12/2020	CHECK	015509	QUILL CORPORATION	141.28CR	POSTED	A	11/27/2020
0-100.01	11/12/2020	CHECK	015510	MICHAEL RASKA	50.00CR	POSTED	A	11/25/2020
0-100.01	11/12/2020	CHECK	015511	REPUBLIC SERVICES #473	82,811.18CR	POSTED	A	11/20/2020
0-100.01	11/12/2020	CHECK	015512	S-CON SERVICES INC.	312.50CR	POSTED	A	11/19/2020
0-100.01	11/12/2020	CHECK	015513	SAM'S CLUB	45.00CR	POSTED	A	11/20/2020
0-100.01	11/12/2020	CHECK	015514	SHI-GOVERNMENT SOLUTIONS, INC.	2,225.53CR	POSTED	A	11/20/2020
0-100.01	11/12/2020	CHECK	015515	STEVE MARTINEZ	200.00CR	POSTED	A	11/17/2020
0-100.01	11/12/2020	CHECK	015516	SUDDENLINK COMMUNICATIONS	137.38CR	POSTED	A	11/24/2020
0-100.01	11/12/2020	CHECK	015517	TEXAS EXCAVATION SAFETY	237.50CR	POSTED	A	11/20/2020
0-100.01	11/19/2020	CHECK	015518	ARTS COUNCIL OF BRAZOS VALLEY	21,600.00CR	OUTSTND	A	0/00/0000
0-100.01	11/19/2020	CHECK	015519	BEARD-NAVASOTA VETERINARY HOSP	125.20CR	POSTED	A	11/27/2020
0-100.01	11/19/2020	CHECK	015520	BRYAN BROADCASTING CORPORATION	675.00CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015521	C.C.CREATIONS LTD	6.00CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015522	CEANDRIA COLLINS	150.00CR	OUTSTND	A	0/00/0000
0-100.01	11/19/2020	CHECK	015523	CHAPARRAL LABORATORIES, INC.	1,737.50CR	POSTED	A	11/25/2020

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
0-100.01	11/19/2020	CHECK	015524	CINTAS CORPORATION #619	1,759.04CR	POSTED	A	11/30/2020
0-100.01	11/19/2020	CHECK	015525	CITIBANK, N.A	9,203.56CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015526	COOL TECH ICE, LLC VOIDED	272.79CR	VOIDED	A	11/19/2020
0-100.01	11/19/2020	CHECK	015527	DXI INDUSTRIES, INC.	2,266.00CR	POSTED	A	11/24/2020
0-100.01	11/19/2020	CHECK	015528	EASY ICE, LLC	139.00CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015529	ENTERGY TEXAS, INC	29.48CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015530	FRANK VACANTE, JR.	50.00CR	POSTED	A	11/30/2020
0-100.01	11/19/2020	CHECK	015531	HAHN EQUIPMENT CO., INC.	6,120.00CR	POSTED	A	11/30/2020
0-100.01	11/19/2020	CHECK	015532	INGRAM LIBRARY SERVICES	139.37CR	POSTED	A	11/27/2020
0-100.01	11/19/2020	CHECK	015533	JARVIS TIRE AND WHEEL, LLC	2,215.54CR	OUTSTND	A	0/00/0000
0-100.01	11/19/2020	CHECK	015534	KIMLEY-HORN AND ASSOCIATES, IN	600.00CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015535	KNIFE RIVER CORP. -SOUTH	878.56CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015536	KSA ENGINEERS	1,702.00CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015537	MCCROMETER, INC	11,759.31CR	POSTED	A	11/24/2020
0-100.01	11/19/2020	CHECK	015538	MELANIE ESCAMILLA	150.00CR	POSTED	A	11/27/2020
0-100.01	11/19/2020	CHECK	015539	NAVASOTA PUBLIC LIBRARY	90.00CR	POSTED	A	11/24/2020
0-100.01	11/19/2020	CHECK	015540	QUILL CORPORATION	463.27CR	OUTSTND	A	0/00/0000
0-100.01	11/19/2020	CHECK	015541	SARA HERNANDEZ	225.00CR	POSTED	A	11/27/2020
0-100.01	11/19/2020	CHECK	015542	SHIELD FIRE & SUPRESSION	1,600.15CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015543	SMITH MUNICIPAL SUPPLIES	1,030.80CR	POSTED	A	11/30/2020
0-100.01	11/19/2020	CHECK	015544	TURNER, PIERCE & FULTZ, INC.	2,652.81CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015545	TYLER TECHNOLOGIES, INC.	433.65CR	POSTED	A	11/25/2020
0-100.01	11/19/2020	CHECK	015546	VERIZON BUSINESS	59.80CR	POSTED	A	11/27/2020
0-100.01	11/19/2020	CHECK	015547	VIRGIE B NOLTE	300.00CR	POSTED	A	11/30/2020
0-100.01	11/24/2020	CHECK	015548	REFUND: ALEXANDER, GEORGE W JR	200.00CR	OUTSTND	U	0/00/0000
DEPOSIT:								
0-100.01	11/01/2020	DEPOSIT		DAILY CASH POSTING 11/01/2020	50,444.41	POSTED	C	11/02/2020
0-100.01	11/02/2020	DEPOSIT		ONLINE PAYMENT 11/02/2020	7,970.54	POSTED	C	11/02/2020
0-100.01	11/02/2020	DEPOSIT	000001	builidng permit cc 1101	108.15	POSTED	G	11/02/2020
0-100.01	11/02/2020	DEPOSIT	000002	builidng permit cc 1101	1,599.47	POSTED	G	11/02/2020
0-100.01	11/02/2020	DEPOSIT	000003	utility dep cc 1101	99.00	POSTED	G	11/02/2020
0-100.01	11/02/2020	DEPOSIT	000004	dep 11022020	181.36	POSTED	G	11/04/2020
0-100.01	11/03/2020	DEPOSIT		ONLINE PAYMENT 11/03/2020	6,186.21	POSTED	C	11/04/2020
0-100.01	11/03/2020	DEPOSIT	000001	adcom cust fee 1102	11.25	POSTED	G	11/04/2020
0-100.01	11/04/2020	DEPOSIT		DAILY CASH POSTING 11/04/2020	33,517.75	POSTED	C	11/04/2020
0-100.01	11/04/2020	DEPOSIT	000001	ONLINE PAYMENT 11/04/2020	4,093.39	POSTED	C	11/04/2020
0-100.01	11/04/2020	DEPOSIT	000002	adcom cust fee 1103	7.50	POSTED	G	11/04/2020
0-100.01	11/04/2020	DEPOSIT	000003	building permit cc	15,369.21	POSTED	G	11/04/2020
0-100.01	11/04/2020	DEPOSIT	000004	dep 1104	31.90	POSTED	G	11/04/2020
0-100.01	11/04/2020	DEPOSIT	000005	DEP 11042020	69.75	POSTED	G	11/06/2020
0-100.01	11/04/2020	DEPOSIT	000006	CASH RECEIPTS	1,007.00	POSTED	G	11/06/2020
0-100.01	11/04/2020	DEPOSIT	000007	DAILY CASH POSTING 11/04/2020	11,225.45	POSTED	C	11/06/2020
0-100.01	11/05/2020	DEPOSIT		ONLINE PAYMENT 11/05/2020	4,847.06	POSTED	C	11/05/2020

COMPANY: 999 - POOLED CASH
ACCOUNT: 0-100.01 CASH IN BANK-CSB
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 11/01/2020 THRU 11/30/2020
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
0-100.01	11/05/2020	DEPOSIT	000001	adcomc cust fee 1104	6.25	POSTED	G	11/05/2020
0-100.01	11/05/2020	DEPOSIT	000002	builidng permit cc 1104	9,244.75	POSTED	G	11/05/2020
0-100.01	11/05/2020	DEPOSIT	000003	tbb tickets sales	102.00	POSTED	G	11/05/2020
0-100.01	11/05/2020	DEPOSIT	000004	taxes collected 1030	103,688.64	POSTED	G	11/06/2020
0-100.01	11/05/2020	DEPOSIT	000005	DAILY CASH POSTING 11/05/2020	9,747.75	POSTED	C	11/09/2020
0-100.01	11/06/2020	DEPOSIT		ONLINE PAYMENT 11/06/2020	10,589.45	POSTED	C	11/06/2020
0-100.01	11/06/2020	DEPOSIT	000001	adcom cust fee 1105	28.75	POSTED	G	11/06/2020
0-100.01	11/06/2020	DEPOSIT	000002	builidng permit cc	25.75	POSTED	G	11/06/2020
0-100.01	11/06/2020	DEPOSIT	000003	2016 cdgb pay 3	58,410.00	POSTED	G	11/06/2020
0-100.01	11/06/2020	DEPOSIT	000004	DEP 1106	54.70	POSTED	G	11/10/2020
0-100.01	11/09/2020	DEPOSIT		DAILY CASH POSTING 11/09/2020	23,398.64	POSTED	C	11/10/2020
0-100.01	11/09/2020	DEPOSIT	000001	ONLINE PAYMENT 11/09/2020	17,069.37	POSTED	C	11/10/2020
0-100.01	11/09/2020	DEPOSIT	000002	adcom cust fee 1106-1108	41.25	POSTED	G	11/10/2020
0-100.01	11/09/2020	DEPOSIT	000003	pd records	63.00	POSTED	G	11/10/2020
0-100.01	11/09/2020	DEPOSIT	000004	tbb tickets sales	327.00	POSTED	G	11/09/2020
0-100.01	11/09/2020	DEPOSIT	000005	building permit cc	57.68	POSTED	G	11/09/2020
0-100.01	11/09/2020	DEPOSIT	000006	DRAFT POSTING	99,491.92	POSTED	U	11/11/2020
0-100.01	11/10/2020	DEPOSIT		ONLINE PAYMENT 11/10/2020	9,205.32	POSTED	C	11/11/2020
0-100.01	11/10/2020	DEPOSIT	000001	adcom cust fee 11092020	13.75	POSTED	G	11/11/2020
0-100.01	11/10/2020	DEPOSIT	000002	building permit cc 11/09	95.79	POSTED	G	11/10/2020
0-100.01	11/10/2020	DEPOSIT	000003	DAILY CASH POSTING 11/10/2020	67,513.64	POSTED	C	11/11/2020
0-100.01	11/10/2020	DEPOSIT	000004	DAILY PAYMENT POSTING	147.79	POSTED	U	11/11/2020
0-100.01	11/10/2020	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	114.27CR	POSTED	U	11/11/2020
0-100.01	11/10/2020	DEPOSIT	000006	DAILY CASH POSTING 11/10/2020	41,220.47	POSTED	C	11/13/2020
0-100.01	11/10/2020	DEPOSIT	000007	CASH RECEIPTS	1,143.40	POSTED	G	11/13/2020
0-100.01	11/12/2020	DEPOSIT		ONLINE PAYMENT 11/12/2020	17,837.23	POSTED	C	11/13/2020
0-100.01	11/12/2020	DEPOSIT	000001	adcom cust fee 100-1012	42.50	POSTED	G	11/13/2020
0-100.01	11/12/2020	DEPOSIT	000002	building pemrit cc 1110	390.16	POSTED	G	11/12/2020
0-100.01	11/12/2020	DEPOSIT	000003	tbb tickets sales cc	420.00	POSTED	G	11/12/2020
0-100.01	11/12/2020	DEPOSIT	000004	tbb tickets sales cc	248.00	POSTED	G	11/12/2020
0-100.01	11/12/2020	DEPOSIT	000005	dep 1109-1111	372.50	POSTED	G	11/17/2020
0-100.01	11/13/2020	DEPOSIT		DAILY CASH POSTING 11/13/2020	29,906.15	POSTED	C	11/17/2020
0-100.01	11/13/2020	DEPOSIT	000001	ONLINE PAYMENT 11/13/2020	16,838.88	POSTED	C	11/17/2020
0-100.01	11/13/2020	DEPOSIT	000002	DAILY PAYMENT POSTING	399.11	POSTED	U	11/13/2020
0-100.01	11/13/2020	DEPOSIT	000003	DAILY PAYMENT POSTING	1,406.61	POSTED	U	11/13/2020
0-100.01	11/13/2020	DEPOSIT	000004	UTILITY DEPOSITS RECEIVED	100.00	POSTED	U	11/17/2020
0-100.01	11/13/2020	DEPOSIT	000005	adcom cust fee 1112	30.00	POSTED	G	11/17/2020
0-100.01	11/13/2020	DEPOSIT	000006	builiding permit cc 1112	81.99	POSTED	G	11/13/2020
0-100.01	11/13/2020	DEPOSIT	000007	entergy franchise 1112	25,706.31	POSTED	G	11/13/2020
0-100.01	11/13/2020	DEPOSIT	000008	city sales tax 0720	197,633.83	POSTED	G	11/13/2020
0-100.01	11/13/2020	DEPOSIT	000009	dep 11/13/20 utility	50.00	POSTED	G	11/17/2020
0-100.01	11/16/2020	DEPOSIT		DAILY CASH POSTING 11/16/2020	29,697.79	POSTED	C	11/17/2020
0-100.01	11/16/2020	DEPOSIT	000001	ONLINE PAYMENT 11/16/2020	52,867.60	POSTED	C	11/17/2020
0-100.01	11/16/2020	DEPOSIT	000002	DAILY PAYMENT POSTING	39.76	POSTED	U	11/17/2020

COMPANY: 999 - POOLED CASH
ACCOUNT: 0-100.01 CASH IN BANK-CSB
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 11/01/2020 THRU 11/30/2020
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
0-100.01	11/16/2020	DEPOSIT	000003	adcom cust fee 1113-1115	163.75	POSTED	G	11/17/2020
0-100.01	11/16/2020	DEPOSIT	000004	building permit cc	349.43	POSTED	G	11/17/2020
0-100.01	11/16/2020	DEPOSIT	000005	building permit cc	115.36	POSTED	G	11/17/2020
0-100.01	11/16/2020	DEPOSIT	000006	tbb tickets sales	34.00	POSTED	G	11/17/2020
0-100.01	11/16/2020	DEPOSIT	000007	DAILY CASH POSTING 11/16/2020	60,814.49	POSTED	C	11/18/2020
0-100.01	11/17/2020	DEPOSIT		ONLINE PAYMENT 11/17/2020	10,543.37	POSTED	C	11/18/2020
0-100.01	11/17/2020	DEPOSIT	000001	ADCOM CUST FEE 1116	46.75	POSTED	G	11/18/2020
0-100.01	11/17/2020	DEPOSIT	000002	TBB TICKET	34.00	POSTED	G	11/17/2020
0-100.01	11/17/2020	DEPOSIT	000003	dep 1117	27.80	POSTED	G	11/18/2020
0-100.01	11/17/2020	DEPOSIT	000004	CASH RECEIPTS	828.80	POSTED	G	11/19/2020
0-100.01	11/18/2020	DEPOSIT		ONLINE PAYMENT 11/18/2020	2,831.89	POSTED	C	11/19/2020
0-100.01	11/18/2020	DEPOSIT	000001	adcom csut fee 1117	13.75	POSTED	G	11/19/2020
0-100.01	11/18/2020	DEPOSIT	000002	utility app cc 1116	297.00	POSTED	G	11/18/2020
0-100.01	11/18/2020	DEPOSIT	000003	permit cc 1117	181.28	POSTED	G	11/18/2020
0-100.01	11/18/2020	DEPOSIT	000004	DAILY CASH POSTING 11/18/2020	12,608.43	POSTED	C	11/19/2020
0-100.01	11/18/2020	DEPOSIT	000005	DEP 1118	17.50	POSTED	G	11/20/2020
0-100.01	11/18/2020	DEPOSIT	000006	UTILITY DEPOSITS RECEIVED	400.00	POSTED	U	11/19/2020
0-100.01	11/18/2020	DEPOSIT	000007	CASH RECEIPTS	100.00	POSTED	G	11/19/2020
0-100.01	11/19/2020	DEPOSIT		ONLINE PAYMENT 11/19/2020	1,953.92	POSTED	C	11/20/2020
0-100.01	11/19/2020	DEPOSIT	000001	adcom cust fee 1118	7.50	POSTED	G	11/20/2020
0-100.01	11/19/2020	DEPOSIT	000002	permit cc 11/18	217.33	POSTED	G	11/19/2020
0-100.01	11/19/2020	DEPOSIT	000003	DAILY CASH POSTING 11/19/2020	3,465.47	POSTED	C	11/20/2020
0-100.01	11/19/2020	DEPOSIT	000004	UTILITY DEPOSITS RECEIVED	100.00	POSTED	U	11/20/2020
0-100.01	11/20/2020	DEPOSIT		ONLINE PAYMENT 11/20/2020	2,033.53	POSTED	C	11/20/2020
0-100.01	11/20/2020	DEPOSIT	000001	adcom cust fee 1119	7.50	POSTED	G	11/20/2020
0-100.01	11/20/2020	DEPOSIT	000002	permit cc 1119	2,228.98	POSTED	G	11/20/2020
0-100.01	11/20/2020	DEPOSIT	000003	blue santa	120.00	POSTED	G	11/20/2020
0-100.01	11/20/2020	DEPOSIT	000004	UTILITY DEP CC REVERSE	100.00CR	POSTED	G	11/20/2020
0-100.01	11/20/2020	DEPOSIT	000005	DAILY PAYMENT POSTING	539.29	POSTED	U	11/23/2020
0-100.01	11/20/2020	DEPOSIT	000006	DEP 112020	166.65	POSTED	G	11/24/2020
0-100.01	11/23/2020	DEPOSIT		DAILY CASH POSTING 11/23/2020	1,700.78	POSTED	C	11/24/2020
0-100.01	11/23/2020	DEPOSIT	000001	ONLINE PAYMENT 11/23/2020	8,139.04	POSTED	C	11/24/2020
0-100.01	11/23/2020	DEPOSIT	000002	ADCOM CUST FEE 1120-1122	35.00	POSTED	G	11/24/2020
0-100.01	11/23/2020	DEPOSIT	000003	BUILDING PERMIT CC 1120	981.59	POSTED	G	11/23/2020
0-100.01	11/23/2020	DEPOSIT	000004	BLUE SANTA CROW	150.00	POSTED	G	11/23/2020
0-100.01	11/23/2020	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	140.78CR	POSTED	U	11/24/2020
0-100.01	11/23/2020	DEPOSIT	000006	dep 1123	185.50	POSTED	G	11/24/2020
0-100.01	11/23/2020	DEPOSIT	000007	DAILY CASH POSTING 11/23/2020	9,665.05	POSTED	C	11/24/2020
0-100.01	11/23/2020	DEPOSIT	000008	CASH RECEIPTS	405.00	POSTED	G	11/24/2020
0-100.01	11/24/2020	DEPOSIT		ONLINE PAYMENT 11/24/2020	2,814.28	POSTED	C	11/24/2020
0-100.01	11/24/2020	DEPOSIT	000001	adcom cust fee 1123	8.75	POSTED	G	11/24/2020
0-100.01	11/24/2020	DEPOSIT	000002	dep 1123	948.00	POSTED	G	11/24/2020
0-100.01	11/24/2020	DEPOSIT	000003	UTILITY DEPOSITS RECEIVED	200.00	OUTSTND	U	0/00/0000
0-100.01	11/25/2020	DEPOSIT		dep 11252020	154.50	POSTED	G	11/25/2020

COMPANY: 999 - POOLED CASH

ACCOUNT: 0-100.01 CASH IN BANK-CSB

TYPE: All

STATUS: All

FOLIO: All

CHECK DATE: 11/01/2020 THRU 11/30/2020

CLEAR DATE: 0/00/0000 THRU 99/99/9999

STATEMENT: 0/00/0000 THRU 99/99/9999

VOIDED DATE: 0/00/0000 THRU 99/99/9999

AMOUNT: 0.00 THRU 999,999,999.99

CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
0-100.01	11/25/2020	DEPOSIT	000001	tbb ticket sales	284.00	POSTED	G	11/25/2020
0-100.01	11/25/2020	DEPOSIT	000002	dep 11252020	248.00	POSTED	G	11/25/2020
0-100.01	11/25/2020	DEPOSIT	000003	brazos county taxes	64.29	POSTED	G	11/25/2020
0-100.01	11/27/2020	DEPOSIT		DAILY CASH POSTING 11/27/2020	9,998.50	POSTED	C	11/30/2020
0-100.01	11/27/2020	DEPOSIT	000001	ONLINE PAYMENT 11/27/2020	10,311.59	POSTED	C	11/30/2020
0-100.01	11/27/2020	DEPOSIT	000002	adcom cust fee 1124-1127	38.75	POSTED	G	11/30/2020
0-100.01	11/27/2020	DEPOSIT	000003	builiding permit cc	2,186.33	POSTED	G	11/27/2020
0-100.01	11/27/2020	DEPOSIT	000004	builiding permit cc	138.02	POSTED	G	11/27/2020
0-100.01	11/30/2020	DEPOSIT		ONLINE PAYMENT 11/30/2020	3,611.64	POSTED	C	11/30/2020
0-100.01	11/30/2020	DEPOSIT	000001	adcom cust fee 1127-1130	10.00	POSTED	G	11/30/2020
0-100.01	11/30/2020	DEPOSIT	000002	DAILY PAYMENT POSTING - ADJ	126.37CR	POSTED	U	11/30/2020
0-100.01	11/30/2020	DEPOSIT	000003	CASH RECEIPTS	511.80	OUTSTND	G	0/00/0000
0-100.01	11/30/2020	DEPOSIT	000004	UTILITY DEPOSITS RECEIVED	100.00	OUTSTND	U	0/00/0000
0-100.01	11/30/2020	DEPOSIT	000005	CASH RECEIPTS	78.00	OUTSTND	G	0/00/0000
EFT:								
0-100.01	11/01/2020	EFT		TRANSFER TO BOND 2016	17,420.32CR	POSTED	G	11/02/2020
0-100.01	11/01/2020	EFT	000001	TRANSFER OTO REFUND BOND	55,462.52CR	POSTED	G	11/02/2020
0-100.01	11/03/2020	EFT		zba	32,272.66CR	POSTED	G	11/03/2020
0-100.01	11/05/2020	EFT		transfer to bond taxes	12,061.24CR	POSTED	G	11/06/2020
0-100.01	11/10/2020	EFT		zba	1,935.19CR	POSTED	G	11/10/2020
0-100.01	11/11/2020	EFT		zba 111020	171.98CR	POSTED	G	11/11/2020
0-100.01	11/13/2020	EFT		edc portion of sales tax 0720	16,469.49CR	POSTED	G	11/17/2020
0-100.01	11/13/2020	EFT	000001	ENTERPRISE MONTHLY 042018	2,959.73CR	POSTED	G	11/23/2020
0-100.01	11/16/2020	EFT		zba	50,793.35CR	POSTED	G	11/17/2020
0-100.01	11/17/2020	EFT		ZBA	160,119.57CR	POSTED	G	11/17/2020
0-100.01	11/18/2020	EFT		zba	67,554.99CR	POSTED	G	11/18/2020
0-100.01	11/19/2020	EFT		munigas oct usage 112020	69,525.80	POSTED	G	11/19/2020
0-100.01	11/19/2020	EFT	000001	zba	7,089.04CR	POSTED	G	11/19/2020
0-100.01	11/19/2020	EFT	000002	symetry gas bill oct usagel120	164.14CR	POSTED	G	11/23/2020
0-100.01	11/19/2020	EFT	000003	munigasas correction 111920	69,525.80CR	POSTED	G	11/19/2020
0-100.01	11/19/2020	EFT	000004	munigasas correction 111920	69,525.80CR	POSTED	G	11/20/2020
0-100.01	11/20/2020	EFT		zba	218.20CR	POSTED	G	11/20/2020
0-100.01	11/24/2020	EFT		ATMOS TRANSPORT 102020	34,223.27CR	POSTED	G	11/30/2020
0-100.01	11/24/2020	EFT	000001	YEARS OF SERVICE AWARDS	1,431.60CR	POSTED	G	11/27/2020
0-100.01	11/30/2020	EFT		zba	109,389.99CR	POSTED	G	11/30/2020
0-100.01	11/30/2020	EFT	000001	FEE TO REINSTATE TAX STATUS	600.00CR	OUTSTND	G	0/00/0000
0-100.01	11/30/2020	EFT	000002	ZBA	32,461.49CR	POSTED	G	11/30/2020
INTEREST:								
0-100.01	11/30/2020	INTEREST		INTEREST INCOME	1,078.50	POSTED	G	11/30/2020
MISCELLANEOUS:								
0-100.01	11/02/2020	MISC.		cc not received eom 1031	4,656.24	POSTED	G	11/02/2020

COMPANY: 999 - POOLED CASH
 ACCOUNT: 0-100.01 CASH IN BANK-CSB
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 11/01/2020 THRU 11/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
MISCELLANEOUS:								
0-100.01	11/12/2020	MISC.	015483	BRYAN BROADCASTING CORP	VOIDED			
0-100.01	11/19/2020	MISC.		utility dep correction 1119	200.00	VOIDED	A	11/12/2020
0-100.01	11/19/2020	MISC.	000001	utility app dep cc	400.00CR	POSTED	G	11/19/2020
0-100.01	11/19/2020	MISC.	015526	COOL TECH ICE, LLC	198.00	POSTED	G	11/19/2020
0-100.01	11/30/2020	MISC.		CC FEE PAID NOT POSTED	272.79	VOIDED	A	11/19/2020
0-100.01	11/30/2020	MISC.	000001	CORRECT CC NOT POSTED	1,827.53	POSTED	G	11/30/2020
0-100.01	11/30/2020	MISC.			3,655.06CR	POSTED	G	11/30/2020
SERVICE CHARGE:								
0-100.01	11/02/2020	SERV-CHG		cc fee 103120	3,532.55CR	POSTED	G	11/02/2020
0-100.01	11/03/2020	SERV-CHG		cc fee 103120	82.00CR	POSTED	G	11/03/2020
0-100.01	11/06/2020	SERV-CHG		nsf 1105	119.34CR	POSTED	G	11/06/2020
0-100.01	11/10/2020	SERV-CHG		nsf 1109	223.40CR	POSTED	G	11/10/2020
0-100.01	11/16/2020	SERV-CHG		utility dep fee	1.00CR	POSTED	G	11/17/2020
0-100.01	11/16/2020	SERV-CHG	000001	nsf 11132020	351.30CR	POSTED	G	11/17/2020
0-100.01	11/17/2020	SERV-CHG		CC FEE VERIFONE	67.54CR	POSTED	G	11/17/2020
TOTALS FOR ACCOUNT 0-100.01								
				CHECK	TOTAL:	419,073.72CR		
				DEPOSIT	TOTAL:	1,115,259.64		
				INTEREST	TOTAL:	1,078.50		
				MISCELLANEOUS	TOTAL:	3,099.50		
				SERVICE CHARGE	TOTAL:	4,377.13CR		
				EFT	TOTAL:	672,324.57CR		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH								
				CHECK	TOTAL:	419,073.72CR		
				DEPOSIT	TOTAL:	1,115,259.64		
				INTEREST	TOTAL:	1,078.50		
				MISCELLANEOUS	TOTAL:	3,099.50		
				SERVICE CHARGE	TOTAL:	4,377.13CR		
				EFT	TOTAL:	672,324.57CR		
				BANK-DRAFT	TOTAL:	0.00		

	NUMBER#	TOTAL ARREARS	TOTAL CURRENT	TOTAL BALANCE	ACTIVE ACCOUNT RECONCILIATION
ACTIVE ACCOUNTS:	3,102	19,033.19	650,216.39	669,249.58	NEW ACCOUNTS: 62
DISCONNECTED ACCTS:	53	2,598.06	2,622.86	5,220.92	DISCONNECT--NO TRF: 48
FINALED ACCOUNTS:	227	32,472.78		32,472.78	DISCONNECT-TRANSFER: 5
INACTIVE ACCOUNTS:	7,858	0.00		0.00	

GRAND TOTALS 11,240 54,104.03 652,839.25 706,943.28

CALCULATION SUMMARY

TOTAL CHARGES:	656,339.25
DEPOSIT RETURNS:	3,500.00CR
TOTAL CURRENT:	652,839.25

===== SERVICE CATEGORY TOTALS =====

CATEGORY	NUMBER	TOTAL NET	FUEL-ADJ	TOTAL TAX	TAXABLE	BILLED CONSUMPTION	UNBILLED CONSUMPTION	TOTAL CONSUMPTION
GR GARBAGE	3348	109,740.71	0.00	7,792.80	94,537.78			
GS GAS	1808	110,592.54	57,582.52	1,480.73	47,240.71	60,248.0000	2	60,250.0000
MS MISCELLANEOU	91	1,306.00	0.00	0.00	0.00			
PF VOLUNTARY PA	44	88.00	0.00	0.00	0.00			
SDF ST & DRAINAG	3019	50,436.16	0.00	0.00	0.00			
SW SEWER	5688	135,358.10	0.00	0.00	0.00	162,726.3300		162,726.3300
WA WATER	6029	182,250.51	0.00	0.00	0.00	258,659.0000	20	258,679.0000
AMP AVG MTH PMT	28	288.82CR				AMP RESERVE: 2,766.59		

TOTALS 589,483.20 57,582.52 9,273.53 141,778.49

===== REVENUE CODE TOTALS =====

	R/C DESCRIPTION	G/L ACCOUNT#	AMOUNT
SERVICES:			
	100-GARBAGE	100-0-310.00	109,740.71
	200-WATER SERVICE	200-0-310.00	169,167.44
	210-UTILITY CAPITAL IMPROV.FE	210-0-310.00	13,083.07
	300-GAS SERVICE	300-0-310.00	82,711.72
	350-FUEL FACTOR	300-0-310.00	85,463.34
	400-SEWER	400-0-310.00	122,605.29
	401-UTILITY CAPITAL IMPROV.FE	210-0-310.00	12,752.81
	550-ST & DRAINAGE FEE	100-0-310.00	50,436.16
	562-VOLUNTARY PARK FUND	100-0-310.00	43.00
	563-VOLUNTARY FIRE FUND	100-0-310.00	45.00
	601-OTC - WATER	200-0-310.00	90.00
	602-OTC - GAS	300-0-310.00	0.00
TAX:			
	500-GAS 1.5% SALES TAX	300-0-310.00	538.86
	501-GAS TAX 8.25%	300-0-310.00	935.84
	503-6.75% GAS TAX IND OUSTIDE	300-0-310.00	6.03
	504-8.25% GARBAGE SALES TAX	100-0-310.00	7,792.80
CONTRACTS:			
	703-WATER CONTRACTS	200-0-310.00	798.00

===== R E V E N U E C O D E T O T A L S =====

** (CONTINUED) **

R/C DESCRIPTION	G/L ACCOUNT#	AMOUNT
705-GAS SERVICE CONTRACT	300-0-310.00	25.00
707-SEWER CONTRACTS	400-0-310.00	50.00
714-PUBLIC NUIS. CONTRACT	100-0-310.00	50.00
715-STREET MAINT CONTRACT	100-0-310.00	293.00
AMP:		
995-AMP	200-1-108.03	288.82CR

R/C TOTALS

656,339.25

===== R A T E T A B L E T O T A L S =====

CAT CODE	TBL	DESCRIPTION	SCHED	NO#	TOTAL NET	FUEL-ADJ	TOTAL TAX	TAXABLE	CONSUMPTION	MLT.
GR 100	A	COMMERCIAL HAND PU	A	123	3,733.97	0.00	281.30	3,414.51		
GR 100	B2	COMM 2 YD CONTAINER	B2	22	1,618.00	0.00	105.57	1,280.25		
GR 100	B3	COMM 3 YD CONTAINER	B3	28	4,172.28	0.00	193.65	2,347.73		5
GR 100	B4	COMM 4 YD CONTAINER	B4	11	1,939.30	0.00	159.99	1,939.30		
GR 100	B6	COMM 6 YD CONTAINER	B6	48	14,312.74	0.00	954.73	11,571.65		3
GR 100	B8	COMM 8 YD CONTAINER	B8	47	24,485.03	0.00	1,307.52	15,849.34		7
GR 100	C	RESIDENTIAL	C	2537	53,994.30	0.00	4,361.70	52,944.30		49
GR 100	E	GARBAGE -EXPLICIT	E	17	661.11	0.00	39.18	474.96		
GR 100	LOC	LOCKING DEVICE	LOCK	29	228.48	0.00	12.98	157.08		3
GR 100	PC2	EXTRA POLY CART	PC2	486	4,595.50	0.00	376.18	4,558.66		14
GS 300	2	GAS-IND.OUT 400-1000	2	1	2,370.03	1,486.49	0.00	0.00	529.0000	
GS 300	A	GAS -A RES INSIDE	A	1603	28,246.82	8,014.12	537.73	35,733.05	2,852.0000	2
GS 300	ATR	GAS -ATMOS TRANSPORT	ATR	3	10,418.10	0.00	0.00	0.00	9,922.0000	
GS 300	B	GAS -B RES OUTSIDE	B	2	60.97	14.05	1.13	75.02	5.0000	
GS 300	C	GAS -C COM INSIDE	C	127	7,337.86	4,585.92	929.75	11,269.43	1,632.0000	
GS 300	CA	GAS -CENTURY ASPHALT	GAS	1	1,015.61	1,832.12	0.00	0.00	652.0000	
GS 300	CCH	GAS -COMODITY CHARGE	CCH	3	992.20	0.00	0.00	0.00	9,922.0000	
GS 300	CIT	GAS -CITY USEAGE	CITY	9	0.00	0.00	0.00	0.00	67.0000	
GS 300	CTR	GAS -CITY TRANSPORT	CTR	3	1,785.96	0.00	0.00	0.00	9,922.0000	
GS 300	E	GAS -E SCHOOLS	E	6	3,198.04	2,450.32	0.00	0.00	872.0000	
GS 300	F	GAS -IND OUTSIDE	F	2	35,321.58	37,940.62	0.00	0.00	13,502.0000	
GS 300	FCO	GAS -FUEL COST-GRANT	FCO	3	17,462.72	0.00	0.00	0.00	9,922.0000	
GS 300	G	GAS -COM OUTSIDE	G	2	50.07	8.43	3.95	58.50	3.0000	
GS 300	H	GAS-S.IND.OUT 0-399	H	5	2,272.80	1,236.40	2.08	30.88	440.0000	
GS 300	IND	GAS-S.IND.IN 0-399	IND	4	59.78	14.05	6.09	73.83	5.0000	
GS 300	Z	GAS ZERO CHARGE	Z	34	0.00	0.00	0.00	0.00	1.0000	
MS 600	G	OTC - GAS	G	56	0.00	0.00	0.00	0.00		
MS 600	GM	OTC - GAS METER	G	1	0.00	0.00	0.00	0.00		
MS 600	W	OTC - WATER	W	4	90.00	0.00	0.00	0.00		
MS 700	GAS	GAS SERVICE CONTRACT	GAS	1	25.00	0.00	0.00	0.00		
MS 700	PNF	PUBLIC NUISANCE FEE	PNF	1	50.00	0.00	0.00	0.00		
MS 700	SEW	SEWER CONTRACTS	SEW	1	50.00	0.00	0.00	0.00		
MS 700	STM	STREET MNT CONTRACT	STD	6	293.00	0.00	0.00	0.00		
MS 700	WTR	WATER CONTRACTS	WTR	21	798.00	0.00	0.00	0.00		

***** R A T E T A B L E T O T A L S *****
** (CONTINUED) **

CAT	CODE	TBL	DESCRIPTION	SCHED	NO#	TOTAL NET	FUEL-ADJ	TOTAL TAX	TAXABLE	CONSUMPTION	MLT.
PF	562	\$25	\$23.00 VOL PARK FUND	\$25	1	23.00	0.00	0.00	0.00		
PF	562	1.0	\$1.00 VOL PARK FUND	1.0	20	20.00	0.00	0.00	0.00		
PF	563	\$23	VOLUNTARY FIRE FUND	\$23	1	23.00	0.00	0.00	0.00		
PF	563	1.0	\$1.00 VOL FIRE FUND	1.0	22	22.00	0.00	0.00	0.00		
SDF	500	CI	ST & DR FEE-C I	CI	293	5,432.07	0.00	0.00	0.00		2
SDF	500	CO	ST & DR FEE-C O	CO	6	111.00	0.00	0.00	0.00		
SDF	500	IN	ST & DR FEE-I N	IN	8	188.00	0.00	0.00	0.00		
SDF	500	INO	ST & DR FEE- I N O	INO	20	470.00	0.00	0.00	0.00		
SDF	500	RES	ST & DR FEE - INSIDE	RES	2691	44,220.09	0.00	0.00	0.00		274
SDF	500	RO	ST & DR-FEE-OUTSIDE	RO	1	15.00	0.00	0.00	0.00		
SW	400	A	RESIDENTIAL INSIDE	A	2512	71,660.98	0.00	0.00	0.00	94,170.3300	
SW	400	AH	SEWER -AIRPORT HANGA	AH	1	25.02	0.00	0.00	0.00	1.0000	
SW	400	AHC	SEWER - AIRPORT	AHC	1	41.26	0.00	0.00	0.00		
SW	400	B	RESIDENTIAL OUTSIDE	B	1	70.89	0.00	0.00	0.00	113.0000	
SW	400	C	COMMERCIAL INSIDE	C	262	22,031.06	0.00	0.00	0.00	32,398.0000	
SW	400	D	COMMERCIAL OUTSIDE	D	5	1,729.18	0.00	0.00	0.00	2,491.0000	
SW	400	E	INDUSTRIAL INSIDE	E	19	5,873.29	0.00	0.00	0.00	8,053.0000	
SW	400	I	IND OUT SEWER ONLY	I	2	2,193.72	0.00	0.00	0.00	2,500.0000	
SW	400	J	RES OUT-SEWER ONLY	J	1	169.78	0.00	0.00	0.00	359.0000	
SW	400	L	SEWER -MULTI UNIT	L	24	13,450.96	0.00	0.00	0.00	22,641.0000	387
SW	400	SCH	SEWER SURCHARGE	SCH	1	3,358.21	0.00	0.00	0.00		
SW	400	SSC	SEWER SURCHARGE	SSC	4	2,000.94	0.00	0.00	0.00		
SW	401	CIN	UCIF-SEWER-COM IN	CIN	262	1,829.84	0.00	0.00	0.00		
SW	401	COU	UCIF-SEWER-COM OUT	COU	5	52.50	0.00	0.00	0.00		
SW	401	IIN	UCIF-SEWER-IND IN	IIN	17	340.00	0.00	0.00	0.00		
SW	401	IOU	UCIF-SEWER-IND OUT	IOU	2	60.00	0.00	0.00	0.00		
SW	401	MU	UCIF-SEWER-MULTI UNI	MU	21	336.00	0.00	0.00	0.00		
SW	401	RIN	UCIF-SEWER -RES IN	RIN	2546	10,120.47	0.00	0.00	0.00		
SW	401	ROU	UCIF-SEWER -RES OUT	ROU	2	14.00	0.00	0.00	0.00		
WA	200	A	WATER -RES INSIDE	A	2607	122,089.68	0.00	0.00	0.00	163,018.0000	
WA	200	AH	WTR -AIRPORT HANGAR	AH	3	46.77	0.00	0.00	0.00	4.0000	
WA	200	AHC	WTR -AIRPORT HANGAR	AHC	1	36.62	0.00	0.00	0.00	16.0000	
WA	200	B	WATER - RES OUTSIDE	B	2	134.74	0.00	0.00	0.00	115.0000	
WA	200	C	WATER -COM INSIDE	C	285	25,034.31	0.00	0.00	0.00	32,992.0000	2
WA	200	CIT	WATER -CITY USEAGE	CITY	50	0.00	0.00	0.00	0.00	28,440.0000	
WA	200	D	WATER -COM OUTSIDE	D	6	2,357.76	0.00	0.00	0.00	2,691.0000	
WA	200	E	WATER -IND INSIDE	E	7	1,347.34	0.00	0.00	0.00	2,078.0000	
WA	200	F	WATER -IND OUTSIDE	F	20	8,798.80	0.00	0.00	0.00	9,700.0000	
WA	200	F-3	WATER-IRRIGATION-CI	F-3	1	1,218.58	0.00	0.00	0.00	2,333.0000	
WA	200	INT	WATER - INTER SCHOOL	INT	1	530.40	0.00	0.00	0.00	1,040.0000	
WA	200	K	WATER -NURSING HOME	K	3	1,826.13	0.00	0.00	0.00	3,492.0000	
WA	200	NIS	MAIN METER-INT SCHOO	C	1	559.66	0.00	0.00	0.00	1,041.0000	
WA	200	S	WATER -SEWER METERS	S	49	5,186.65	0.00	0.00	0.00	8,722.0000	
WA	200	X	WATER -ZERO CHG	X	13	0.00	0.00	0.00	0.00	2,977.0000	
WA	202	4	EXPLICIT WATER	4	1	0.00	0.00	0.00	0.00		
WA	203	1"	UCIF-WATER -1"	1"	78	488.44	0.00	0.00	0.00		4

***** R A T E T A B L E T O T A L S *****
** (CONTINUED) **

CAT	CODE	TBL	DESCRIPTION	SCHED	NO#	TOTAL NET	FUEL-ADJ	TOTAL TAX	TAXABLE	CONSUMPTION	MLT.
WA	203	2"	UCIF-WATER -2"	2"	100	1,320.00	0.00	0.00	0.00		10
WA	203	3"	UCIF-WATER -3"	3"	1	16.00	0.00	0.00	0.00		
WA	203	3/4	UCIF-WATER -3/4"	3/4	2794	11,134.63	0.00	0.00	0.00		6
WA	203	4"	UCIF-WATER -4"	4"	5	100.00	0.00	0.00	0.00		
WA	203	6"	UCIF-WATER -6"	6"	1	24.00	0.00	0.00	0.00		

TOTALS 589,772.02 57,582.52 9,273.53 141,778.49

=== F U E L A D J U S T M E N T C O D E T O T A L S ===

CODE	DESCRIPTION	CONSUMPTION	FUEL FACTOR	AMOUNT
GASFF	GAS FUEL FACTOR	20,492.0000	2.81000000	57,582.52
FUEL FACTOR TOTALS		20,492.0000		57,582.52

***** M E T E R G R O U P T O T A L S *****

CODE	DESCRIPTION	BILLED CONSUMPTION	UNBILLED CONSUMPTION	TOTAL CONSUMPTION	DEMAND CONSUMPTION
W	WATER METERS	258,659.0000	20.000	258,679.0000	
G	GAS METERS	60,248.0000	2.000	60,250.0000	

***** R E F U N D E D D E P O S I T T O T A L S *****

CODE	DESCRIPTION	NUMBER	AMOUNT
200	WATER DEPOSIT	23	2,350.00CR
300	GAS DEPOSIT	11	1,150.00CR
DEPOSIT TOTALS		34	3,500.00CR

===== CUSTOMER CLASS TOTALS =====

CLASS	SERV	RATE		DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
	CAT	CODE	TABLE							
A	GR	100	A	COMMERCIAL HAND PU	5	183.12	0.00	68.57	5.65	
A	GR	100	B2	COMM 2 YD CONTAINER	3	202.65	0.00	0.00	0.00	
A	GR	100	B3	COMM 3 YD CONTAINER	5	1,652.98	0.00	360.08	29.71	
A	GR	100	B4	COMM 4 YD CONTAINER	1	130.91	0.00	130.91	10.80	
A	GR	100	B6	COMM 6 YD CONTAINER	4	1,649.18	0.00	1,649.18	136.06	
A	GR	100	B8	COMM 8 YD CONTAINER	3	1,312.36	0.00	1,084.48	89.47	
A	GR	100	C	RESIDENTIAL	2533	53,910.30	0.00	52,860.30	4,354.78	
A	GR	100	E	GARBAGE -EXPLICIT	1	22.59	0.00	22.59	1.86	
A	GR	100	LOC	LOCKING DEVICE	3	21.42	0.00	0.00	0.00	
A	GR	100	PC2	EXTRA POLY CART	485	4,586.29	0.00	4,549.45	375.42	
				** CATEGORY TOTAL **	GR	63,671.80	0.00	60,725.56	5,003.75	
A	GS	300	A	GAS -A RES INSIDE	1599	27,644.30	7,581.38	34,697.79	522.21	2,698.0000
A	GS	300	C	GAS -C COM INSIDE	1	11.26	0.00	11.26	0.93	
A	GS	300	Z	GAS ZERO CHARGE	21	0.00	0.00	0.00	0.00	1.0000
				** CATEGORY TOTAL **	GS	27,655.56	7,581.38	34,709.05	523.14	2,699.0000
A	MS	600	G	OTC - GAS	50	0.00	0.00	0.00	0.00	
A	MS	600	W	OTC - WATER	4	90.00	0.00	0.00	0.00	
A	MS	700	GAS	GAS SERVICE CONTRACT	1	25.00	0.00	0.00	0.00	
A	MS	700	PNF	PUBLIC NUISANCE FEE	1	50.00	0.00	0.00	0.00	
A	MS	700	STM	STREET MNT CONTRACT	6	293.00	0.00	0.00	0.00	
A	MS	700	WTR	WATER CONTRACTS	18	653.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	MS	1,111.00	0.00	0.00	0.00	
A	PF	562	\$25	\$23.00 VOL PARK FUND	1	23.00	0.00	0.00	0.00	
A	PF	562	1.0	\$1.00 VOL PARK FUND	15	15.00	0.00	0.00	0.00	
A	PF	563	1.0	\$1.00 VOL FIRE FUND	17	17.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	PF	55.00	0.00	0.00	0.00	
A	SDF	500	CI	ST & DR FEE-C I	6	148.00	0.00	0.00	0.00	
A	SDF	500	RES	ST & DR FEE - INSIDE	2687	44,160.09	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SDF	44,308.09	0.00	0.00	0.00	
A	SW	400	A	RESIDENTIAL INSIDE	2512	71,660.98	0.00	0.00	0.00	94,170.3300
A	SW	400	C	COMMERCIAL INSIDE	1	41.69	0.00	0.00	0.00	1.0000
A	SW	400	L	SEWER -MULTI UNIT	21	12,469.86	0.00	0.00	0.00	19,149.0000
A	SW	400	SCH	SEWER SURCHARGE	1	3,358.21	0.00	0.00	0.00	
A	SW	401	CIN	UCIF-SEWER-COM IN	1	7.00	0.00	0.00	0.00	
A	SW	401	MU	UCIF-SEWER-MULTI UNI	18	288.00	0.00	0.00	0.00	
A	SW	401	RIN	UCIF-SEWER -RES IN	2542	10,107.59	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SW	97,933.33	0.00	0.00	0.00	113,320.3300
A	WA	200	A	WATER -RES INSIDE	2607	122,089.68	0.00	0.00	0.00	163,018.0000
A	WA	200	C	WATER -COM INSIDE	2	58.01	0.00	0.00	0.00	1.0000
A	WA	200	S	WATER -SEWER METERS	21	830.04	0.00	0.00	0.00	1,007.0000
A	WA	200	X	WATER -ZERO CHG	5	0.00	0.00	0.00	0.00	
A	WA	202	4	EXPLICIT WATER	1	0.00	0.00	0.00	0.00	
A	WA	203	1"	UCIF-WATER -1"	17	108.00	0.00	0.00	0.00	
A	WA	203	2"	UCIF-WATER -2"	28	348.00	0.00	0.00	0.00	

===== CUSTOMER CLASS TOTALS =====

CLASS	SERV	RATE	DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
CAT	CODE	TABLE							
A	WA	203 3/4	UCIF-WATER -3/4"	2593	10,321.75	0.00	0.00	0.00	
			** CATEGORY TOTAL **	WA	133,755.48	0.00	0.00	0.00	164,026.0000
			** CLASS TOTAL **	A	368,490.26	7,581.38	95,434.61	5,526.89	
AH	GR	100 A	COMMERCIAL HAND PU	1	22.59	0.00	22.59	1.86	
AH	SDF	500 CI	ST & DR FEE-C I	3	55.50	0.00	0.00	0.00	
AH	SDF	500 RES	ST & DR FEE - INSIDE	1	15.00	0.00	0.00	0.00	
			** CATEGORY TOTAL **	SDF	70.50	0.00	0.00	0.00	
AH	SW	400 AH	SEWER -AIRPORT HANGA	1	25.02	0.00	0.00	0.00	1.0000
AH	SW	400 AHC	SEWER - AIRPORT	1	41.26	0.00	0.00	0.00	
AH	SW	401 CIN	UCIF-SEWER-COM IN	1	7.00	0.00	0.00	0.00	
AH	SW	401 RIN	UCIF-SEWER -RES IN	1	4.00	0.00	0.00	0.00	
			** CATEGORY TOTAL **	SW	77.28	0.00	0.00	0.00	1.0000
AH	WA	200 AH	WTR -AIRPORT HANGAR	3	46.77	0.00	0.00	0.00	4.0000
AH	WA	200 AHC	WTR -AIRPORT HANGAR	1	36.62	0.00	0.00	0.00	16.0000
AH	WA	203 1"	UCIF-WATER -1"	1	6.00	0.00	0.00	0.00	
AH	WA	203 3/4	UCIF-WATER -3/4"	3	12.00	0.00	0.00	0.00	
			** CATEGORY TOTAL **	WA	101.39	0.00	0.00	0.00	20.0000
			** CLASS TOTAL **	AH	271.76	0.00	22.59	1.86	
B	GR	100 C	RESIDENTIAL	4	84.00	0.00	84.00	6.92	
B	GR	100 PC2	EXTRA POLY CART	1	9.21	0.00	9.21	0.76	
			** CATEGORY TOTAL **	GR	93.21	0.00	93.21	7.68	
B	GS	300 B	GAS -B RES OUTSIDE	2	60.97	14.05	75.02	1.13	5.0000
B	SDF	500 RO	ST & DR-FEE-OUTSIDE	1	15.00	0.00	0.00	0.00	
B	SW	400 B	RESIDENTIAL OUTSIDE	1	70.89	0.00	0.00	0.00	113.0000
B	SW	400 J	RES OUT-SEWER ONLY	1	169.78	0.00	0.00	0.00	359.0000
B	SW	401 ROU	UCIF-SEWER -RES OUT	2	14.00	0.00	0.00	0.00	
			** CATEGORY TOTAL **	SW	254.67	0.00	0.00	0.00	472.0000
B	WA	200 B	WATER - RES OUTSIDE	2	134.74	0.00	0.00	0.00	115.0000
B	WA	200 X	WATER -ZERO CHG	1	0.00	0.00	0.00	0.00	359.0000
B	WA	203 2"	UCIF-WATER -2"	1	12.00	0.00	0.00	0.00	
B	WA	203 3/4	UCIF-WATER -3/4"	1	4.00	0.00	0.00	0.00	
			** CATEGORY TOTAL **	WA	150.74	0.00	0.00	0.00	474.0000
			** CLASS TOTAL **	B	574.59	14.05	168.23	8.81	
C	GR	100 A	COMMERCIAL HAND PU	116	3,505.67	0.00	3,300.76	271.93	

===== CUSTOMER CLASS TOTALS =====

CLASS	SERV	RATE		DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
CAT	CODE	TABLE								
C	GR	100	B2	COMM 2 YD CONTAINER	16	1,212.70	0.00	1,145.15	94.43	
C	GR	100	B3	COMM 3 YD CONTAINER	23	2,519.30	0.00	1,987.65	163.94	
C	GR	100	B4	COMM 4 YD CONTAINER	9	1,677.48	0.00	1,677.48	138.39	
C	GR	100	B6	COMM 6 YD CONTAINER	37	10,228.91	0.00	9,259.51	763.97	
C	GR	100	B8	COMM 8 YD CONTAINER	31	12,456.90	0.00	12,456.90	1,027.65	
C	GR	100	E	GARBAGE -EXPLICIT	16	638.52	0.00	452.37	37.32	
C	GR	100	LOC	LOCKING DEVICE	22	157.08	0.00	149.94	12.39	
** CATEGORY TOTAL ** GR						32,396.56	0.00	30,429.76	2,510.02	
C	GS	300	A	GAS -A RES INSIDE	1	58.32	36.53	94.85	1.42	13.0000
C	GS	300	C	GAS -C COM INSIDE	123	7,111.82	4,445.42	11,258.17	928.82	1,582.0000
C	GS	300	Z	GAS ZERO CHARGE	12	0.00	0.00	0.00	0.00	
** CATEGORY TOTAL ** GS						7,170.14	4,481.95	11,353.02	930.24	1,595.0000
C	MS	600	G	OTC - GAS	5	0.00	0.00	0.00	0.00	
C	MS	600	GM	OTC - GAS METER	1	0.00	0.00	0.00	0.00	
C	MS	700	SEW	SEWER CONTRACTS	1	50.00	0.00	0.00	0.00	
C	MS	700	WTR	WATER CONTRACTS	3	145.00	0.00	0.00	0.00	
** CATEGORY TOTAL ** MS						195.00	0.00	0.00	0.00	
C	PF	562	1.0	\$1.00 VOL PARK FUND	2	2.00	0.00	0.00	0.00	
C	PF	563	\$23	VOLUNTARY FIRE FUND	1	23.00	0.00	0.00	0.00	
C	PF	563	1.0	\$1.00 VOL FIRE FUND	2	2.00	0.00	0.00	0.00	
** CATEGORY TOTAL ** PF						27.00	0.00	0.00	0.00	
C	SDF	500	CI	ST & DR FEE-C I	273	5,025.07	0.00	0.00	0.00	
C	SDF	500	IN	ST & DR FEE-I N	1	23.50	0.00	0.00	0.00	
** CATEGORY TOTAL ** SDF						5,048.57	0.00	0.00	0.00	
C	SW	400	C	COMMERCIAL INSIDE	250	19,207.21	0.00	0.00	0.00	26,287.0000
C	SW	400	SSC	SEWER SURCHARGE	1	1,099.42	0.00	0.00	0.00	
C	SW	401	CIN	UCIF-SEWER-COM IN	247	1,724.84	0.00	0.00	0.00	
C	SW	401	RIN	UCIF-SEWER -RES IN	3	8.88	0.00	0.00	0.00	
** CATEGORY TOTAL ** SW						22,040.35	0.00	0.00	0.00	26,287.0000
C	WA	200	C	WATER -COM INSIDE	271	22,009.39	0.00	0.00	0.00	27,850.0000
C	WA	200	S	WATER -SEWER METERS	22	1,085.83	0.00	0.00	0.00	1,479.0000
C	WA	200	X	WATER -ZERO CHG	4	0.00	0.00	0.00	0.00	118.0000
C	WA	203	1"	UCIF-WATER -1"	51	320.44	0.00	0.00	0.00	
C	WA	203	2"	UCIF-WATER -2"	46	588.00	0.00	0.00	0.00	
C	WA	203	3/4"	UCIF-WATER -3/4"	187	756.88	0.00	0.00	0.00	
C	WA	203	4"	UCIF-WATER -4"	1	20.00	0.00	0.00	0.00	
** CATEGORY TOTAL ** WA						24,780.54	0.00	0.00	0.00	29,447.0000
** CLASS TOTAL ** C						91,658.16	4,481.95	41,782.78	3,440.26	
D	GS	300	G	GAS -COM OUTSIDE	2	50.07	8.43	58.50	3.95	3.0000
D	GS	300	Z	GAS ZERO CHARGE	1	0.00	0.00	0.00	0.00	
** CATEGORY TOTAL ** GS						50.07	8.43	58.50	3.95	3.0000

DATES: 11/01/2020 THRU 11/30/2020

BOOK:

===== CUSTOMER CLASS TOTALS =====

CLASS	SERV	RATE		DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
	CAT	CODE	TABLE							
D	SDF	500	CO	ST & DR FEE-C O	6	111.00	0.00	0.00	0.00	
D	SW	400	D	COMMERCIAL OUTSIDE	5	1,729.18	0.00	0.00	0.00	2,491.0000
D	SW	401	COU	UCIF-SEWER-COM OUT	5	52.50	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SW	1,781.68	0.00	0.00	0.00	2,491.0000
D	WA	200	D	WATER -COM OUTSIDE	6	2,357.76	0.00	0.00	0.00	2,691.0000
D	WA	200	S	WATER -SEWER METERS	1	20.68	0.00	0.00	0.00	11.0000
D	WA	203	1"	UCIF-WATER -1"	1	6.00	0.00	0.00	0.00	
D	WA	203	2"	UCIF-WATER -2"	3	48.00	0.00	0.00	0.00	
D	WA	203	3/4"	UCIF-WATER -3/4"	2	8.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	WA	2,440.44	0.00	0.00	0.00	2,702.0000
				** CLASS TOTAL **	D	4,383.19	8.43	58.50	3.95	
E	GR	100	B2	COMM 2 YD CONTAINER	2	135.10	0.00	67.55	5.57	
E	GR	100	B6	COMM 6 YD CONTAINER	4	830.07	0.00	662.96	54.70	
				** CATEGORY TOTAL **	GR	965.17	0.00	730.51	60.27	
E	GS	300	CA	GAS -CENTURY ASPHALT	1	1,015.61	1,832.12	0.00	0.00	652.0000
E	GS	300	IND	GAS-S.IND.IN 0-399	4	59.78	14.05	73.83	6.09	5.0000
				** CATEGORY TOTAL **	GS	1,075.39	1,846.17	73.83	6.09	657.0000
E	PF	562	1.0	\$1.00 VOL PARK FUND	3	3.00	0.00	0.00	0.00	
E	PF	563	1.0	\$1.00 VOL FIRE FUND	3	3.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	PF	6.00	0.00	0.00	0.00	
E	SDF	500	IN	ST & DR FEE-I N	6	141.00	0.00	0.00	0.00	
E	SDF	500	INO	ST & DR FEE- I N O	1	23.50	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SDF	164.50	0.00	0.00	0.00	
E	SW	400	E	INDUSTRIAL INSIDE	4	717.11	0.00	0.00	0.00	709.0000
E	SW	400	SSC	SEWER SURCHARGE	1	750.00	0.00	0.00	0.00	
E	SW	401	IIN	UCIF-SEWER-IND IN	4	80.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SW	1,547.11	0.00	0.00	0.00	709.0000
E	WA	200	E	WATER -IND INSIDE	7	1,347.34	0.00	0.00	0.00	2,078.0000
E	WA	200	S	WATER -SEWER METERS	2	1,044.02	0.00	0.00	0.00	1,988.0000
E	WA	200	X	WATER -ZERO CHG	1	0.00	0.00	0.00	0.00	
E	WA	203	1"	UCIF-WATER -1"	2	12.00	0.00	0.00	0.00	
E	WA	203	2"	UCIF-WATER -2"	4	72.00	0.00	0.00	0.00	
E	WA	203	4"	UCIF-WATER -4"	1	20.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	WA	2,495.36	0.00	0.00	0.00	4,066.0000
				** CLASS TOTAL **	E	6,253.53	1,846.17	804.34	66.36	
F	GR	100	A	COMMERCIAL HAND PU	1	22.59	0.00	22.59	1.86	
F	GR	100	B2	COMM 2 YD CONTAINER	1	67.55	0.00	67.55	5.57	

===== CUSTOMER CLASS TOTALS =====

CLASS	SERV	RATE		DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
CAT	CODE	TABLE								
F	GR	100	B4	COMM 4 YD CONTAINER	1	130.91	0.00	130.91	10.80	
				** CATEGORY TOTAL **	GR	221.05	0.00	221.05	18.23	
F	GS	300	2	GAS-IND.OUT 400-1000	1	2,370.03	1,486.49	0.00	0.00	529.0000
F	GS	300	ATR	GAS -ATMOS TRANSPORT	3	10,418.10	0.00	0.00	0.00	9,922.0000
F	GS	300	CCH	GAS -COMODITY CHARGE	3	992.20	0.00	0.00	0.00	9,922.0000
F	GS	300	CTR	GAS -CITY TRANSPORT	3	1,785.96	0.00	0.00	0.00	9,922.0000
F	GS	300	F	GAS -IND OUTSIDE	2	35,321.58	37,940.62	0.00	0.00	13,502.0000
F	GS	300	FCO	GAS -FUEL COST-GRANT	3	17,462.72	0.00	0.00	0.00	9,922.0000
F	GS	300	H	GAS-S.IND.OUT 0-399	5	2,272.80	1,236.40	30.88	2.08	440.0000
				** CATEGORY TOTAL **	GS	70,623.39	40,663.51	30.88	2.08	54,159.0000
F	SDF	500	IN	ST & DR FEE-I N	1	23.50	0.00	0.00	0.00	
F	SDF	500	INO	ST & DR FEE- I N O	19	446.50	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SDF	470.00	0.00	0.00	0.00	
F	SW	400	E	INDUSTRIAL INSIDE	15	5,156.18	0.00	0.00	0.00	7,344.0000
F	SW	400	I	IND OUT SEWER ONLY	2	2,193.72	0.00	0.00	0.00	2,500.0000
F	SW	400	SSC	SEWER SURCHARGE	2	151.52	0.00	0.00	0.00	
F	SW	401	CIN	UCIF-SEWER-COM IN	2	14.00	0.00	0.00	0.00	
F	SW	401	IIN	UCIF-SEWER-IND IN	13	260.00	0.00	0.00	0.00	
F	SW	401	IOU	UCIF-SEWER-IND OUT	2	60.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SW	7,835.42	0.00	0.00	0.00	9,844.0000
F	WA	200	F	WATER -IND OUTSIDE	20	8,798.80	0.00	0.00	0.00	9,700.0000
F	WA	200	F-3	WATER-IRRIGATION-CI	1	1,218.58	0.00	0.00	0.00	2,333.0000
F	WA	200	X	WATER -ZERO CHG	2	0.00	0.00	0.00	0.00	2,500.0000
F	WA	203	1"	UCIF-WATER -1"	3	18.00	0.00	0.00	0.00	
F	WA	203	2"	UCIF-WATER -2"	9	120.00	0.00	0.00	0.00	
F	WA	203	3/4"	UCIF-WATER -3/4"	7	28.00	0.00	0.00	0.00	
F	WA	203	4"	UCIF-WATER -4"	1	20.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	WA	10,203.38	0.00	0.00	0.00	14,533.0000
				** CLASS TOTAL **	F	89,353.24	40,663.51	251.93	20.31	
G	GR	100	B6	COMM 6 YD CONTAINER	1	328.74	0.00	0.00	0.00	
G	GR	100	B8	COMM 8 YD CONTAINER	10	8,407.81	0.00	0.00	0.00	
G	GR	100	LOC	LOCKING DEVICE	2	35.70	0.00	0.00	0.00	
				** CATEGORY TOTAL **	GR	8,772.25	0.00	0.00	0.00	
G	GS	300	C	GAS -C COM INSIDE	1	90.90	61.82	0.00	0.00	22.0000
G	GS	300	E	GAS -E SCHOOLS	6	3,198.04	2,450.32	0.00	0.00	872.0000
				** CATEGORY TOTAL **	GS	3,288.94	2,512.14	0.00	0.00	894.0000
G	MS	600	G	OTC - GAS	1	0.00	0.00	0.00	0.00	
G	SDF	500	CI	ST & DR FEE-C I	7	129.50	0.00	0.00	0.00	
G	SW	400	C	COMMERCIAL INSIDE	7	2,348.47	0.00	0.00	0.00	5,326.0000

===== CUSTOMER CLASS TOTALS =====

CLASS	SERV	RATE		DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
CAT	CODE	TABLE								
G	SW	401	CIN	UCIF-SEWER-COM IN	7	49.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SW	2,397.47	0.00	0.00	0.00	5,326.0000
G	WA	200	C	WATER -COM INSIDE	8	2,452.07	0.00	0.00	0.00	4,357.0000
G	WA	200	CIT	WATER -CITY USEAGE	1	0.00	0.00	0.00	0.00	
G	WA	200	INT	WATER - INTER SCHOOL	1	530.40	0.00	0.00	0.00	1,040.0000
G	WA	200	NIS	MAIN METER-INT SCHOOL	1	559.66	0.00	0.00	0.00	1,041.0000
G	WA	200	S	WATER -SEWER METERS	1	15.07	0.00	0.00	0.00	
G	WA	203	1"	UCIF-WATER -1"	1	6.00	0.00	0.00	0.00	
G	WA	203	2"	UCIF-WATER -2"	4	60.00	0.00	0.00	0.00	
G	WA	203	3"	UCIF-WATER -3"	1	16.00	0.00	0.00	0.00	
G	WA	203	4"	UCIF-WATER -4"	2	40.00	0.00	0.00	0.00	
G	WA	203	6"	UCIF-WATER -6"	1	24.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	WA	3,703.20	0.00	0.00	0.00	6,438.0000
				** CLASS TOTAL **	G	18,291.36	2,512.14	0.00	0.00	
H	GR	100	B6	COMM 6 YD CONTAINER	2	1,275.84	0.00	0.00	0.00	
H	GR	100	LOC	LOCKING DEVICE	1	7.14	0.00	0.00	0.00	
				** CATEGORY TOTAL **	GR	1,282.98	0.00	0.00	0.00	
H	GS	300	C	GAS -C COM INSIDE	2	123.88	78.68	0.00	0.00	28.0000
H	SDF	500	CI	ST & DR FEE-C I	4	74.00	0.00	0.00	0.00	
H	SW	400	C	COMMERCIAL INSIDE	4	433.69	0.00	0.00	0.00	784.0000
H	SW	401	CIN	UCIF-SEWER-COM IN	4	28.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SW	461.69	0.00	0.00	0.00	784.0000
H	WA	200	C	WATER -COM INSIDE	4	514.84	0.00	0.00	0.00	784.0000
H	WA	200	S	WATER -SEWER METERS	1	80.35	0.00	0.00	0.00	128.0000
H	WA	203	1"	UCIF-WATER -1"	2	12.00	0.00	0.00	0.00	
H	WA	203	2"	UCIF-WATER -2"	2	24.00	0.00	0.00	0.00	
H	WA	203	3/4"	UCIF-WATER -3/4"	1	4.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	WA	635.19	0.00	0.00	0.00	912.0000
				** CLASS TOTAL **	H	2,577.74	78.68	0.00	0.00	
J	GS	300	CIT	GAS -CITY USEAGE	9	0.00	0.00	0.00	0.00	67.0000
J	WA	200	CIT	WATER -CITY USEAGE	49	0.00	0.00	0.00	0.00	28,440.0000
				** CLASS TOTAL **	J	0.00	0.00	0.00	0.00	
K	GR	100	B8	COMM 8 YD CONTAINER	3	2,307.96	0.00	2,307.96	190.40	
K	GR	100	LOC	LOCKING DEVICE	1	7.14	0.00	7.14	0.59	
				** CATEGORY TOTAL **	GR	2,315.10	0.00	2,315.10	190.99	

===== CUSTOMER CLASS TOTALS =====

CLASS	SERV	RATE								
	CAT	CODE	TABLE	DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
K	GS	300	A	GAS -A RES INSIDE	3	544.20	396.21	940.41	14.10	141.0000
K	SDF	500	RES	ST & DR FEE - INSIDE	3	45.00	0.00	0.00	0.00	
K	SW	400	L	SEWER -MULTI UNIT	3	981.10	0.00	0.00	0.00	3,492.0000
K	SW	401	MU	UCIF-SEWER-MULTI UNI	3	48.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	SW	1,029.10	0.00	0.00	0.00	3,492.0000
K	WA	200	K	WATER -NURSING HOME	3	1,826.13	0.00	0.00	0.00	3,492.0000
K	WA	200	S	WATER -SEWER METERS	1	2,110.66	0.00	0.00	0.00	4,109.0000
K	WA	203	2"	UCIF-WATER -2"	3	48.00	0.00	0.00	0.00	
				** CATEGORY TOTAL **	WA	3,984.79	0.00	0.00	0.00	7,601.0000
				** CLASS TOTAL **	K	7,918.19	396.21	3,255.51	205.09	
				** GRAND TOTALS **		589,772.02	57,582.52	141,778.49	9,273.53	

ORDINANCE NO. 948-20

AN ORDINANCE BY THE CITY OF NAVASOTA, TEXAS ("CITY") DENYING THE DISTRIBUTION COST RECOVERY FACTOR RATE INCREASE REQUEST OF ENTERGY TEXAS, INC. FILED ON OCTOBER 22, 2020; SETTING JUST AND REASONABLE RATES FOR ENTERGY TEXAS, INC. FOR SERVICE WITHIN THE MUNICIPAL LIMITS; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS

WHEREAS, on or about October 22, 2020, Entergy Texas, Inc. ("Entergy") filed an Application to Amend its Distribution Cost Recovery Factor ("DCRF") with the City to increase electric rates by amending its DCRF rider pursuant to Public Utility Regulatory Act ("PURA") Section 36.210;

WHEREAS, City has exclusive original jurisdiction over the rates, operations and services of an electric utility within its municipal limits pursuant to PURA Section 33.001(a);

WHEREAS, the jurisdictional deadline for the City to act in this rate matter is December 21, 2020;

WHEREAS, Entergy's existing DCRF rider is set to collect approximately \$19.5 million per year;

WHEREAS, Entergy's proposed amended Distribution Cost Recovery Factor rider would increase customer rates in the Entergy Service Area by approximately \$6.8 million per year, for a total of \$26.3 million per year;

WHEREAS, the City retained the Lawton Law Firm, P.C. to review the Company's rate request and make necessary rate recommendations to the City; and

WHEREAS, the Lawton Law Firm has recommended that the City deny the Company's request to amend its Distribution Cost Recovery Factor.

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

Section 1. That the statement and findings set out in the preamble to this ordinance are hereby in all things approved and adopted.

Section 2. The City of Navasota hereby denies Entergy's request to amend its Distribution Cost Recovery Factor in total.

Section 3. The meeting at which this ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

Section 4. This ordinance shall become effective from and after its passage.

PASSED AND APPROVED THIS THE 23RD DAY OF NOVEMBER, 2020

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED THIS THE 14TH DAY OF DECEMBER, 2020

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 13.

AGENDA DATE: December 14,
2020

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: BS

ITEM: Executive Session: The City Council shall meet in Executive Session as permitted by Section 551.074, Texas Government Code, Personnel Matters, for discussion and deliberation regarding the evaluation and duties of the City Manager.

ITEM BACKGROUND:

The time is _____p.m.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends City Council discuss the evaluation and duties of the City Manager.

ATTACHMENTS:

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 14. **AGENDA DATE:** December 14,
2020

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: BS

ITEM: Reconvene in open session.

The time is _____.

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

**CITY OF NAVASOTA
MISCELLANEOUS ITEMS**

1. PLANNING CALENDAR
2. MUNICIPAL COURT REPORT FOR 11/30/2020
3. LETTER FROM STEVE STOREY

AGENDA PLANNING CALENDAR

DECEMBER 14, 2020 - [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 11/30/2020](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Staff recognition of Years of Service – Norberto Valedéz; (b) Introduction of new artists and Executive Director of the Arts Council; (c) Library update; (d) Update on small business give away; (e) Possible cancellation of the December 28, 2020 City Council Meeting; (f) Board and Commission update; and (g) Reports from staff and City Council
5. Public hearing on specific use permit for Tractor Supply
6. 1st reading of Ordinance No. 949-20, specific use permit for Tractor Supply
7. Presentation on 2020 Capital Improvement Project
8. Workshop on garage/carport requirements
9. Change Order No. ____ - 2018 Flood Grant
10. Approval of employee handbook
11. Resolution No. 686-20, Peg fees
12. Consent agenda: (a) Minutes for the month of November 2020; (b) Expenditures for the month of November 2020; and (c) 2nd reading of Ordinance No. 948-20, Entergy
13. Adjourn

DECEMBER 28, 2020 - [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 12/14/2020](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Board and Commission update; and (b) Reports from staff and City Council
5. Adjourn

DECEMBER 29, 2020 – [SPECIAL MEETING AT 9:00 A.M.](#)

1. Tour NISD facilities

JANUARY 11, 2021 - [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 12/30/2020](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Board and Commission update; and (b) Reports from staff and City Council
5. Policy for display case at the Navasota Public Library
6. Discussion on Texas Birthday Bash
7. Consent agenda: (a) Minutes for the month of December 2020; (b) Expenditures for the month of December 2020; and (c) 2nd reading of Ordinance No. 949-20, specific use permit for Tractor Supply
8. Adjourn

Official Municipal Court Monthly Report

Month November Year 2020

Municipal Court for the City of NAVASOTA

Presiding Judge PATRICIA GRUNER

If new, date assumed office _____

Court Mailing Address 200 E. MCALPINE

City NAVASOTA, TX Zip 77868

Phone Number 936-825-6268

Fax Number 936-825-7280

Court's Public Email RJESSIE@NAVASOTATX.GOV

Court's Website <http://WWW.NAVASOTATX.GOV>

THE ATTACHED IS A TRUE AND ACCURATE REFLECTION OF THE RECORDS OF THIS COURT.

Prepared by _____

Date _____ Phone: (936) 825-6268

PLEASE RETURN THIS FORM NO LATER THAN 20 DAYS FOLLOWING THE END OF THE MONTH REPORTED TO:

OFFICE OF COURT ADMINISTRATION
P.O. BOX 12066
AUSTIN, TX
78711-2066

PHONE: (512) 463-1625
Fax: (512) 936-2423

CRIMINAL SECTION

COURT NAVASOTA MUNICIPAL COURT				TRAFFIC			NON-TRAFFIC		
MONTH	November	YEAR	2020	NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD
1. Total Cases Pending First of Month:				404	0	21	254	37	91
a. Active Cases				56	0	0	19	20	15
b. Inactive Cases				348	0	21	235	17	76
2. New Cases Filed				11	0	0	8	2	2
3. Cases Reactivated				2	0	0	1	0	1
4. All Other Cases Added				0	0	0	0	0	0
5. Total Cases on Docket				69	0	0	28	22	18
6. Dispositions Prior to Court Appearance or Trial:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. Uncontested Dispositions				6	0	0	0	0	2
b. Dismissed by Prosecution				0	0	0	0	0	0
7. Dispositions at Trial:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. Convictions:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1) Guilty Plea or Nolo Contendere				4	0	0	2	2	1
2) By the Court				0	0	0	0	0	0
3) By the Jury				0	0	0	0	0	0
b. Acquittals:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1) By the Court				0	0	0	0	0	0
2) By the Jury				0	0	0	0	0	0
c. Dismissed by Prosecution				1	0	0	2	0	0

CRIMINAL SECTION

COURT NAVASOTA MUNICIPAL COURT				TRAFFIC			NON-TRAFFIC		
MONTH	November	YEAR	2020	NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD
8. Compliance Dismissals:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. After Driver Safety Course	0	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
b. After Deferred Disposition	0			0		0		0	
c. After Teen Court	0			0		0		0	
d. After Tobacco Awareness Course	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX				0	XXXXXXXXXX
e. After Treatment for Chemical Dependency	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX			0		0	XXXXXXXXXX
f. After Proof of Financial Responsibility	0	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
g. All Other Transportation Code Dismissals	0			0		0		0	
9. All Other Dispositions				0		0		0	
10. Total Cases Disposed				11		0		4	
11. Cases Placed on Inactive Status				5		0		3	
12. Total Cases Pending End of Month:				404		0		258	
a. Active Cases	53			0		0		21	
b. Inactive Cases	351			0		21		237	
13. Show Cause Hearings Held				0		0		0	
14. Cases Appealed:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. After Trial	0			0		0		0	
b. Without Trial	0			0		0		0	

CIVIL SECTION

COURT NAVASOTA MUNICIPAL COURT				
MONTH	November	YEAR	2020	
			TOTAL CASES	
1. Total Cases Pending First of Month:			0	
a. Active Cases			0	
b. Inactive Cases			0	
2. New Cases Filed			1	
3. Cases Reactivated			0	
4. All Other Cases Added			0	
5. Total Cases on Docket			1	
6. Uncontested Civil Fines or Penalties			0	
7. Default Judgments			0	
8. Agreed Judgments			0	
9. Trial/Hearing by Judge/Hearing Officer			0	
10. Trial by Jury			0	
11. Dismissed for Want of Prosecution			0	
12. All Other Dispositions			0	
13. Total Cases Disposed			0	
14. Cases Placed on Inactive Status			0	
15. Total Cases Pending End of Month:			1	
a. Active Cases			1	
b. Inactive Cases			0	
16. Cases Appealed:			XXXXXXXXXXXXXXXXX	
a. After Trial			0	
b. Without Trial			0	

JUVENILE/MINOR ACTIVITY

COURT	NAVASOTA MUNICIPAL COURT		
MONTH	November	YEAR	2020
		TOTAL	
1. Transportation Code Cases Filed		1	
2. Non-driving Alcoholic Beverage Code Cases Filed		0	
3. Driving Under the Influence of Alcohol Cases Filed		0	
4. Drug Paraphernalia Cases Filed		0	
5. Tobacco Cases Filed		0	
6. Truancy Cases Filed		0	
7. Education Code (Except Failure to Attend) Cases Filed		0	
8. Violation of Local Daytime Curfew Ordinance Cases Filed		0	
9. All Other Non-traffic Fine-only Cases Filed		0	
10. Transfer to Juvenile Court:	XXXXXXXXXXXXXXXXXX		
a. Mandatory Transfer		0	
b. Discretionary Transfer		0	
11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct)		0	
12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges)		0	
13. Juvenile Statement Magistrate Warning:	XXXXXXXXXXXXXXXXXX		
a. Warnings Administered		0	
b. Statements Certified		0	
14. Detention Hearings Held		0	
15. Orders for Non-secure Custody Issued		0	
16. Parent Contributing to Nonattendance Cases Filed		0	

NUMBER GIVEN	NUMBER REQUESTS FOR COUNSEL
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

|XXXXXXXXXXXXXXXXXX|XXXXXXXXXXXXXXXXXXXX|

```
| 1 |XXXXXXXXXXXXXXXXXXXX|
```

1 01 01

| 0 | 0 |

TOTAL	
-------	--

|XXXXXXXXXXXXXXXXXXXX|

14

8

| 5 |

1 21

0

1 01

| 0 |

1 01

1 01

1	0
---	---

1 01

1 01

1 01

1 01

ADDITIONAL ACTIVITY

XX		TOTAL
14. Cases in Which Fine and Court Costs Satisfied by Community Service:		XXXXXXXXXXXXXXXXXXXX
a. Partial Satisfaction		0
b. Full Satisfaction		0
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit		2
16. Cases in Which Fine and Court Costs Waived for Indigency		0
17. Amount of Fines and Court Costs Waived for Indigency		\$0.00
18. Fines, Court Costs and Other Amounts Collected:		XXXXXXXXXXXXXXXXXXXX
a. Kept by City		\$2,154.30
b. Remitted to State		\$1,342.80
c. Total		\$3,497.10

Run By: rjessie
Report Type: Summary
Date Range: 11/01/2020 - 11/30/2020
Finalize Report: Yes
Correction: No

*** END OF REPORT ***

City of Navasota
P.O. Box 910
Navasota, TX 77868

November 9, 2020

Mr. Stafford/Mr. Gruver,

Thank you for selecting me to the Keep Navasota Beautiful Commission, unfortunately, I must decline at this time. I have become involved in other community programs focusing on veteran issues and support throughout the county that would keep me from contributing fully to this commission.

I am committed to my community and strive to be involved in its betterment. Please continue to keep me in mind as future opportunities arise.

Sincerely,



Steve Storey
(858)722-9253
steve9976@gmail.com