



PUBLIC NOTICE
City Council Meeting
September 19, 2013, at 7:00 PM
City Hall - 665 Country Club Road

Notice is hereby given that a Council Meeting of the City Council of the City of Lucas will be held on Thursday, September 19, 2013, at 7 PM at the Lucas City Hall, 665 Country Club Road, Lucas, Texas, at which time the following agenda will be discussed.

Agenda

Call to Order

Call to Order
Roll Call
Determination of Quorum
Reminder to turn off or silence cell phones
Pledge of Allegiance

Citizens' Input

At this time citizens who have pre-registered by filling out a "Request to Speak" sheet and have submitted the sheet to the City Secretary before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on a future agenda and posted in accordance with law.

1) Citizens' Input.

Community Interest

2) Items of Community Interest.

Consent Agenda

The Consent Agenda is used to increase the efficiency of time. All items listed under the Consent Agenda may be considered by a single motion, second and passage by a majority vote of the Council present at the

time of consideration. Any member of Council may remove an item from the Consent Agenda prior to a motion to act upon the agenda.

3) Consent and Approve:

- a) The minutes from the September 5, 2013, City Council Regular meeting. **[Wingo]**
- b) An agreement between the City of Lucas and Collin County Elections Administration for elections services concerning the November 5, 2013 Special Election. **[Wingo]**
- c) **Ordinance # 2013-09-00763** of the City of Lucas, Texas, annexing the hereinafter described territory into the City of Lucas, Texas, extending the boundary limits of the city so as to include said hereinafter described territory within the city's limits, granting to all inhabitants and owners of territory all of the rights and privileges of other citizens, and binding the inhabitants by all the acts, ordinances and regulations of the city; adopting a service plan for the described territory; providing a repealing clause; providing a severability clause; and providing an effective date. **[3R Properties, LC Annexation]**
- d) **Ordinance # 2013-09-00764** of the City of Lucas, Texas, annexing the hereinafter described territory into the City of Lucas, Texas, extending the boundary limits of the city so as to include said hereinafter described territory within the city's limits, granting to all inhabitants and owners of territory all of the rights and privileges of other citizens, and binding the inhabitants by all the acts, ordinances and regulations of the city; adopting a service plan for the described territory; providing a repealing clause; providing a severability clause; and providing an effective date. **[Stevens Annexation]**

- e) **Ordinance # 2013-09-00765** of the City of Lucas, Texas, annexing the hereinafter described territory into the City of Lucas, Texas, extending the boundary limits of the city so as to include said hereinafter described territory within the city's limits, granting to all inhabitants and owners of territory all of the rights and privileges of other citizens, and binding the inhabitants by all the acts, ordinances and regulations of the city; adopting a service plan for the described territory; providing a repealing clause; providing a severability clause; and providing an effective date. **[Stinson Highlands II Annexation]**

Regular Agenda

- 4) Discuss and Consider the approval of **Ordinance # 2013-09-00767** of the City Council of the City Of Lucas, Texas, adopting the Budget for Fiscal Year beginning October 1, 2013 and ending September 30, 2014; for said fiscal year shall be made in accordance with said budget; appropriating and setting aside the necessary funds out of the general and other revenues for said fiscal year for the maintenance and operation of the various departments and for various activities and improvements of the city; providing a repealing clause; providing a severability clause; and providing an effective date.
- 5) Discuss and Consider the approval of **Ordinance # 2013-09-00766** of the City Council of the City of Lucas, Texas, levying Ad Valorem Taxes for the Tax Year 2013 (Fiscal Year 2013-2014) at a rate of \$0.355616 per one hundred dollars (\$100) assessed valuation on all taxable property within the corporate limits of the city of Lucas as of January 1, 2013, to provide revenue for the payment of current expenses; providing for an interest and sinking fund for all outstanding debt for the City of Lucas; providing for due and delinquent dates together with

penalties and interest; providing a severability clause; providing a repealing clause; and providing an effective date.

- 6) Discuss and Consider the approval of an Interlocal Agreement between the City of Lucas and Collin County concerning the improvements of West Lucas Road from FM 2551 to FM1378. **[Foerster]**
- 7) Discuss and Consider the approval of **Resolution # R-2013-09-00400** of the City Council of the City of Lucas, Texas approving amendments to the Lucas Personnel Policies and Administrative Procedures Manual, and providing an effective date. **[Jenkins]**

Executive Session

The City Council may convene in Executive Session in accordance with the Local Government Code. All decisions regarding the discussion of the Executive Session must be made in Open Session.

- 8) The City Council pursuant to Section 551.074 of the Texas Government Code may convene into Executive Session to conduct the annual review of the City Manager.

Regular Agenda

- 9) Take any action as necessary from the Executive Session.
- 10) Adjournment.

As authorized by Section 551.071 (2) of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney regarding any item on the agenda at any time during the meeting.

Approval

Approved by: Mayor Rebecca Mark, September 13, 2013.

Certification

I hereby certify that the above notice of meeting was posted on the bulletin board at Lucas City Hall by 5:00 p.m. on or before Friday, September 13, 2013, as required in accordance with Government Code §551.041.

Kathy Wingo, TRMC, MMC
City Secretary

This building is wheelchair accessible. Any requests for sign interpretive services or other special requests for assistance of the hearing impaired must be made 48 hours in advance of the meeting. To make such arrangements, please call 972-727-8999 or email secretary@lucastexas.us.

LUCAS CITY COUNCIL

Meeting Date September 19, 2013

AGENDA ITEM:

- Call to Order

- Roll Call

Present

Absent

Mayor Rebecca Mark

☐☐

Seat 1 CM Wayne Millsap

☐☐

Seat 2 CM Jim Olk

☐☐

Seat 3 CM Steve Duke

☐☐

Seat 4 CM Philip Lawrence

☐☐

Seat 5 CM Debbie Fisher

☐☐

Seat 6 MPT Kathleen Peele

☐☐

- Determination of Quorum
- Reminder to silence cell phones
- Pledge of Allegiance

Informational Purposes

City Manager Jeff Jenkins

☐

City Secretary Kathy Wingo

☐

Public Works Director Stanton Foerster

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Finance Manager Liz Exum

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Fire Chief Jim Kitchens

☐

Development Services Director Joe Hilbourn

☐

City Attorney Joe Gorfida, Jr.

☐

Administrative Assistant Jennifer Faircloth

☐

Planning & Zoning Coordinator Donna Bradshaw

☐



City of Lucas Council Agenda Request

Council Meeting: September 19, 2013

Requestor: _____

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: _____

Budgeted Amount: \$ N/A

Exhibits: ☐ Yes ☒ No

AGENDA SUBJECT:

Citizen's Input.

RECOMMENDED ACTION:

SUMMARY:

MOTION:

No action necessary.

APPROVED BY: _____ Initial/Date

Department Director: _____ /
City Manager: _____ /



City of Lucas City Council Agenda Request

Council Meeting: September 19, 2013

Requestor: _____

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: _____

Budgeted Amount: \$ N/A

Exhibits: ☐ Yes ☒ No

AGENDA SUBJECT:

Items of Community Interest.

RECOMMENDED ACTION:

SUMMARY:

MOTION:

No action necessary.

APPROVED BY: _____ Initial/Date

Department Director: _____ /

City Manager: _____ /



City of Lucas Council Agenda Request

Council Meeting: September 19, 2013

Requestor: Kathy Wingo

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: September 6, 2013

Budgeted Amount: \$ N/A

Exhibits: ☒ Yes ☐ No

AGENDA SUBJECT:

Consent and Approve:

- a) The minutes from the September 5, 2013, City Council Regular meeting. **[Wingo]**
- b) An agreement between the City of Lucas and Collin County Elections Administration for elections services concerning the November 5, 2013 Special Election. **[Wingo]**
- c) **Ordinance # 2013-09-00763** of the City of Lucas, Texas, annexing the hereinafter described territory into the City of Lucas, Texas, extending the boundary limits of the city so as to include said hereinafter described territory within the city's limits, granting to all inhabitants and owners of territory all of the rights and privileges of other citizens, and binding the inhabitants by all the acts, ordinances and regulations of the city; adopting a service plan for the described territory; providing a repealing clause; providing a severability clause; and providing an effective date. **[3R Properties, LC Annexation]**
- d) **Ordinance # 2013-09-00764** of the City of Lucas, Texas, annexing the hereinafter described territory into the City of Lucas, Texas, extending the boundary limits of the city so as to include said hereinafter described territory within the city's limits, granting to all inhabitants and owners of territory all of the rights and privileges of other citizens, and binding the inhabitants by all the acts, ordinances and regulations of the city; adopting a service plan for the described territory; providing a repealing clause; providing a severability clause; and providing an effective date. **[Stevens Annexation]**
- e) **Ordinance # 2013-09-00765** of the City of Lucas, Texas, annexing the hereinafter described territory into the City of Lucas, Texas, extending the boundary limits of the city so as to include said hereinafter described territory

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RECOMMENDED ACTION:

Approve as presented.

SUMMARY:

See attached.

MOTION:

I make a Motion to approve the Consent Agenda as presented.

APPROVED BY: _____ Initial/Date

Department Director: _____ / _____
City Manager: _____ / _____



**City Council Regular Meeting
September 5, 2013, at 7:00 PM
City Hall - 665 Country Club Road
Minutes**

Call to Order

Mayor Rebecca Mark called the meeting to order at 7:00 p.m.

Present/Absent:

Mayor Rebecca Mark
Councilmember Wayne Millsap
Councilmember Steve Duke
Councilmember Debbie Fisher
City Manager Jeff Jenkins
City Attorney Joe Gorfida
Fire Chief Jim Kitchens

Mayor Pro Tem Kathleen Peele
Councilmember Jim Olk
Councilmember Philip Lawrence
City Secretary Kathy Wingo
Development Services Director Joe Hilbourn
Finance Manager Liz Exum
Public Works Director Stanton Foerster

It was determined that a Quorum was present.

Everyone was reminded to turn off or silence cell phones.

Mayor Pro Tem Kathleen Peele led everyone in saying the Pledge of Allegiance.

Citizens' Input

1) Citizens' Input.

There was no one present who wished to speak during Citizens' Input.

Community Interest

2) Items of Community Interest.

Councilmember Jim Olk wished the Mayor a Happy Birthday tomorrow.

Mayor Pro Tem Kathleen Peele said there is a need of rescue horses for the upcoming Founder's Day Stick Horse Rodeo. Also if anyone would like to help with the grooming of the current horses, contact City Hall.

Regular Agenda

- 3) Discuss and Consider the approval of Exhibit A and Exhibit B for options of lease/purchase agreement between the City of Lucas and American National Bank for Fire Department equipment and authorize City Attorney to draft said agreement.

[Jenkins]

City Manager Jeff Jenkins reviewed the options for lease/purchase of Fire Department equipment.

Comparison of the Lease Purchase Agreements Terms for \$375,000					
	Interest rate	Term	Payments	Attorney Fees or down payment	Title Collateral
American National Bank	2.29%	6 years	\$ 67,027	up to \$5,000	no
Government Capital	2.86%	6 years	\$ 68,172	included	no
Intergrated Vehicles & Equipment	3.87%	6 years	\$ 62,920	\$36,800	yes



Exhibit A



New Ambulance	\$ 250,000.00
Used Ambulance	\$ 50,000.00
Life Pac 15	\$ 48,000.00
Stretcher	\$ 18,000.00
Contingency	\$ 9,000.00
Total	\$ 375,000.00



EXHIBIT B
LEASE PAYMENT SCHEDULE: OPTION #1
Client: City of Lucas

Net Proceeds	\$375,000.00	Closing Costs	\$5,000
Interest Rate	2.29%		
Accrual Basis	360/30		
Payment Freq	Annual	Total Costs	\$32,167.43
Original Term	6		
Close Date	5-Aug-13		

PERIOD NO.	PMT DATE MO. DAY YR	TOTAL PAYMENT	INTEREST PAID	PRINCIPAL PAID	REMAINING BALANCE / Purchase Option Price
1	3/14/2014	\$87,027.90	\$5,319.48	\$61,708.42	\$313,281.58
2	3/14/2015	\$87,027.90	\$7,174.38	\$59,853.52	\$253,428.06
3	3/14/2016	\$87,027.90	\$5,803.73	\$61,224.17	\$192,213.89
4	3/14/2017	\$87,027.90	\$4,401.70	\$62,626.20	\$129,587.69
5	3/14/2018	\$87,027.90	\$2,967.86	\$64,060.34	\$65,527.35
6	3/14/2019	\$87,027.93	\$1,500.58	\$65,527.35	\$0.00
Grand Totals		\$402,167.43	\$27,167.43	\$375,000.00	

LEASE PAYMENT SCHEDULE: OPTION #2
Client: City of Lucas

Net Proceeds	\$375,000.00	Closing Costs	\$5,000
Interest Rate	2.69%		
Accrual Basis	360/30		
Payment Freq	Annual	Total Costs	\$47,593.66
Original Term	8		
Close Date	5-Aug-13		

PERIOD NO.	PMT DATE MO. DAY YR	TOTAL PAYMENT	INTEREST PAID	PRINCIPAL PAID	REMAINING BALANCE / Purchase Option Price
1	3/14/2014	\$62,199.19	\$6,248.65	\$45,950.54	\$328,049.46
2	3/14/2015	\$62,199.19	\$8,851.43	\$43,347.75	\$285,701.70
3	3/14/2016	\$62,199.19	\$7,685.38	\$44,513.81	\$241,187.89
4	3/14/2017	\$62,199.19	\$6,487.95	\$45,711.24	\$195,476.65
5	3/14/2018	\$62,199.19	\$5,258.32	\$46,940.87	\$148,535.78
6	3/14/2019	\$62,199.19	\$3,995.61	\$48,203.58	\$100,332.20
7	3/14/2020	\$62,199.19	\$2,598.94	\$49,500.25	\$50,831.95
8	3/14/2021	\$62,199.33	\$1,367.38	\$50,831.95	\$0.00
Grand Totals		\$417,593.66	\$42,593.66	\$375,000.00	

MOTION: Councilmember Wayne Millsap made a Motion to approve financing the Fire Department equipment in the amount of \$375,000 using American National Bank at an interest rate of 2.29% and Exhibit B option # 1 and authorize the City Attorney to draft an agreement. Councilmember Jim Olk seconded the Motion. Motion carried. Vote: 7-0.

- 4) Discuss and Consider the schematic design of the Lucas Fire Station Expansion Project and authorize Staff to move forward into the design phase of the project.
[Jenkins]



At the July 2, 2013, City Council Regular meeting the schematic design for the Fire Station was presented to Council. The estimated total project budget was approximately \$3.66M with \$3.03M for construction, \$380K for design fees, and \$247K for owner costs.

After discussion, Council voted to set the total project budget at \$2.8M. This required minimum cost reductions of \$860K. Various cost cutting options were compiled and discussed resulting in a potential savings of \$967K. Current estimated total project budget is \$2.686M. This leaves approximately \$114K as a contingency.

Some of the cost cutting options are included on the next page.

Item Number	Highlighted Revisions	Amount of Savings
1	Reduce facility size by 500 s.f	\$ (87,500.00)
2	Delete sloped roofs, provide all low slope roof	\$ (120,000.00)
3	Delete reskinning existing facility with stone	\$ (70,700.00)
4	Delete masonry wall/gates for dumpster/generator/patio	\$ (34,000.00)
5	Provide stucco exterior on new facility vs. stone	\$ (31,000.00)
6	Use light gauge steel stud structure for new facility in lieu of steel frame	\$ (112,000.00)
7	Delete most window/door canopies	\$ (12,000.00)
8	Provide plastic laminate millwork vs. wood finish	\$ (18,000.00)
9	Delete New LED Monument Sign - keep existing wooden sign	\$ (35,000.00)
10	Utilize existing concrete approach drives vs. replace with new	\$ (39,050.00)
11	Delete southern concrete drive, maintain existing gravel drive	\$ (46,000.00)
12	Miscellaneous Estimate Modifications/Revisions	\$ (107,153.00)
	Sub total Estimated Construction Savings	\$ (712,403.00)
	Reduce GC Overhead & General Conditions - 8%	\$ (56,992.24)
	Reduce GC's Fee - 4%	\$ (30,775.81)
	Reduce Design Contingency - 5%	\$ (40,008.55)
	TOTAL OF ESTIMATED CONSTRUCTION SAVINGS	\$ (840,179.60)
	A/E Fee Reduction	\$ (79,817.06)
	Owner's Cost Reduction	\$ (47,117.00)
	TOTAL OF ESTIMATED SAVINGS	\$ (967,113.66)
	Previously Estimated Total Project Budget	\$ 3,653,272.04
	CURRENT ESTIMATED TOTAL PROJECT BUDGET	\$ 2,686,158.37
	Approved Budget	\$ 2,800,000.00
	BUDGET SURPLUS/DEFICIT	\$ 113,841.63

Estimated Project Timeline:

Design Development is the next phase – completion	11/21/2013
Construction Documents	11/22/2013-1/30/2014
Permitting, Bids, and Award	2/3/2014-4/3/2014
Construction Phase estimated	4/4/2014-3/22/2015

Need to keep this timeline moving forward to obtain the best prices and to meet the upcoming needs of the department.

Pricing is anticipated to increase significantly past the first quarter of 2014.

Estimated Project Costs:

Construction Cost	\$2,187,473
Design Service Fees	\$ 299,409
Owner Costs	\$ 199,275
TOTAL PROJECT COST	\$2,686,157

Councilmember Jim Olk stated that Council should take time to go out and speak with some of the builders that work in the City of Lucas. This is an office building and the cost per square foot is over what it should be at this time.

Councilmember Philip Lawrence agrees with Councilmember Olk. Councilmember Lawrence said this is a major project for the City and it is incumbent upon Council to make sure that the best value is gotten for the amount of money being talked about.

Mayor Pro Tem Kathleen Peele said that anytime there is a group working on a project of this magnitude not everyone will be agreeable to the overall look. Mayor Pro Tem Peele says that Council needs to move this on.

Councilmember Wayne Millsap agreed with Councilmember Olk. The City needs to aggressively go out and look at alternate ways of construction.

Councilmember Jim Olk said there are homes being built in Lucas that are the same size as this building that do not cost \$2.6M. All that Councilmember Olk is asking is that Council do some due diligence before spending the taxpayer's money. Another 30 days is not going to make a huge difference in the timeline.

Mayor Rebecca Mark stated that Mr. Edney did exactly what Council had asked of him by reducing the overall costs. To keep delaying the project by asking for other designs and related costs, is not realistic. The City will be paying the same or more in the next year. Council needs to figure out what is wanted and place it out to bid, keep moving, there is no value in stopping now to look at other contractors.

Councilmember Jim Olk thinks that even delaying for 30 days the City could be missing a potential savings.

City Attorney Joe Gorfida stated that the City is in a contract with the architect and there are things Council can or cannot do. He would have to review the contract and advise the Council at a later time should they wish to consider other avenues.

Councilmember Wayne Millsap is concerned that this process needs to move along. Councilmember Millsap does not like some of the options that were cut from the design, even though the cuts proved to be a cost savings.

Councilmember Steve Duke said that if the City were to put this project out to bid with the words “office building” the cost could come in \$1M cheaper. Councilmember Duke suggests that this be tabled for 30 days to allow time to go out and check other construction avenues.

As authorized by Section 551.071 (2) of the Texas Government Code, the City Council may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney regarding any item on the agenda at any time during the meeting.

MOTION: Councilmember Debbie Fisher made Motion to convene into Executive Session 7:59 p.m. Mayor Pro Tem Kathleen Peele seconded the Motion. Motion carried. Vote: 7-0.

City Council reconvened into Regular Session at 8:16 p.m.

MOTION: Councilmember Wayne Millsap made a Motion to table this item, direct Staff and two (2) Councilmembers to meet with the architect and determine what is needed, research other construction avenues and bring it back to Council. Councilmember Jim Olk seconded the Motion. Motion carried. Vote: 7-0.

Public Hearings

- 5) Public Hearing/Discuss and Consider adopting the Tax Rate and levying the Ad Valorem Taxes for the Fiscal Year 2013 – 2014 to provide revenue for the payment of current expenditures. (Proposed Tax Rate is 0.355616; Current Tax Rate is 0.374177) **[2nd Public Hearing, 1st Public Hearing was held at the August 15, 2013 City Council Meeting] [Exum]**

The Public Hearing was opened at 8:20 p.m.

There was no one who wished to speak FOR or AGAINST this item.

The Public Hearing was closed at 8:20 p.m.

No action to be taken.

- 6) Public Hearing/Discuss and Consider the proposed Operating Budget for the Fiscal Year beginning October 1, 2013 and ending September 30, 2014. **[Copy of proposed budget available at City Hall upon request and currently posted on**

the City's website. 2nd Public Hearing, 1st Public Hearing was held at the August 15, 2013 City Council Meeting] [Exum]

The Public Hearing was opened at 8:21 p.m.

There was no one who wished to speak FOR or AGAINST this item.

The Public Hearing was closed at 8:21 p.m.

No action to be taken.

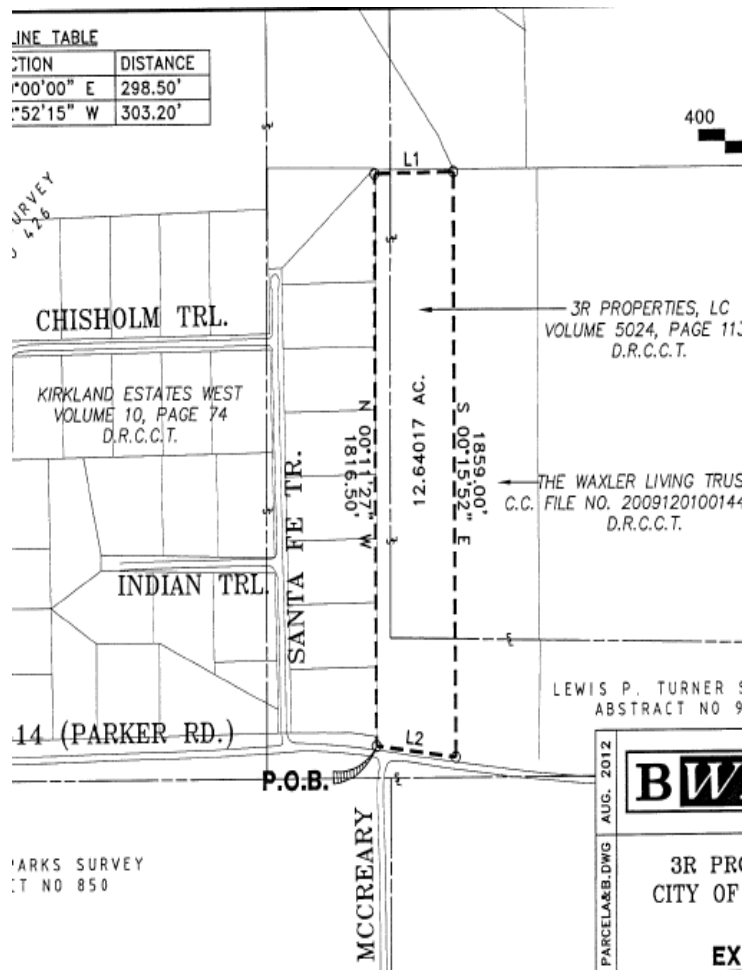
- 7) Public Hearing/Discuss and Consider the unilateral annexation of a property in Collin County, Texas, BEING A TRACT OF PARCEL OF LAND OUT OF THE L.P. TURNER SURVEY, ABSTRACT NO. 901 AND THE J. GRAY SURVEY, ABSTRACT 349, SITUATED IN COLLIN COUTY, TEXAS, AN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS; Beginning at a point in the north line of Parker Road, said point being the southeast corner of Kirkland Estates West, an addition to the City of Lucas, Texas, according to the plat recorded in volume 10, page 74 of the Map Records, Collin County, Texas, in iron rod for corner; THENCE North 00°11'27" West along the east line of said Kirkland Estates West, a distance of 1,816.50 feet to a corner of said Addition, an iron rod for corner; THENCE North 89°00'00" east, a distance of 298.50 feet to an iron rod for corner; THENCE South 0°15'52" East, a distance of 1,859.00 feet to a point in the North line of Parker Road, an iron rod for corner; THENCE North 82°52'15" West, along said line of Parker Road, a distance of 303.20 feet to the POINT OF BEGINNING and containing 550,606 square feet or 12.64017 acres of land. More commonly known as the 3R property. **[2nd Public Hearing, 1st Public Hearing was held at the August 15, 2013 City Council Meeting] [Hilbourn]**

The Public Hearing was opened at 8:23 p.m.

There was no one who wished to speak FOR or AGAINST this item.

The Public Hearing was closed at 8:23 p.m.

No action to be taken.



- 8) Public Hearing/Discuss and Consider the unilateral annexation of a property in Collin County, Texas, BEING A 9.973 ACRE TRACT OF LAND SITUATED IN COLLIN COUNTY, TEXAS IN THE JOHN McKINNEY SURVEY, ABSTRACT NO. 596, BEING PART OF A CALLED 38.38 ACRE TRACT AS DEEDED TO J.C. AND OLLIE TOMBERLINE AND RECORDED IN VOLUME 595, PAGE 205 OF THE DEED RECORDS OF COLLIN COUNTY, TEXAS, (DRCCT), AND BEING THE SAME TRACT OF LAND AS DEEDED TO ROGER A. STEVENS AND JANIS H. STEVENS AND RECORDED IN VOLUME 5476, PAGE 4796 DRCCT: BEGINNING at a point for corner in the center of a public road, said corner also being the Northwest corner of said John McKinney Survey; THENCE North 89°22'24" East, with North line of said McKinney Survey, for a distance of 1170.76 feet to a point for corner; THENCE South 1°04'22" East, for a distance of 364.00 feet to a point for corner at a fence corner; THENCE South 88°47'24" West, partially with a fence line, for a distance of 1177.77 feet to a point for corner in the center of said public road; THENCE North, 376.00 feet to the POINT OF BEGINNING and containing 434,444.9 square feet or 9.973 acres of land, more or less or more commonly known

as the Stevens property. **[2nd Public Hearing, 1st Public Hearing was held at the August 15, 2013 City Council Meeting] [Hilbourn]**

The Public Hearing was opened at 8:24 p.m.

There was no one who wished to speak FOR or AGAINST this item.

The Public Hearing was closed at 8:24 p.m.



- 9) Public Hearing/Discuss and Consider the petition filed by D.R. Horton Homes requesting annexation of a parcel of land located on Stinson Road further described as Stinson Highlands Phase II generally located at the intersection of Highland Drive and Inverness Lane, consisting of 43 lots, and 66.1034 acres out of the John Grey Survey, ABS No. 349, Lewis P Turner Survey, ABS No. 901; George Gunnel Survey, ABS No. 352, Collin County, Texas. **[2nd Public Hearing, 1st Public Hearing was held at the August 15, 2013 City Council Meeting] [Hilbourn]**

The Public Hearing was opened at 8:26 p.m.

There was no one who wished to speak FOR or AGAINST this item.

The Public Hearing was closed at 8:26 p.m.

No action required.

Depiction of Stinson Highlands Phase II:

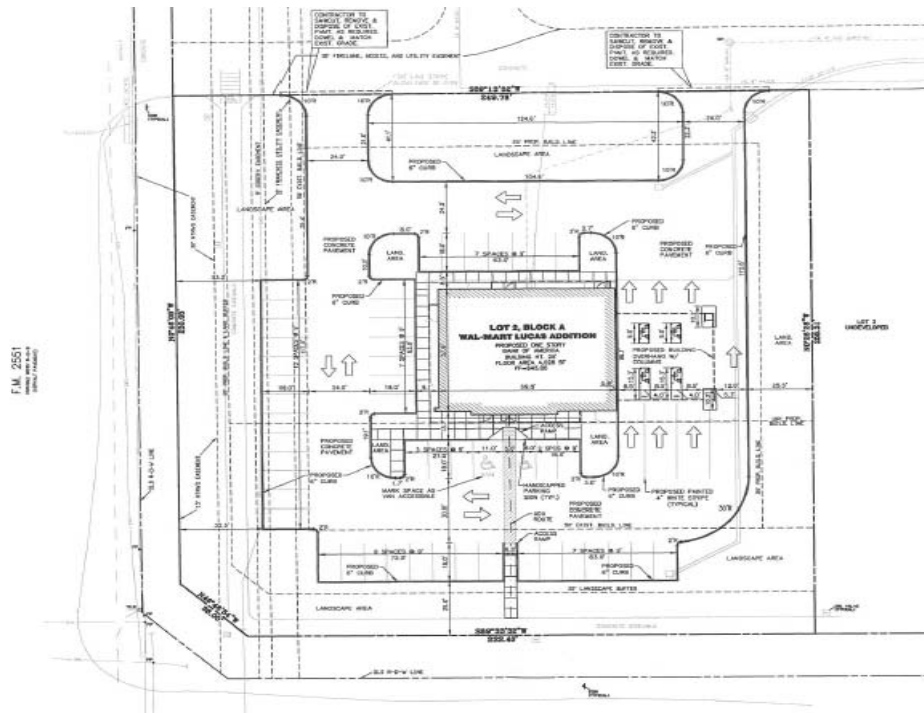


- 10)Public Hearing/Discuss and Consider an application request by Bank of America for site plan approval. The property to be considered is known as Lot 2, Block A of the Wal-Mart Lucas Addition, located at the northeast corner of W. Lucas Road and Angel Parkway intersection. **[2nd Public Hearing, 1st Public Hearing was held at the August 8, 2013 Planning & Zoning Commission Meeting] [Hilbourn]**

Development Services Director Joe Hilbourn reviewed the facts of the site plan with the City Council.

- Site is currently zoned Commercial Business (CB).
- Minimum lot size CB district 30,000 square feet, provided 63,336 square feet.
- Maximum impervious cover is 75%, provided 62 +/- percent.
- Minimum parking required 14 spaces, 49 parking spaces is provided.
- Building size with canopy is 5,682 square feet.
- Project has access to city sewer and water.
- Projects drainage is part of the Wal-Mart site.
- Site access is part of the Wal-Mart improvements.

- Two monument signs shown, one permitted for every one hundred lineal feet of frontage.



Kelly Gomez, the bank likes to have a minimum of 40 parking spaces, 49 are allowed for this site.

Several Councilmembers would like to see less parking spaces and more greenery.

This site plan does comply with the City's regulations and requirements.

The Public Hearing was opened at 8:32 p.m.

There was no one present who wished to speak FOR or AGAINST this item.

The Public Hearing was closed at 8:32 p.m.

MOTION: Councilmember Wayne Millsap made a Motion to approve application request by Bank of America for site plan approval. The property to be considered is known as Lot 2, Block A of the Wal-Mart Lucas Addition, located at the northeast corner of W. Lucas Road and Angel Parkway intersection. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 7-0.

Regular Agenda

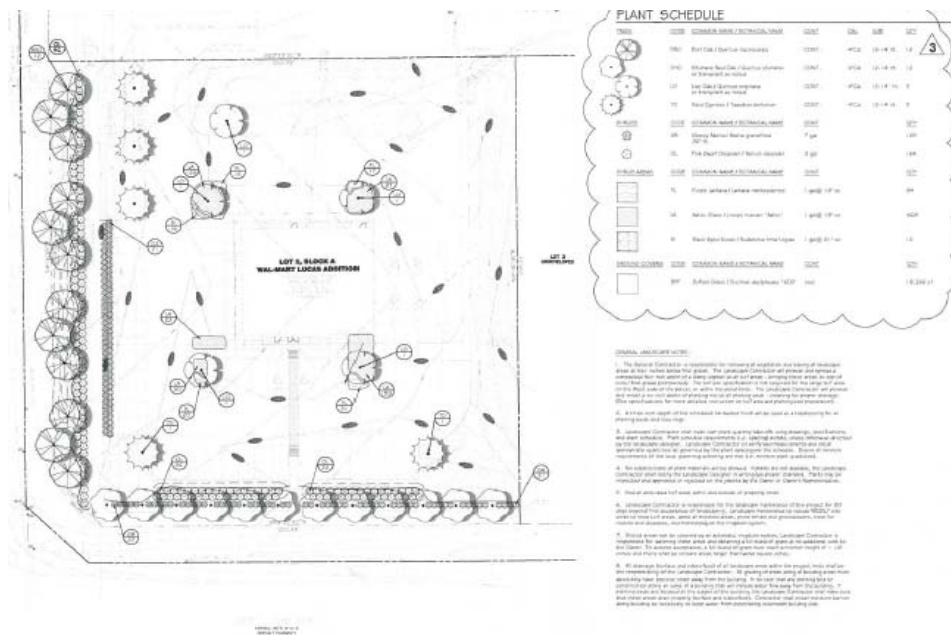
11) Discuss and Consider the approval of the minutes from the August 15, 2013 City Council Meeting. **[Wingo]**

On page 9 of 20, Item # 9, place a statement of clarification that after discussing with the attorney it was decided that Council could discuss this item.

MOTION: Councilmember Jim Olk made a Motion to approve the minutes from the August 15, 2013 City Council Meeting with the clarification added. Mayor Pro Tem Kathleen Peele seconded the Motion. Motion carried. Vote: 7-0.

12) Discuss and Consider the approval of the landscape plan for Bank of America, Lot 2, Block A of the Wal-Mart Lucas Addition, located at the northeast corner of W. Lucas Road and Angel Parkway intersection. **[Hilbourn]**

- Site is currently zoned Commercial Business (CB)
- Minimum lot size in a CB district is 30,000 square feet, there is 63,336 square feet being provided.
- Maximum impervious cover is 75%, 62 +/- percent being provided.
- Minimum landscape area required 15%, 32% is provided.
- Parking lot area is 24,300 square feet.
- Interior landscape requires 5% of 24,300 square feet or 1,215 square feet; 1,725 square feet or 7% is provided.
- 1 shade tree and 8 bushes required for every 20 lineal feet of parking area; they have 400 lineal feet of parking, therefore 20 trees and 200 bushes are required. They show 40 trees and 248 bushes.

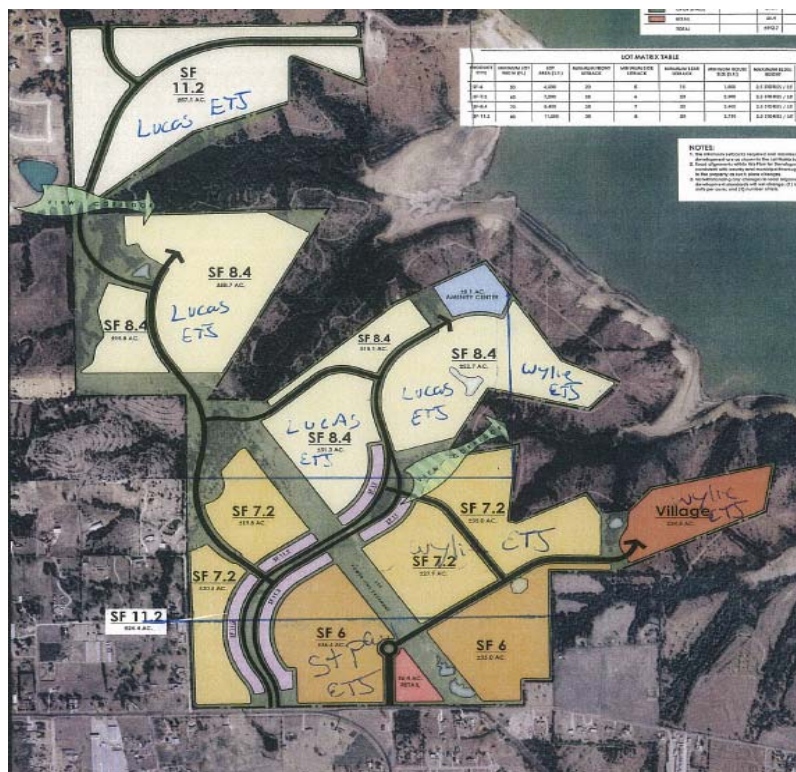


MOTION: Councilmember Jim Olk made a Motion to approve the landscape plan for Bank of America, Lot 2, Block A of the Wal-Mart Lucas Addition, located at the northeast corner of W. Lucas Road and Angel Parkway intersection. Councilmember Debbie Fisher seconded the Motion. Motion carried. Vote: 7-0.

- 13) Discuss and Consider the approval of the preliminary plat of a portion of the first phase for Inspiration Development, formerly known as the Hanover Property and Huffine Development. The parcels are part of the Leroy Farmer Survey ABS 334, Mark Morris Survey ABS 561, and Orpha Shelby Survey ABS 799. **[Hilbourn]**

This is a part of an approved Development Agreement for the site as part of a civil suit agreement. The agreement states that the City will approve any plat that conforms with the City's Subdivision Regulations, in effect as of the date of the agreement, which was September 7, 2009, and is generally the same as the Concept Plan below. This is Phase I of the project with only two small portions of the road in the City's ETJ.

Concept Plan:



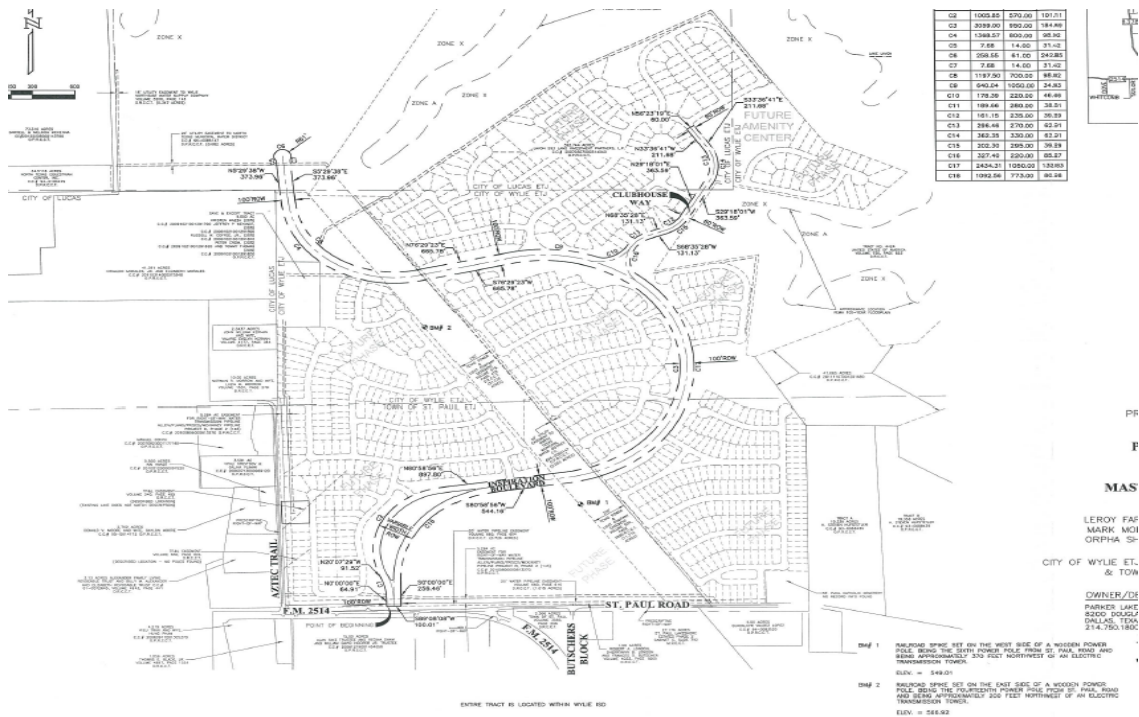
The first phase is predominately located in the Town of St. Paul and the City of Wylie's ETJs.

The City is not approving lots or layout at this time, just the main road layout and corresponding utilities.

There will be a total of 1,406 lots in all three phases of the development. Lot sizes in the City's ETJ will be a minimum of 10,000 square feet.

The plat does conform with the City's Subdivision Regulations in effect on September 17, 2009. The plan conforms to the approved Development Agreement. Staff is recommending approval as presented.

Preliminary Plat:

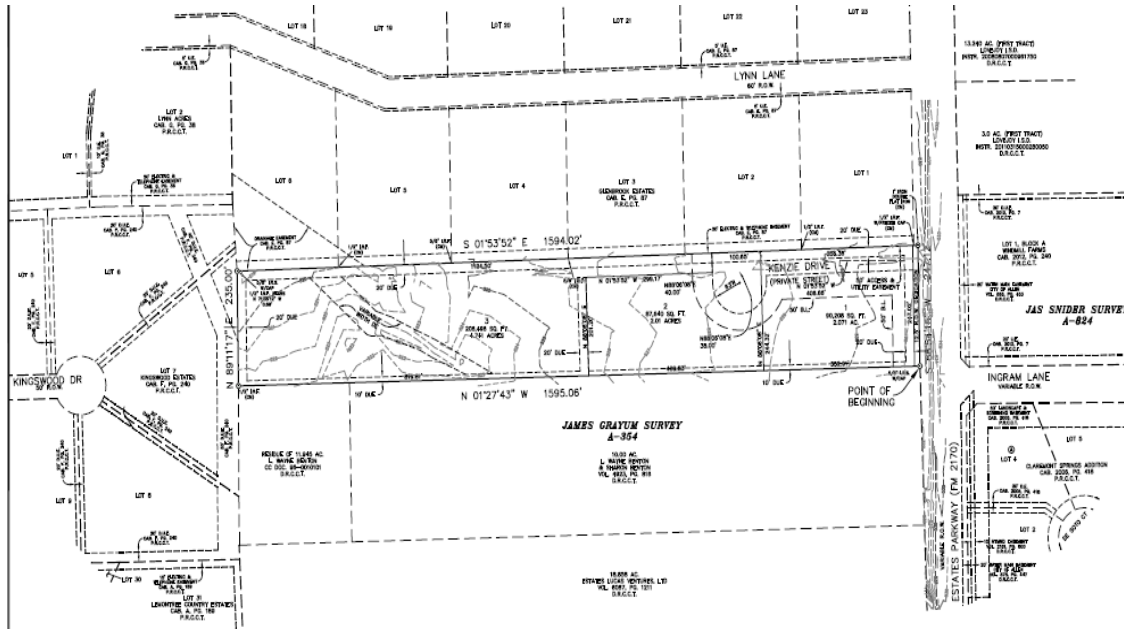


MOTION: Councilmember Jim Olk made a Motion to approve the preliminary plat of a portion of the first phase for Inspiration Development, formerly known as the Hanover Property and Huffine Development. The parcels are part of the Leroy Farmer Survey ABS 334, Mark Morris Survey ABS 561, and Orpha Shelby Survey ABS 799. Councilmember Steve Duke seconded the Motion. Motion carried. Vote: 7-0.

- Discuss and Consider the approval of the preliminary plat for Ella Brooke Estates, Lots 1-3, Block A, being 8.823 acres situated in the James Grayum Survey, Abstract No. 354, City of Lucas, Collin County, Texas. **[Hilbourn]**

Development Services Director Joe Hilbourn reviewed the facts of the project with the City Council.

- Property is currently zoned R-2.
- The subdivision consists of three lots.
- The lots conform to R-2 zoning district.
- The subdivision will have a private road.
- One point of entrance, road has less than 10 lots and is shorter than 600'.
- Subdivision is designed to save trees.
- All lots have more than 1 acre outside of private road.
- Developer is providing easements to allow for looping the water main if the property to the West should ever develop.



MOTION: Councilmember Wayne Millsap made a Motion to approve the preliminary plat for Ella Brooke Estates, Lots 1-3, Block A, being 8.823 acres situated in the James Grayum Survey, Abstract No. 354, City of Lucas, Collin County, Texas. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 7-0.

15) Discuss and Consider the approval of an amendment to the Development Agreement between the City of Lucas and Liberty Bank amending Exhibit "B", the approved site plan. **[Hilbourn]**

Ilene Mogul, 651 Stinson Road, wanted to speak in opposition to this item. There are issues with the platting, Ms. Mogul would like to have more 2 acre lots. There needs to be more than one way out.

The developer has submitted a written request that this item be tabled.

MOTION: Councilmember Jim Olk made a Motion to table this item. Councilmember Steve Duke seconded the Motion. Motion carried. Vote: 7-0.

16) Discuss and Consider Fire Department Staff work schedule plan. **[Kitchens]**

This item is asking that Council only agree to the work schedule, 24 hours on/48 hours off. At the next meeting Staff will bring an item for Council to approve changes to the Personnel Policy Manual.

No motion is required.

DIRECTION was given to the City Manager to proceed.

17) Discuss and Consider the approval of a contract between the City of Lucas and Questcare Medical Services, P.A. for medical supervision of EMS activities and authorize the City Manager to execute said contract. **[Kitchens]**

Change the Notice Provision to have all notices sent to the City of Lucas, City Manager, and Fire Chief.

MOTION: Mayor Pro Tem Kathleen Peele made a Motion to approve the contract between the City of Lucas and Questcare Medical Services, P.A. for medical supervision of EMS activities, upon review and approval by the City Attorney and authorize the City Manager to execute said contract. Councilmember Philip Lawrence seconded the Motion. Motion carried. Vote: 7-0.

Executive Session

The City Council convened into Executive Session at 9:02 p.m.

18) The City Council pursuant to Section 551.074 of the Texas Government Code may convene into Executive Session to conduct the annual review of the City Secretary.

Regular Agenda

The City Council reconvened into Regular Session at 9:36 p.m.

19) Take any action as necessary from the Executive Session.

MOTION: Councilmember Debbie Fisher made a Motion to allow for a 3% pay raise to the City Secretary effective October 1, 2013. Councilmember Jim Olk seconded the Motion. Motion carried. Vote: 7-0.

20)Adjournment.

MOTION: Councilmember Steve Duke made a Motion to adjourn the meeting at 9:38 p.m. Councilmember Jim Olk seconded the Motion. Motion carried. Vote: 7-0.

These minutes were approved by a majority vote of the City Council on September 19, 2013.

Rebecca Mark
Mayor

ATTEST:

Kathy Wingo, TRMC, MMC
City Secretary

November 5, 2013
Special Election
Contract for Election Services
City of Lucas

November 5, 2013 Special Election

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Exhibit B.....	Election Day Polling Locations
Exhibit C.....	Cost of Services

THE STATE OF TEXAS
COUNTY OF COLLIN
CITY OF LUCAS

§

CONTRACT FOR
ELECTION SERVICES

BY THE TERMS OF THIS CONTRACT made and entered into by and between the CITY OF LUCAS, hereinafter referred to as the "CITY," and SHARON ROWE, Elections Administrator of Collin County, Texas, hereinafter referred to as "Contracting Officer," pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the City's November 5, 2013 Special Election.

THIS AGREEMENT is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

I. DUTIES AND SERVICES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The Contracting Officer shall arrange for appointment, notification (including writ of election), training and compensation of all presiding judges, alternate judges, the judge of the Central Counting Station and judge of the Early Voting Ballot Board.

a. The Contracting Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his or her appointment. The presiding election judge of each polling place, will use his/her discretion to determine when additional manpower is needed during peak voting hours. The Contracting Officer will determine the number of clerks to work in the Central Counting Station and the number of clerks to work on the Ballot Board. Election judges shall be secured by the Contracting Officer.

b. Election judges shall attend the Contracting Officer's school of instruction (Elections Seminar) to be held Thursday, October 31, 2013, at 2:00 PM at the Collin County Courthouse, Central Jury Room, 2100 Bloomdale Rd., McKinney, TX.

c. Election judges shall be responsible for picking up from and returning election supplies to the county election warehouse located at 2010 Redbud Blvd., Suite 102, McKinney. Compensation for this pickup and delivery of supplies will be \$25.00.

d. The Contracting Officer shall compensate each election judge and worker. Each judge shall receive \$12.00 per hour for services rendered. Each alternate judge and clerk shall receive \$10.00 per hour for services rendered. Overtime will be paid to each person working over 40 hours per week.

B. The Contracting Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.

a. The Contracting Officer shall secure election kits which include the legal documentation required to hold an election and all supplies including locks, pens, magic markers, etc.

b. The Contracting Officer shall secure all tables, chairs, and legal documentation required to run the Central Counting Station.

c. The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law. The Election Day list of registered voters shall be arranged in alphabetical order by polling place, in lieu of alphabetic by each precinct in each polling place.

d. The Contracting Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.

1. Equipment includes the rental of voting machines, ADA compliance headphones and keypads (1 per site), transfer cases, voting signs and tote boxes.

2. Supplies include smart cards, sample ballots, early voting mail ballots, pens, tape, markers, etc.

C. The Contracting Officer, Sharon Rowe, shall be appointed the Early Voting Clerk by the City.

a. The Contracting Officer shall supervise and conduct Early Voting by mail and in person and shall secure personnel to serve as Early Voting Deputies.

b. Early Voting by personal appearance for the City's November 5, 2013, Special Election shall be conducted during the time period and at the locations listed in Exhibit "A", attached and incorporated by reference into this contract.

c. All applications for an Early Voting mail ballot shall be received and processed by the Collin County Elections Administration Office, 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069.

1. Application for mail ballots erroneously mailed to the City shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Officer for proper retention.

2. All Federal Post Card Applicants (FPCA) will be sent a mail ballot. No postage is required.

d. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be prepared for count by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The presiding judge of this Board shall be appointed by the Contracting Officer.

D. The Contracting Officer shall arrange for the use of all Election Day polling places. The City shall assume the responsibility of remitting the cost of all

employee services required to provide access, provide security or provide custodial services for the polling locations. The Election Day polling locations are listed in Exhibit “B”, attached and incorporated by reference into this contract.

E. The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Sharon Rowe. The Tabulation Supervisor shall be Patty Seals.

- a. The tabulation supervisor shall prepare, test and run the county's tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.
- b. The Public Logic and Accuracy Test of the electronic voting system shall be conducted.
- c. Election night reports will be available to the City at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with law.
- d. The Contracting Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide a copy of the unofficial canvass to the City as soon as possible after all returns have been tallied.
- e. The Contracting Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 6 months.
 1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 6 months after the election.
 2. The City can obtain the list of registered voters from the Elections Administration Office after this retention period. Pending no litigation and if the City does not request the lists, the Contracting Officer shall destroy them.

f. The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the City in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

II. DUTIES AND SERVICES OF THE CITY. The City shall assume the following responsibilities:

A. The City shall prepare the election orders, resolutions, notices, justice department submissions, official canvass and other pertinent documents for adoption by the appropriate office or body. The City assumes the responsibility of posting all notices and likewise promoting the schedules for Early Voting and Election Day.

B. The City shall provide the Contracting Officer with an updated map and street index of their jurisdiction in an electronic or printed format as soon as possible but no later than Friday, September 6, 2013.

C. The City shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format.

a. The City shall deliver to the Contracting Officer as soon as possible, but no later than 9:00 AM Wednesday, August 28, 2013, the official wording for the City's November 5, 2013, Special Election.

b. The City shall approve the "blue line" ballot format prior to the final printing.

D. The City shall post the publication of election notice by the proper methods with the proper media.

E. The City shall prepare and submit to the U. S. Department of Justice under the Federal Voting Rights Act of 1965, any required submissions on voting changes.

F. The City shall compensate the Contracting Officer for any additional verified cost incurred in the process of running this election or for a manual count this

election may require, consistent with charges and hourly rates shown on Exhibit “C” for required services.

G. The City shall pay the Contracting Officer 90% of the estimated cost to run the said election prior to Friday, September 27, 2013. The Contracting Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code. The Deposit should be delivered within the mandatory time frame to:

**Collin County Treasury
2300 Bloomdale Rd. #3138
McKinney, Texas 75071**

Made payable to: “Collin County Treasury” with the note “for election services” included with check documentation.

H. The City shall pay the cost of conducting said election, less partial payment, including the 10% administrative fee, pursuant to the Texas Election Code, Section 31.100, within 30 days from the date of final billing.

III. COST OF SERVICES. See Exhibit “C.”

IV. SPECIAL PROVISIONS.

A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the City’s November 5, 2013, Special Election is to be filed or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.

B. Upon request, the Contracting Officer will provide copies of all invoices and other charges received in the process of running said election for the City.

C. If the City cancels their election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be paid a contract preparation fee of \$75. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the November 5, 2013, Special Election. All actual shared cost incurred in the conduct of the election will be divided by the actual number of

entities contracting with the Contracting Officer **and** holding a November 5, 2013, Special Election.

D. The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Collin County, Texas.

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2013.

Sharon Rowe
Elections Administrator
Collin County, Texas

WITNESS BY MY HAND THIS THE ____ DAY OF _____ 2013.

By: _____
Rebecca Mark, Mayor
City of Lucas

Attest: _____
Kathy Wingo, City Secretary
City of Lucas

EXHIBIT A:**NOVEMBER 5, 2013
SPECIAL ELECTION****Early Voting Locations, Dates and Hours**

Polling Place		Address	City	Commissioner Precinct		
Collin County Elections (Main Early Voting Location)		2010 Redbud Blvd. St 102	McKinney	Precinct 3		
Allen Municipal Courts Facility		301 Century Pkwy.	Allen	Precinct 3		
Carpenter Park Recreation Center		6701 Coit Road	Plano	Precinct 1		
Celina ISD Administration Building		205 S. Colorado	Celina	Precinct 1		
Christ United Methodist Church		3101 Coit Road	Plano	Precinct 4		
Collin College - Central Park Campus		2200 W. University Drive	McKinney	Precinct 3		
Collin College - Preston Ridge Campus		9700 Wade Blvd.	Frisco	Precinct 1		
Collin College - Spring Creek Campus		2800 E. Spring Creek	Plano	Precinct 2		
Collin College – Higher Education Center		3452 Spur 399	McKinney	Precinct 3		
Frisco Senior Center		6670 Moore Street	Frisco	Precinct 1		
Haggard Library		2501 Coit Road	Plano	Precinct 4		
Harrington Library		1501 18 th Street	Plano	Precinct 2		
John and Judy Gay Library		6861 W. Eldorado	McKinney	Precinct 3		
Lovejoy ISD Administration Bldg.		259 Country Club	Allen	Precinct 3		
Lavon City Hall		120 School Road	Lavon	Precinct 2		
Maribelle Davis Library		7501 Independence	Plano	Precinct 1		
McKinney Fire Station #7		861 S. Independence	McKinney	Precinct 1		
Murphy City Hall		206 North Murphy Road	Murphy	Precinct 2		
Old Settlers Recreation Center		1201 E. Louisiana	McKinney	Precinct 3		
Parker City Hall		5700 E. Parker Road	Parker	Precinct 2		
Parr Library		6200 Windhaven Pkwy.	Plano	Precinct 4		
PISD Administration Center		2700 W. 15 th Street	Plano	Precinct 4		
Princeton City Hall		123 W. Princeton Drive	Princeton	Precinct 3		
Prosper Municipal Chambers		108 W. Broadway	Prosper	Precinct 1		
Renner-Frankford Library		6400 Frankford	Dallas	Precinct 4		
Wylie Municipal Complex Library		300 Country Club	Wylie	Precinct 2		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 20	Oct 21 Early Voting 8am – 5pm	Oct 22 Early Voting 8am – 5pm	Oct 23 Early Voting 8am – 5pm	Oct 24 Early Voting 8am – 5pm	Oct 25 Early Voting 8am – 5pm	Oct 26 Early Voting 7am – 7pm
Oct 27 Early Voting 1pm – 6pm	Oct 28 Early Voting 7am – 7pm	Oct 29 Early Voting 7am – 7pm	Oct 30 Early Voting 7am – 7pm	Oct 31 Early Voting 7am – 7pm	Nov 1 Early Voting 7am – 7pm	Nov 2

Temporary Early Voting Locations:

Josephine City Hall 108 West Hubbard Josephine Precinct 2

Farmersville City Hall 205 South Main Farmersville Precinct 3

Oct 20	Oct 21 Early Voting 8am – 5pm	Oct 22 Early Voting 8am – 5pm	Oct 23 Early Voting 8am – 5pm	Oct 24 Early Voting 8am – 5pm	Oct 25 Early Voting 8am – 5pm	Oct 26
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Lucas City Hall 665 Country Club Road Lucas Precinct 3
Texas Star Bank 402 W. White Anna Precinct 3

Oct 27	Oct 28 Early Voting 7am – 7pm	Oct 29 Early Voting 7am – 7pm	Oct 30 Early Voting 7am – 7pm	Oct 31 Early Voting 7am – 7pm	Nov 1 Early Voting 7am – 7pm	Nov 2
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Important Note: Eligible Collin County registered voters (with an effective date of registration on or before November 5, 2013) may vote at any of the above early voting locations.

EXHIBIT B:

Polling Place	PPAddress	PPCity
Akin Elementary School	1100 Springwood	Wylie
Aldridge Elementary School	720 Pleasant Valley	Richardson
Allen Municipal Courts Facility	301 Century Parkway	Allen
Armstrong Middle School	3805 Timberline	Plano
Benton Staley Middle School	6927 Stadium Drive	Frisco
Blue Ridge ISD Administration Building (Old)	10688 CR 504	Blue Ridge
Bowman Middle School	2501 Jupiter Road	Plano
Boys and Girls Club - Douglass Branch	1111 H Avenue	Plano
Brinker Elementary School	3800 Clark Parkway	Plano
Carpenter Middle School	3905 Rainier Road	Plano
Carpenter Park Recreation Center	6701 Coit Road	Plano
Celina ISD Administration Building	205 S. Colorado	Celina
Christ United Methodist Church	3101 Coit Road	Plano
Clark High School - Plano	523 Spring Creek	Plano
Clark Middle School	4600 Colby Drive	Frisco
Collin College - Higher Education Center	3452 Spur 399	McKinney
Collin College Central Park Campus	2200 University	McKinney
Collin College Preston Ridge Campus	9700 Wade Blvd.	Frisco
Collin College Spring Creek Campus	2800 Spring Creek Parkway	Plano
Collin County Elections Office	2010 Redbud Blvd, Ste. 102	McKinney
Community ISD Technology and Conference Center	615 FM 1138	Nevada
Cooper Fitness Center at Craig Ranch	7910 Collin McKinney Parkway	McKinney
Cox Elementary School	7009 Woodbridge Pkwy.	Sachse
Dr. Pepper Star Center at Craig Ranch	6993 Stars Ave.	McKinney
Eldorado Country Club	2604 Country Club Drive	McKinney
FC Dallas Stadium	9200 World Cup Way	Frisco
Fire Station #7 - McKinney	861 Independence Pkwy.	McKinney
First Baptist Church - Branch	7011 FM 546	Princeton
First Baptist Church Farmersville, Youth Building	201 Farmersville Pkwy.	Farmersville
Ford Middle School	630 Park Place Drive	Allen
Fowler Middle School	3801 McDermott Road	Plano
Frisco Senior Center	6670 Moore Street	Frisco
Harrington Library	1501 18th Street	Plano
Hunt Middle School	4900 Legendary Drive	Frisco
John and Judy Gay Library	6861 W. Eldorado Parkway	McKinney
John Q. Hammons Center - Courtyard Marriott	210 East Stacy Road	Allen
Josephine City Hall	108 West Hubbard	Josephine
Lavon City Hall	120 School Road	Lavon
Liberty High School	15250 Rolater Road	Frisco
Lovejoy ISD Elementary School Gym	256 Country Club	Allen
Lowry Crossing City Hall	1405 S. Bridgefarmer Road	Lowry Crossing
Lucas City Hall	665 Country Club Road	Lucas
Maribelle Davis Library	7501 Independence Parkway	Plano
McKinney Senior Recreation Center	1400 S. College	McKinney

Melissa City Hall	3411 Barker Ave.	Melissa
Mitchell Elementary School	4223 Briargrove	Dallas
Murphy City Hall	206 N. Murphy Road	Murphy
Old Settlers Recreation Center	1201 E. Louisiana	McKinney
Parker City Hall	5700 E. Parker Road	Parker
Parr Library	6200 Windhaven Pkwy.	Plano
PISD Administration Center	2700 W. 15th Street	Plano
Plano Senior Center	401 W. 16th Street	Plano
Princeton High School	1000 E. Princeton Drive	Princeton
Renner-Frankford Library	6400 Frankford Road	Dallas
Reynolds Middle School	700 N. Coleman	Prosper
Roach Middle School	12499 Independence Pkwy.	Frisco
Rose Haggard Elementary School	17820 Campbell Road	Dallas
Ruth Cherry Intermediate School	1400 FM 1777	Royse City
Ruth Dowell Middle School	301 Ridge Road	McKinney
Seis Lagos Community Services Association	222 Seis Lago Trail	Wylie
Shepton High School	5505 Plano Pkwy.	Plano
Stonebridge United Methodist Church	1800 S. Stonebridge Drive	McKinney
Suncreek United Methodist Church	1517 W. McDermott Drive	Allen
Texas Star Bank	402 W. White Street	Anna
Weston Community Center	117 Main Street	Weston
Woodcreek Church	3400 E. Renner Road	Richardson
Wylie Municipal Complex Library	300 Country Club	Wylie

Exhibit C
SUMMARY OF COSTS FOR THE CITY OF LUCAS

SUPPLY COST	\$151.03
EQUIPMENT RENTAL COST	\$1,504.00
EARLY VOTING	\$936.60
ELECTION DAY	\$236.50
ADMINISTRATIVE EXPENSES	\$37.50
TABULATION/CENTRALIZED COSTS	<u>\$1,099.51</u>
Total	\$3,965.14
10% Administrative Fee	<u>\$396.51</u>
Total	\$4,361.65
90% Deposit Due 9/27/13	\$3,925.49

<input checked="" type="checkbox"/>	Annexation
<input type="checkbox"/>	Disannexation
<input type="checkbox"/>	Code of Ordinances
<input type="checkbox"/>	Other

ORDINANCE # 2013-09-00763
[ANNEXATION - 3R PROPERTIES, LC]

AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, ANNEXING THE HEREINAFTER DESCRIBED TERRITORY INTO THE CITY OF LUCAS, TEXAS, EXTENDING THE BOUNDARY LIMITS OF THE CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED TERRITORY WITHIN THE CITY'S LIMITS, GRANTING TO ALL INHABITANTS AND OWNERS OF TERRITORY ALL OF THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS, AND BINDING THE INHABITANTS BY ALL THE ACTS, ORDINANCES AND REGULATIONS OF THE CITY; ADOPTING A SERVICE PLAN FOR THE DESCRIBED TERRITORY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, this ordinance pertains to the hereinafter described territory consisting of a 12.64017-acre tract of land, more or less, being part of the L.P. Turner Survey, Abstract No. 901, and the J. Gray Survey, Abstract No. 349, and which is more particularly described and identified in Exhibit "A" and Exhibit "B"; and

WHEREAS, the City Council of the City of Lucas has given the requisite notices and conducted the public hearings required by Chapter 43 of the Texas Local Government Code; and

WHEREAS, the City Council has adopted a service plan as required by Section 43.056 of the Local Government Code for the territory, which is attached hereto as Exhibit "C"; and

WHEREAS, the said territory is exempt from the municipal annexation plan pursuant to Section 43.052(h) of the Texas Local Government Code; and

WHEREAS, the City Council of the City of Lucas has concluded that said territory should be annexed to and made a part of the City of Lucas, Texas.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS:

SECTION 1. That the territory consisting of a 12.64017-acre tract of land, more or less, being part of the L.P. Turner Survey, Abstract No. 901, and the J. Gray Survey, Abstract No. 349, and which is more particularly described and identified in Exhibit "A" and Exhibit "B," attached hereto and made a part hereof for all purposes, is situated within the exclusive

extraterritorial jurisdiction of the City and adjacent and contiguous thereto, be and the same is hereby annexed to the City of Lucas, Texas.

SECTION 2. The boundary limits of the City of Lucas, Texas, shall be and are hereby extended to include said territory within the City limits and the territory described herein shall be and is hereby included within the territorial limits of the City, subject to all the acts, ordinances, resolutions and regulations of said City. The inhabitants of the property described herein and annexed hereby shall hereafter be entitled to all rights and privileges of other citizens of the City of Lucas, and shall be bound by the acts, ordinances, resolutions, and regulations of the City.

SECTION 3. That the service plan for the territory as approved by the City Council of the City of Lucas is attached hereto as Exhibit "C" and made a part hereof for all purposes, the same as if fully copied herein, be and the same is hereby adopted by the City of Lucas.

SECTION 4. That all provisions of the ordinances of the City of Lucas, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 6. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

DULY PASSED AND APPROVED BY THE CITY COUNSEL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 19TH DAY OF SEPTEMBER, 2013.

APPROVED:

Rebecca Mark, Mayor

APPROVED AS TO FORM:

ATTEST:



Joe Gorfida, Jr., City Attorney
(JJG/07-29-13/61596)

Kathy Wingo, TRMC, MMC, City Secretary

**EXHIBIT A
LEGAL DESCRIPTION**

**CITY OF LUCAS, TEXAS/ANNEXATION
3R PROPERTIES, LC**

BEING A TRACT OF PARCEL OF LAND OUT OF THE L.P. TURNER SURVEY, ABSTRACT NO. 901 AND THE J. GRAY SURVEY, ABSTRACT 349, SITUATED IN COLLIN COUNTY, TEXAS, AN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

Beginning at a point in the north line of Parker Road, said point being the southeast corner of Kirkland Estates West, an addition to the City of Lucas, Texas, according to the plat recorded in volume 10, page 74 of the Map Records, Collin County, Texas, in iron rod for corner;

THENCE North 00°11'27" West along the east line of said Kirkland Estates West, a distance of 1,816.50 feet to a corner of said Addition, an iron rod for corner;

THENCE North 89°00'00" east, a distance of 298.50 feet to an iron rod for corner;

THENCE South 0°15'52" East, a distance of 1,859.00 feet to a point in the North line of Parker Road, an iron rod for corner;

THENCE North 82°52'15" West, along said line of Parker Road, a distance of 303.20 feet to the POINT OF BEGINNING and containing 550,606 square feet or 12.64017 acres of land.

NOTE:

IT IS THE INTENT TO DESCRIBE FOR ANNEXATION PURPOSES THE PROPERTY CONVEYED IN THE INSTRUMENT OF RECORD SHOWN BELOW.

COURSES, DISTANCES, AND MONUMENTS OF THE DESCRIPTION HEREON ARE THE SAME AS THE DOCUMENT FILED. NO FIELD SURVEY WAS PERFORMED TO VERIFY CALLED DISTANCES, BEARINGS, OR MONUMENT STATUS.

COPIED FROM VOLUME 5024, PAGE 1136, DRCCT.

EXHIBIT B DEPICTION

CITY OF LUCAS, TEXAS/ANNEXATION/3R PROPERTIES, LC

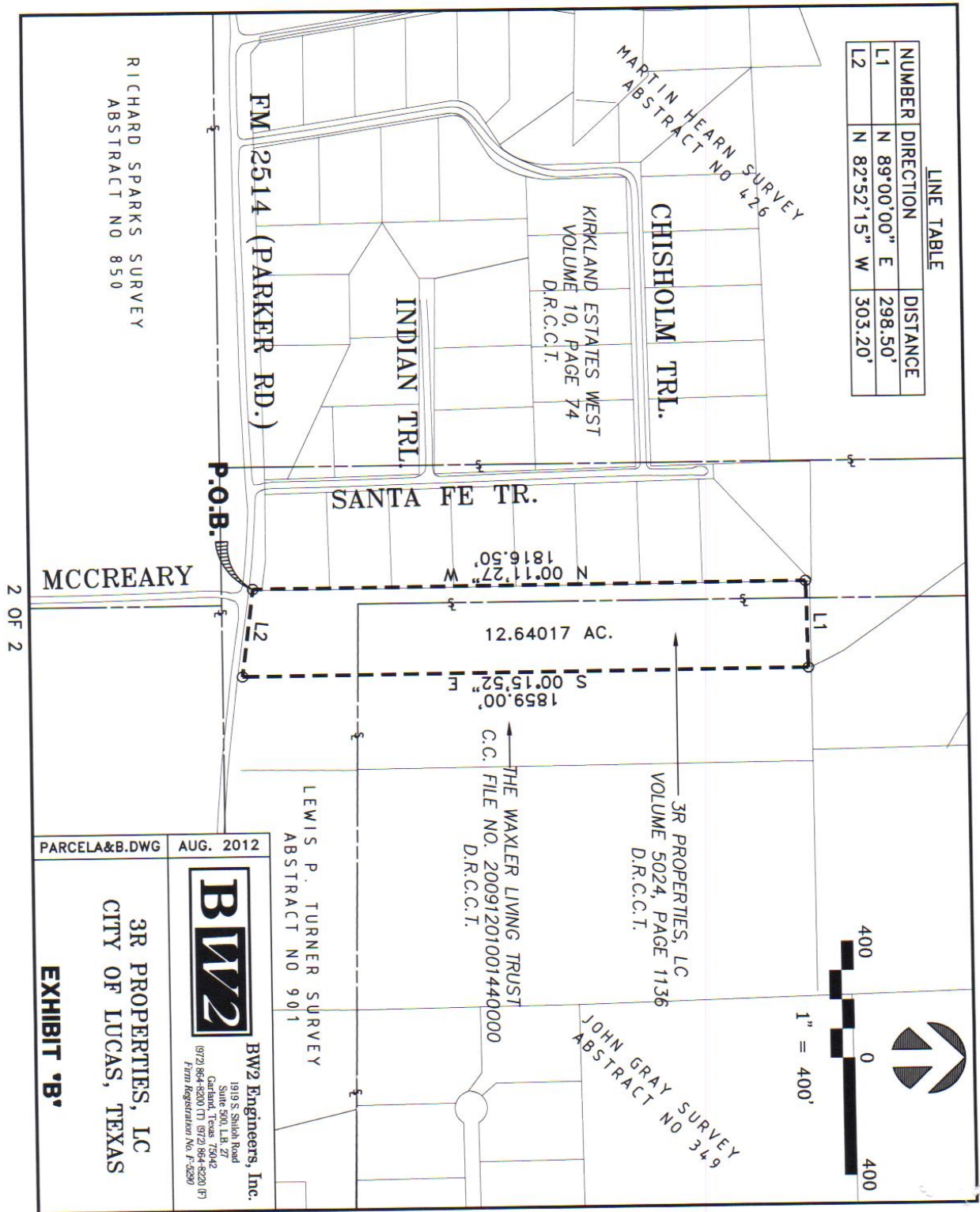


EXHIBIT “C”

CITY OF LUCAS, TEXAS SERVICE PLAN FOR ANNEXED AREA

ANNEXATION SERVICE PLAN FOR THE CITY OF LUCAS, TEXAS

For approximately, a 12.64017-acre tract of land situated in Collin County, Texas, being part of the L.P. Turner Survey, Abstract No. 901, and the J. Gray Survey, Abstract No. 349, and which is more particularly described and identified in Exhibit “A” and Exhibit “B” attached hereto.

FOR SERVICES EFFECTIVE IMMEDIATELY AFTER DATE OF ANNEXATION

1. POLICE PROTECTION

The City of Lucas, Texas will provide police protection to the newly annexed tract at the same or similar level now being provided to other areas of the City of Lucas, Texas with similar topography, land use and population within the newly annexed area.

2. FIRE PROTECTION AND AMBULANCE SERVICE

The City of Lucas, Texas will provide fire protection to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Lucas, Texas, with similar topography, land use and population with the City. Ambulance service will be provided to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Lucas, Texas, with similar topography, land use and population with the City.

3. SOLID WASTE COLLECTION

The City of Lucas, Texas will provide residential solid waste collection to the newly annexed tract at the same or similar level now being provided to other areas of the City of Lucas, Texas with similar topography, land use and population within the newly annexed area.

4. WATER FACILITIES

Maintenance of any public water facilities in the area to be annexed that are not in the service area of another water utility will begin upon the effective date of the annexation using existing personnel and equipment.

5. MAINTENANCE OF ROADS AND STREETS

Any and all roads, streets or alleyways which have been dedicated to the City of Lucas, Texas, shall be maintained to the same degree and extent that other roads, streets and alleyways are maintained in areas with similar topography, land use and population density. Any and all

lighting of roads, streets and alleyways which may be positioned in a right-of-way, roadway or utility company easement shall be maintained by the applicable utility company servicing the City of Lucas, Texas, pursuant to the rules, regulations and fees of such utility.

6. MAINTENANCE OF PARKS, PLAYGROUNDS AND SWIMMING POOLS

The City Council of the City of Lucas, Texas, is not aware of the existence of any parks, playgrounds or swimming pools now located in the area proposed for annexation. Any existing private parks, playgrounds, swimming pools and other recreational and community facilities within the annexation area will be unaffected by the annexation.

7. MAINTENANCE OF PUBLICLY OWNED FACILITY, BUILDING OR MUNICIPAL SERVICE

The City Council of the City of Lucas, Texas, is not aware of the existence of any publicly owned facility, building or other municipal service now located in the area proposed for annexation. In the event any such publicly owned facility, building or municipal service does exist and are public facilities, the City of Lucas, Texas, will maintain such areas to the same extent and degree that it maintains publicly owned facilities, buildings or municipal services of the City now incorporated in the City of Lucas, Texas.

CONSTRUCTION OF ANY CAPITAL IMPROVEMENTS

1. POLICE PROTECTION, FIRE PROTECTION AND SOLID WASTE COLLECTION

The Council of the City of Lucas, Texas finds and determines it to be unnecessary to acquire or construct any capital improvement for the purposes of providing police protection, fire protection or solid waste collection. The City Council finds and determines that it has at the present time adequate facilities to provide the same type, kind and level of protection and service which is presently being administered to other areas already incorporated in the City of Lucas, Texas, with the same or similar topography, land use and population density.

2. WATER AND WASTE WATER FACILITIES

The City Council of the City of Lucas, Texas, finds and determines it to be unnecessary to construct any additional capital improvements for the purpose of providing water and waste water services. The City Council finds and determines that it has, at the present time, adequate facilities to provide the same type, kind and level of service which is presently being administered to other parts of Lucas, Texas, with the same topography, land use and population density.

3. ROADS AND STREETS

Maintenance of properly dedicated roads and streets will be consistent with the maintenance provided by the City to other roads and streets will be consistent with the maintenance provided by the City to other roads and streets in areas of similar topography, land use and sub-development of the annexed property, the developers will be required pursuant to the ordinances of the City of Lucas, Texas, to provide internal and peripheral streets and to construct those streets in accordance with the specifications required by the City of Lucas, Texas, for the properly dedicated street.

4. CAPITAL IMPROVEMENTS

Notwithstanding any other provision of this service plan, a landowner within the newly annexed area will not be required to fund capital improvements necessary to provide municipal services in a manner inconsistent with Chapter 395 of the Local Government Code, unless otherwise agreed to by the landowner.

SPECIFIC FINDINGS

The City Council of the City of Lucas, Texas finds and determines that this proposed Service Plan will not provide any fewer services, and it will not provide a lower level of service in the area proposed to be annexed than were in existence in the proposed area at the time immediately preceding the annexation process.

Because of the differing characteristics of topography, land utilization and population density, the service levels which may ultimately be provided in the newly annexed area may differ somewhat from services provided in other areas of the City of Lucas, Texas. These differences are specifically dictated because of differing characteristics of the property and the City of Lucas, Texas will undertake to perform consistent with this contract so as to provide the newly annexed area with the same type, kind and quality of service presently enjoyed by the citizens of the City of Lucas, Texas who reside in areas of similar topography, land utilization and population.

<input checked="checked" type="checkbox"/>	Annexation
<input type="checkbox"/>	Disannexation
<input type="checkbox"/>	Code of Ordinances
<input type="checkbox"/>	Other

ORDINANCE # 2013-09-00764
[ANNEXATION - STEVENS]

AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, ANNEXING THE HEREINAFTER DESCRIBED TERRITORY INTO THE CITY OF LUCAS, TEXAS, EXTENDING THE BOUNDARY LIMITS OF THE CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED TERRITORY WITHIN THE CITY'S LIMITS, GRANTING TO ALL INHABITANTS AND OWNERS OF TERRITORY ALL OF THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS, AND BINDING THE INHABITANTS BY ALL THE ACTS, ORDINANCES AND REGULATIONS OF THE CITY; ADOPTING A SERVICE PLAN FOR THE DESCRIBED TERRITORY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, this ordinance pertains to the hereinafter described territory consisting of a 9.973-acre tract of land, more or less, being part of the John McKinney Survey, Abstract No. 596, and which is more particularly described and identified in Exhibit "A" and Exhibit "B"; and

WHEREAS, the City Council of the City of Lucas has given the requisite notices and conducted the public hearings required by Chapter 43 of the Texas Local Government Code; and

WHEREAS, the City Council has adopted a service plan as required by Section 43.056 of the Local Government Code for the territory, which is attached hereto as Exhibit "C"; and

WHEREAS, the said territory is exempt from the municipal annexation plan pursuant to Section 43.052(h) of the Texas Local Government Code; and

WHEREAS, the City Council of the City of Lucas has concluded that said territory should be annexed to and made a part of the City of Lucas, Texas.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS:

SECTION 1. That the territory consisting of a 9.973-acre tract of land, more or less, being part of the John McKinney Survey, Abstract No. 596, and which is more particularly described and identified in Exhibit "A" and Exhibit "B," attached hereto and made a part hereof for all purposes, is situated within the exclusive extraterritorial jurisdiction of the City and adjacent and contiguous thereto, be and the same is hereby annexed to the City of Lucas, Texas.

SECTION 2. The boundary limits of the City of Lucas, Texas, shall be and are hereby extended to include said territory within the City limits and the territory described herein shall be and is hereby included within the territorial limits of the City, subject to all the acts, ordinances,

resolutions and regulations of said City. The inhabitants of the property described herein and annexed hereby shall hereafter be entitled to all rights and privileges of other citizens of the City of Lucas, and shall be bound by the acts, ordinances, resolutions, and regulations of the City.

SECTION 3. That the service plan for the territory as approved by the City Council of the City of Lucas is attached hereto as Exhibit "C" and made a part hereof for all purposes, the same as if fully copied herein, be and the same is hereby adopted by the City of Lucas.

SECTION 4. That all provisions of the ordinances of the City of Lucas, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 6. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

DULY PASSED AND APPROVED BY THE CITY COUNSEL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 19TH DAY OF SEPTEMBER, 2013.

APPROVED:

Rebecca Mark, Mayor

APPROVED AS TO FORM:

ATTEST:



Joe Gorfida, Jr., City Attorney
(JJG/07-29-13/61594)

Kathy Wingo, TRMC, MMC, City Secretary

**EXHIBIT A
LEGAL DESCRIPTION**

**CITY OF LUCAS, TEXAS/ANNEXATION
ROGER A. STEVENS AND JANIS H. STEVENS**

BEING A 9.973 ACRE TRACT OF LAND SITUATED IN COLLIN COUNTY, TEXAS IN THE JOHN McKINNEY SURVEY, ABSTRACT NO. 596, BEING PART OF A CALLED 38.38 ACRE TRACT AS DEEDED TO J.C. AND OLLIE TOMBERLINE AND RECORDED IN VOLUME 595, PAGE 205 OF THE DEED RECORDS OF COLLIN COUNTY, TEXAS, (DRCCT), AND BEING THE SAME TRACT OF LAND AS DEEDED TO ROGER A. STEVENS AND JANIS H. STEVENS AND RECORDED IN VOLUME 5476, PAGE 4796 DRCCT:

BEGINNING at a point for corner in the center of a public road, said corner also being the Northwest corner of said John McKinney Survey;

THENCE North 89°22'24" East, with North line of said McKinney Survey, for a distance of 1170.76 feet to a point for corner;

THENCE South 1°04'22" East, for a distance of 364.00 feet to a point for corner at a fence corner;

THENCE South 88°47'24" West, partially with a fence line, for a distance of 1177.77 feet to a point for corner in the center of said public road;

THENCE North, 376.00 feet to the POINT OF BEGINNING and containing 434,444.9 square feet or 9.973 acres of land, more or less.

NOTE:

COURSES, DISTANCES, AND MONUMENTS OF THE DESCRIPTION HEREON ARE THE SAME AS THE DOCUMENT FILED. NO FIELD SURVEY WAS PERFORMED TO VERIFY CALLED DISTANCES, BEARINGS, OR MONUMENT STATUS.

EXHIBIT B DEPICTION

CITY OF LUCAS, TEXAS/ANNEXATION ROGER A. STEVENS AND JANIS H. STEVENS

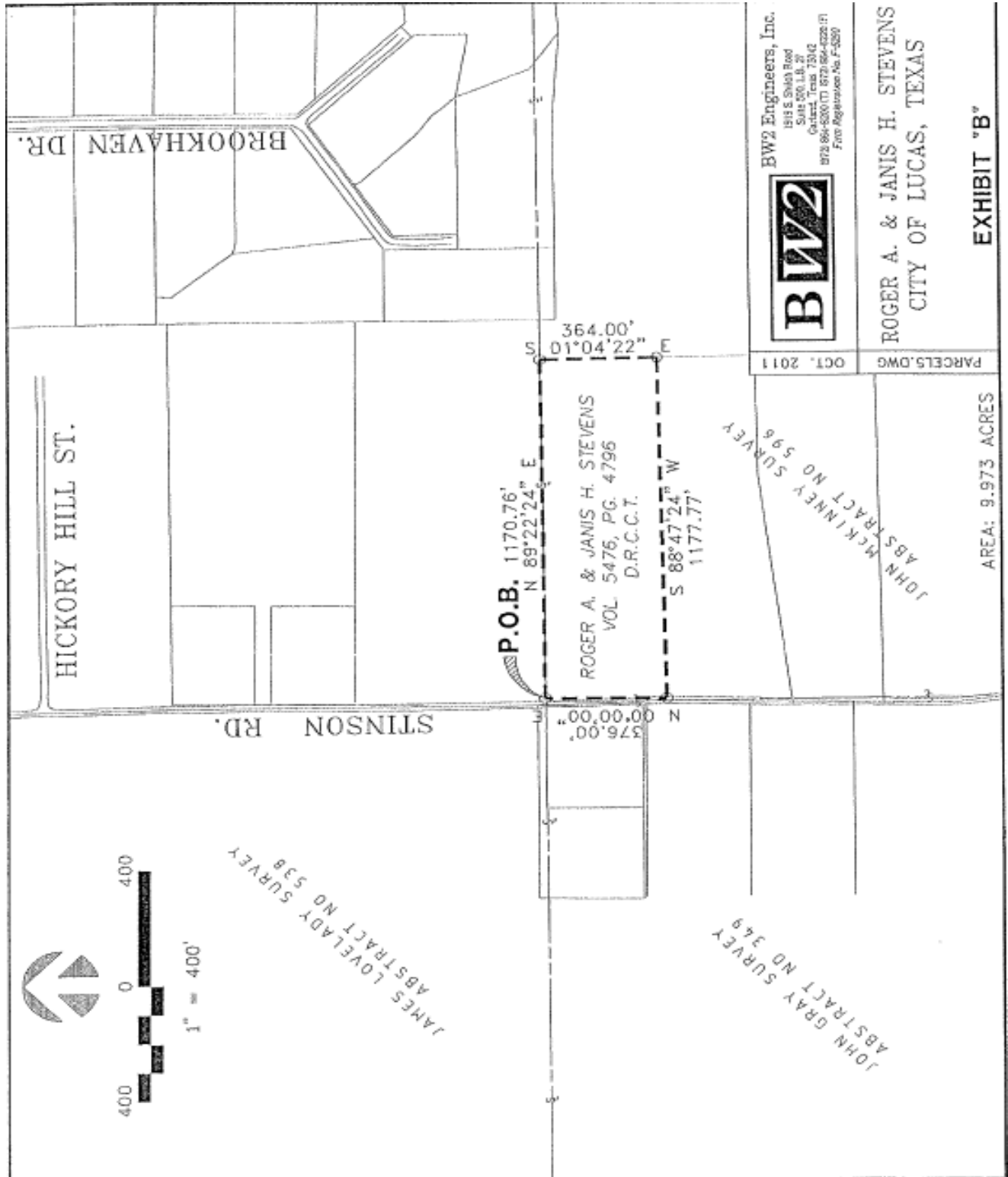


EXHIBIT “C”

CITY OF LUCAS, TEXAS SERVICE PLAN FOR ANNEXED AREA

ANNEXATION SERVICE PLAN FOR THE CITY OF LUCAS, TEXAS

For approximately, a 9.973-acre tract of land situated in Collin County, Texas, being part of the John McKinney Survey, Abstract No. 596, and which is more particularly described and identified in Exhibit “A” and Exhibit “B” attached hereto.

FOR SERVICES EFFECTIVE IMMEDIATELY AFTER DATE OF ANNEXATION

1. POLICE PROTECTION

The City of Lucas, Texas will provide police protection to the newly annexed tract at the same or similar level now being provided to other areas of the City of Lucas, Texas with similar topography, land use and population within the newly annexed area.

2. FIRE PROTECTION AND AMBULANCE SERVICE

The City of Lucas, Texas will provide fire protection to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Lucas, Texas, with similar topography, land use and population with the City. Ambulance service will be provided to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Lucas, Texas, with similar topography, land use and population with the City.

3. SOLID WASTE COLLECTION

The City of Lucas, Texas will provide residential solid waste collection to the newly annexed tract at the same or similar level now being provided to other areas of the City of Lucas, Texas with similar topography, land use and population within the newly annexed area.

4. WATER FACILITIES

Maintenance of any public water facilities in the area to be annexed that are not in the service area of another water utility will begin upon the effective date of the annexation using existing personnel and equipment.

5. MAINTENANCE OF ROADS AND STREETS

Any and all roads, streets or alleyways which have been dedicated to the City of Lucas, Texas, shall be maintained to the same degree and extent that other roads, streets and alleyways are maintained in areas with similar topography, land use and population density. Any and all

lighting of roads, streets and alleyways which may be positioned in a right-of-way, roadway or utility company easement shall be maintained by the applicable utility company servicing the City of Lucas, Texas, pursuant to the rules, regulations and fees of such utility.

6. MAINTENANCE OF PARKS, PLAYGROUNDS AND SWIMMING POOLS

The City Council of the City of Lucas, Texas, is not aware of the existence of any parks, playgrounds or swimming pools now located in the area proposed for annexation. Any existing private parks, playgrounds, swimming pools and other recreational and community facilities within the annexation area will be unaffected by the annexation.

7. MAINTENANCE OF PUBLICLY OWNED FACILITY, BUILDING OR MUNICIPAL SERVICE

The City Council of the City of Lucas, Texas, is not aware of the existence of any publicly owned facility, building or other municipal service now located in the area proposed for annexation. In the event any such publicly owned facility, building or municipal service does exist and are public facilities, the City of Lucas, Texas, will maintain such areas to the same extent and degree that it maintains publicly owned facilities, buildings or municipal services of the City now incorporated in the City of Lucas, Texas.

CONSTRUCTION OF ANY CAPITAL IMPROVEMENTS

1. POLICE PROTECTION, FIRE PROTECTION AND SOLID WASTE COLLECTION

The Council of the City of Lucas, Texas finds and determines it to be unnecessary to acquire or construct any capital improvement for the purposes of providing police protection, fire protection or solid waste collection. The City Council finds and determines that it has at the present time adequate facilities to provide the same type, kind and level of protection and service which is presently being administered to other areas already incorporated in the City of Lucas, Texas, with the same or similar topography, land use and population density.

2. WATER AND WASTE WATER FACILITIES

The City Council of the City of Lucas, Texas, finds and determines it to be unnecessary to construct any additional capital improvements for the purpose of providing water and waste water services. The City Council finds and determines that it has, at the present time, adequate facilities to provide the same type, kind and level of service which is presently being administered to other parts of Lucas, Texas, with the same topography, land use and population density.

3. ROADS AND STREETS

Maintenance of properly dedicated roads and streets will be consistent with the maintenance provided by the City to other roads and streets will be consistent with the maintenance provided by the City to other roads and streets in areas of similar topography, land use and sub-development of the annexed property, the developers will be required pursuant to the ordinances of the City of Lucas, Texas, to provide internal and peripheral streets and to construct those streets in accordance with the specifications required by the City of Lucas, Texas, for the properly dedicated street.

4. CAPITAL IMPROVEMENTS

Notwithstanding any other provision of this service plan, a landowner within the newly annexed area will not be required to fund capital improvements necessary to provide municipal services in a manner inconsistent with Chapter 395 of the Local Government Code, unless otherwise agreed to by the landowner.

SPECIFIC FINDINGS

The City Council of the City of Lucas, Texas finds and determines that this proposed Service Plan will not provide any fewer services, and it will not provide a lower level of service in the area proposed to be annexed than were in existence in the proposed area at the time immediately preceding the annexation process.

Because of the differing characteristics of topography, land utilization and population density, the service levels which may ultimately be provided in the newly annexed area may differ somewhat from services provided in other areas of the City of Lucas, Texas. These differences are specifically dictated because of differing characteristics of the property and the City of Lucas, Texas will undertake to perform consistent with this contract so as to provide the newly annexed area with the same type, kind and quality of service presently enjoyed by the citizens of the City of Lucas, Texas who reside in areas of similar topography, land utilization and population.

<input checked="checked" type="checkbox"/>	Annexation
<input type="checkbox"/>	Disannexation
<input type="checkbox"/>	Code of Ordinances
<input type="checkbox"/>	Other

ORDINANCE #2013-09-00765
[ANNEXATION - STINSON HIGHLANDS PHASE II]

AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, ANNEXING THE HEREINAFTER DESCRIBED TERRITORY INTO THE CITY OF LUCAS, TEXAS, EXTENDING THE BOUNDARY LIMITS OF THE CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED TERRITORY WITHIN THE CITY'S LIMITS, GRANTING TO ALL INHABITANTS AND OWNERS OF TERRITORY ALL OF THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS, AND BINDING THE INHABITANTS BY ALL THE ACTS, ORDINANCES AND REGULATIONS OF THE CITY; ADOPTING A SERVICE PLAN FOR THE DESCRIBED TERRITORY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, this ordinance pertains to the hereinafter described territory consisting of a 66.1034-acre tract of land, more or less, being part of the John Gray Survey, Abstract No. 349, being a part of the George Gunnell Survey, Abstract No. 352, being a part of the Lewis P. Turner Survey, Abstract No. 901, being part of a called 220.733-acre tract of land described in a Special Warranty Deed to D. R. Horton-Texas, Ltd., as recorded in Document Number 20110830000915300, of the Deed Records of Collin County, Texas, (D.R.C.C.T.), being a part of HOA Lot 10, Block B and all of HOA Lot 35, Block J both in Stinson Highland, Phase I, an addition to the City of Lucas, as recorded in Volume 2012, Page 210 (D.R.C.C.T.), and which is more particularly described and identified in Exhibit "A" and Exhibit "B"; and

WHEREAS, the City Council of the City of Lucas has given the requisite notices and conducted the public hearings required by Chapter 43 of the Texas Local Government Code; and

WHEREAS, the City Council has adopted a service plan as required by Section 43.056 of the Local Government Code for the territory, which is attached hereto as Exhibit "C"; and

WHEREAS, the said territory is exempt from the municipal annexation plan pursuant to Section 43.052(h) of the Texas Local Government Code; and

WHEREAS, the City Council of the City of Lucas has concluded that said territory should be annexed to and made a part of the City of Lucas, Texas.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS:

SECTION 1. That the territory consisting of a 66.1034-acre tract of land, more or less, being part of the John Gray Survey, Abstract No. 349, being a part of the George Gunnell Survey, Abstract No. 352, being a part of the Lewis P. Turner Survey, Abstract No. 901, being part of a called 220.733-acre tract of land described in a Special Warranty Deed to D. R. Horton-Texas, Ltd., as recorded in Document Number 20110830000915300, of the Deed Records of Collin County, Texas, (D.R.C.C.T.), being a part of HOA Lot 10, Block B and all of HOA Lot 35, Block J both in Stinson Highland, Phase I, an addition to the City of Lucas, as recorded in Volume 2012, Page 210 (D.R.C.C.T.), and which is more particularly described and identified in Exhibit "A" and Exhibit "B," attached hereto and made a part hereof for all purposes, is situated within the exclusive extraterritorial jurisdiction of the City and adjacent and contiguous thereto, be and the same is hereby annexed to the City of Lucas, Texas.

SECTION 2. The boundary limits of the City of Lucas, Texas, shall be and are hereby extended to include said territory within the City limits and the territory described herein shall be and is hereby included within the territorial limits of the City, subject to all the acts, ordinances, resolutions and regulations of said City. The inhabitants of the property described herein and annexed hereby shall hereafter be entitled to all rights and privileges of other citizens of the City of Lucas, and shall be bound by the acts, ordinances, resolutions, and regulations of the City.

SECTION 3. That the service plan for the territory as approved by the City Council of the City of Lucas is attached hereto as Exhibit "C" and made a part hereof for all purposes, the same as if fully copied herein, be and the same is hereby adopted by the City of Lucas.

SECTION 4. That all provisions of the ordinances of the City of Lucas, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 6. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

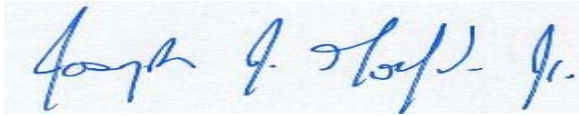
DULY PASSED AND APPROVED BY THE CITY COUNSEL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 19TH DAY OF SEPTEMBER, 2013.

APPROVED:

Rebecca Mark, Mayor

APPROVED AS TO FORM:

ATTEST:

A handwritten signature in blue ink, appearing to read "Joe Gorfida, Jr.", is shown on a light blue background.

Joe Gorfida, Jr., City Attorney
(JJG/07-29-13/61600)

Kathy Wingo, TRMC, MMC, City Secretary

**EXHIBIT A
LEGAL DESCRIPTION**

**CITY OF LUCAS, TEXAS/ANNEXATION
STINSON HIGHLANDS PHASE II**

EXHIBIT "A"

METES AND BOUNDS DESCRIPTION OF STINSON HIGHLANDS, PHASE 2

Being a 66.1034 acre parcel of land located in the City of Lucas, Collin County, Texas, being a part of the John Gray Survey, Abstract Number 349, being a part of the George Gunnell Survey, Abstract No. 352, being a part of the Lewis P. Turner Survey, Abstract No. 901, being part of a called 220.733 acre tract of land described in a Special Warranty Deed to D.R. Horton-Texas, Ltd., as recorded in Document Number 20110830000915300, of the Deed Records of Collin County, Texas, (D.R.C.C.T.), being a part of HOA Lot 10, Block B and all of HOA Lot 35, Block J both in Stinson Highland, Phase 1, an addition to the City of Lucas, as recorded in Volume 2012, Page 210 (P.R.C.C.T.), and being further described as follows:

BEGINNING at a one-half inch iron rod found for the northeast corner of Lot 6, Block B of said Stinson Highlands, Phase 1, said point being in the east line of said 220.733 acre tract of land, and said point being in the west line of a called 46.14 acre tract of land described in a Special Warranty Deed with Vendor's Lien to Cowtown Meadows, LLC, as recorded in Document No. 20120224000211850, (D.R.C.C.T.);

THENCE South 85 degrees 53 minutes 57 seconds West, 407.22 feet to a one-half inch iron rod set in the northeast right-of-way line of Highland Drive (a 50 foot wide right-of-way), said point being in the west line of said HOA Lot 10;

THENCE Northeasterly, 233.03 feet along the west line of said HOA Lot 10 and along a curve to the right having a central angle of 65 degrees 07 minutes 47 seconds, a radius of 205.00 feet, a tangent of 130.93 feet, and whose chord bears North 01 degrees 17 minutes 11 seconds East, 220.68 feet to a one-half inch iron rod set in the east right-of-way line of Inverness Lane (a 50 foot wide right-of-way);

THENCE North 56 degrees 55 minutes 49 seconds West, 50.00 feet to a one-half inch iron rod found in the west right-of-way line of said Inverness Lane;

THENCE Southwesterly, 45.17 feet along the west right-of-way line of said Inverness Lane and along a curve to the right having a central angle of 12 degrees 37 minutes 28 seconds, a radius of 205.00 feet, a tangent of 22.68 feet, and whose chord bears South 40 degrees 09 minutes 48 seconds West, 45.08 feet to a one-half inch iron rod found for the east corner of said HOA Lot 35;

THENCE along the south line of said HOA Lot 35 as follows:

Southwesterly, 213.94 feet along a curve to the right having a central angle of 59 degrees 47 minutes 38 seconds, a radius of 205.00 feet, a tangent of 117.87 feet, and whose chord bears South 76 degrees 22 minutes 20 seconds West, 204.36 feet to a one-half inch iron rod found in the north right-of-way line of said Highland Drive;

Northwesterly, 15.62 feet along the north right-of-way line of said Highland Drive and along a curve to the left having a central angle of 01 degrees 35 minutes 54 seconds, a radius of 560.00 feet, a tangent of 7.81 feet, and whose chord bears North 74 degrees 31 minutes 48 seconds West, 15.62 feet to a one-half inch iron rod found for corner;

Northwesterly, 202.21 feet along the north right-of-way line of said Highland Drive and along a curve to the right having a central angle of 14 degrees 28 minutes 56 seconds, a radius of 800.00 feet, a tangent of 101.65 feet, and whose chord bears North 68 degrees 05 minutes 17 seconds West, 201.67 feet to a one-half inch iron rod found for corner;

THENCE along the north line of said Stinson Highlands, Phase 1, as follows:

South 29 degrees 09 minutes 11 seconds West, 60.00 feet to a one-half inch iron rod found in the south right-of-way line of said Highland Drive;

Southeasterly, 6.75 feet along the south right-of-way line of said Highland Drive and along a curve to the left having a central angle of 00 degrees 26 minutes 58 seconds, a radius of 860.00 feet, a tangent of 3.37 feet, and whose chord bears South 61 degrees 04 minutes 18 seconds East, 6.75 feet to a one-half inch iron rod found at the intersection of the south right-of-way line of said Highland Drive with the west right-of-way line of Aberdeen Drive (a 50 foot wide right-of-way);

South 27 degrees 02 minutes 16 seconds West, 33.27 feet along the west right-of-way line of said Aberdeen Drive to a one-half inch iron rod found for corner;

Southwesterly, 18.44 feet along the west right-of-way line of said Aberdeen Drive and along a curve to the left having a central angle of 02 degrees 29 minutes 07 seconds, a radius of 425.00 feet, a tangent of 9.22 feet, and whose chord bears South 22 degrees 00 minutes 26 seconds West, 18.43 feet to a one-half inch iron rod found for the northeast corner of Lot 5, Block D, of said Stinson Highlands, Phase 1;

South 72 degrees 52 minutes 25 seconds West, 328.47 feet to a one-half inch iron rod found for the northwest corner of said Lot 5, said point being in the east line of Lot 3 of Shepherds Creek Addition, an addition to the City of Lucas, as recorded in Cabinet L, Page 242, (P.R.C.C.T.);

THENCE North 01 degrees 12 minutes 45 seconds West, 98.65 feet to a one inch iron rod found for the northeast corner of said Lot 3;

THENCE South 89 degrees 46 minutes 47 seconds West, 1366.60 feet to a one inch iron rod found for the northwest corner of Lot 1 of said Shepherds Creek Addition, said point being in the west line of said 220.733 acre tract of land, and said point being in the east line of a called 30

acre tract of land (Tract 1) described in a warranty deed to The Umphy Corporation, as recorded in Document No. 20071231001715950, (D.R.C.C.T.);

THENCE North 00 degrees 16 minutes 47 seconds East, 1097.13 feet to a one-half inch iron rod set in the west line of said 220.773 acre tract of land, said point being in the east line of a called 30.55 acre tract of land (Tract 2) described in a warranty deed to The Umphy Corporation, as recorded in Document No. 20071231001715950, (D.R.C.C.T.);

THENCE over and across said 220.773 acre tract of land as follows:

South 86 degrees 05 minutes 41 seconds East, 245.49 feet to a one-half inch iron rod set;

North 00 degrees 16 minutes 47 seconds East, 47.30 feet to a one-half inch iron rod set;

Northeasterly, 58.93 feet along a curve to the right having a central angle of 09 degrees 00 minutes 15 seconds, a radius of 375.00 feet, a tangent of 29.53 feet, and whose chord bears North 04 degrees 46 minutes 54 seconds East, 58.87 feet to a one-half inch iron rod set for corner;

South 84 degrees 57 minutes 32 seconds East, 476.34 feet to a one-half inch iron rod set for corner;

South 87 degrees 00 minutes 23 seconds East, 541.09 feet to a one-half inch iron rod set for corner;

South 07 degrees 44 minutes 21 seconds East, 231.44 feet to a one-half inch iron rod set for corner;

North 75 degrees 58 minutes 58 seconds East, 275.42 feet to a one-half inch iron rod set for corner;

Northwesterly, 38.17 feet along a curve to the right having a central angle of 03 degrees 56 minutes 27 seconds, a radius of 555.00 feet, a tangent of 19.09 feet, and whose chord bears North 12 degrees 13 minutes 09 seconds West, 38.16 feet to a one-half inch iron rod set for corner;

North 80 degrees 08 minutes 07 seconds East, 375.35 feet to a one-half inch iron rod set in the east line of said 220.773 acre tract of land, and said point being in the west line of a called 86.3539 acre tract of land (Tract 3), described in a Special Warranty Deed to Lucas Real Estate, LLC., as recorded in Document No. 20111014001101190, (D.R.C.C.T.);

THENCE South 01 degrees 12 minutes 32 seconds East, 161.94 feet to a one-half inch iron rod found for the southwest corner of said 86.3539 acre tract of land;

THENCE North 89 degrees 03 minutes 20 seconds East, 1308.33 feet to a three-fourths inch iron pipe found for the southeast corner of said 86.3539 acre tract of land, said point being in the west line of a called 5.00 acre tract of land described in a Special Warranty Deed to Delores R. Smitherman, as recorded in Vol. 3932, Pg. 32, (D.R.C.C.T.);

THENCE South 00 degrees 03 minutes 52 seconds East, 245.97 feet to a one-half inch iron rod found for an interior ell corner of said 46.14 acre tract of land;

THENCE South 88 degrees 50 minutes 18 seconds West, 660.00 feet to a five-eighths inch iron rod found for the most westerly northwest corner of said 46.14 acre tract of land;

THENCE South 01 degrees 22 minutes 38 seconds East, 765.65 feet to the POINT OF BEGINNING and containing 2,879,464 square feet or 66.1034 acres of land.

EXHIBIT B DEPICTION

CITY OF LUCAS, TEXAS/ANNEXATION STINSON HIGHLANDS PHASE II

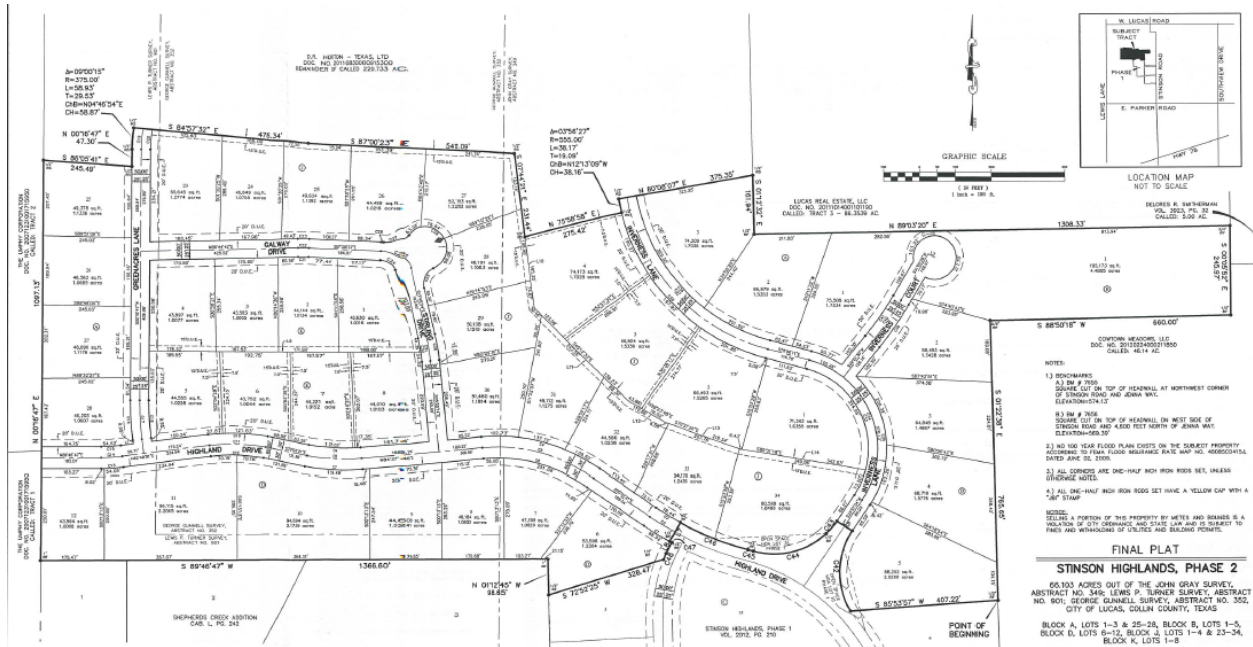


EXHIBIT “C”

CITY OF LUCAS, TEXAS SERVICE PLAN FOR ANNEXED AREA

ANNEXATION SERVICE PLAN FOR THE CITY OF LUCAS, TEXAS

For approximately, a 66.1034-acre tract of land situated in Collin County, Texas, being part of the John Gray Survey, Abstract No. 349, being a part of the George Gunnell Survey, Abstract No. 352, being a part of the Lewis P. Turner Survey, Abstract No. 901, being part of a called 220.733-acre tract of land described in a Special Warranty Deed to D. R. Horton-Texas, Ltd., as recorded in Document Number 20110830000915300, of the Deed Records of Collin County, Texas, (D.R.C.C.T.), being a part of HOA Lot 10, Block B and all of HOA Lot 35, Block J both in Stinson Highland, Phase I, an addition to the City of Lucas, as recorded in Volume 2012, Page 210 (D.R.C.C.T.), and which is more particularly described and identified in Exhibit “A” and Exhibit “B” attached hereto.

FOR SERVICES EFFECTIVE IMMEDIATELY AFTER DATE OF ANNEXATION

1. POLICE PROTECTION

The City of Lucas, Texas will provide police protection to the newly annexed tract at the same or similar level now being provided to other areas of the City of Lucas, Texas with similar topography, land use and population within the newly annexed area.

2. FIRE PROTECTION AND AMBULANCE SERVICE

The City of Lucas, Texas will provide fire protection to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Lucas, Texas, with similar topography, land use and population with the City. Ambulance service will be provided to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Lucas, Texas, with similar topography, land use and population with the City.

3. SOLID WASTE COLLECTION

The City of Lucas, Texas will provide residential solid waste collection to the newly annexed tract at the same or similar level now being provided to other areas of the City of Lucas, Texas with similar topography, land use and population within the newly annexed area.

4. WATER FACILITIES

Maintenance of any public water facilities in the area to be annexed that are not in the service area of another water utility will begin upon the effective date of the annexation using existing personnel and equipment.

5. MAINTENANCE OF ROADS AND STREETS

Any and all roads, streets or alleyways which have been dedicated to the City of Lucas, Texas, shall be maintained to the same degree and extent that other roads, streets and alleyways are maintained in areas with similar topography, land use and population density. Any and all lighting of roads, streets and alleyways which may be positioned in a right-of-way, roadway or utility company easement shall be maintained by the applicable utility company servicing the City of Lucas, Texas, pursuant to the rules, regulations and fees of such utility.

6. MAINTENANCE OF PARKS, PLAYGROUNDS AND SWIMMING POOLS

The City Council of the City of Lucas, Texas, is not aware of the existence of any parks, playgrounds or swimming pools now located in the area proposed for annexation. Any existing private parks, playgrounds, swimming pools and other recreational and community facilities within the annexation area will be unaffected by the annexation.

7. MAINTENANCE OF PUBLICLY OWNED FACILITY, BUILDING OR MUNICIPAL SERVICE

The City Council of the City of Lucas, Texas, is not aware of the existence of any publicly owned facility, building or other municipal service now located in the area proposed for annexation. In the event any such publicly owned facility, building or municipal service does exist and are public facilities, the City of Lucas, Texas, will maintain such areas to the same extent and degree that it maintains publicly owned facilities, buildings or municipal services of the City now incorporated in the City of Lucas, Texas.

CONSTRUCTION OF ANY CAPITAL IMPROVEMENTS

1. POLICE PROTECTION, FIRE PROTECTION AND SOLID WASTE COLLECTION

The Council of the City of Lucas, Texas finds and determines it to be unnecessary to acquire or construct any capital improvement for the purposes of providing police protection, fire protection or solid waste collection. The City Council finds and determines that it has at the present time adequate facilities to provide the same type, kind and level of protection and service which is presently being administered to other areas already incorporated in the City of Lucas, Texas, with the same or similar topography, land use and population density.

2. WATER AND WASTE WATER FACILITIES

The City Council of the City of Lucas, Texas, finds and determines it to be unnecessary to construct any additional capital improvements for the purpose of providing water and waste water services. The City Council finds and determines that it has, at the present time, adequate facilities to provide the same type, kind and level of service which is presently being administered to other parts of Lucas, Texas, with the same topography, land use and population density.

3. ROADS AND STREETS

Maintenance of properly dedicated roads and streets will be consistent with the maintenance provided by the City to other roads and streets will be consistent with the maintenance provided by the City to other roads and streets in areas of similar topography, land use and sub-development of the annexed property, the developers will be required pursuant to the ordinances of the City of Lucas, Texas, to provide internal and peripheral streets and to construct those streets in accordance with the specifications required by the City of Lucas, Texas, for the properly dedicated street.

4. CAPITAL IMPROVEMENTS

Notwithstanding any other provision of this service plan, a landowner within the newly annexed area will not be required to fund capital improvements necessary to provide municipal services in a manner inconsistent with Chapter 395 of the Local Government Code, unless otherwise agreed to by the landowner.

SPECIFIC FINDINGS

The City Council of the City of Lucas, Texas finds and determines that this proposed Service Plan will not provide any fewer services, and it will not provide a lower level of service in the area proposed to be annexed than were in existence in the proposed area at the time immediately preceding the annexation process.

Because of the differing characteristics of topography, land utilization and population density, the service levels which may ultimately be provided in the newly annexed area may differ somewhat from services provided in other areas of the City of Lucas, Texas. These differences are specifically dictated because of differing characteristics of the property and the City of Lucas, Texas will undertake to perform consistent with this contract so as to provide the newly annexed area with the same type, kind and quality of service presently enjoyed by the citizens of the City of Lucas, Texas who reside in areas of similar topography, land utilization and population.



City of Lucas City Council Agenda Request

Council Meeting: September 19, 2013

Requestor: Liz Exum

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: _____

Budgeted Amount: \$ N/A

Exhibits: ☒ Yes ☐ No

AGENDA SUBJECT:

Discuss and Consider the approval of **Ordinance # 2013-09-00767** of the City Council of the City Of Lucas, Texas, adopting the Budget for Fiscal Year beginning October 1, 2013 and ending September 30, 2014; for said fiscal year shall be made in accordance with said budget; appropriating and setting aside the necessary funds out of the general and other revenues for said fiscal year for the maintenance and operation of the various departments and for various activities and improvements of the city; providing a repealing clause; providing a severability clause; and providing an effective date.

RECOMMENDED ACTION:

SUMMARY:

MOTION:

I make a Motion to approve **Ordinance # 2013-09-00767** of the City Council of the City Of Lucas, Texas, adopting the Budget for Fiscal Year beginning October 1, 2013 and ending September 30, 2014; for said fiscal year shall be made in accordance with said budget; appropriating and setting aside the necessary funds out of the general and other revenues for said fiscal year for the maintenance and operation of the various departments and for various activities and improvements of the city; providing a repealing clause; providing a severability clause; and providing an effective date.

APPROVED BY: _____

Initial/Date

Department Director: /

City Manager: /

<input type="checkbox"/>	Annexation
<input type="checkbox"/>	Disannexation
<input type="checkbox"/>	Code of Ordinances
<input checked="" type="checkbox"/>	Other

ORDINANCE # 2013-09-00767

[Adoption of Budget for FY 2013-2014]

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, ADOPTING THE BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014; FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING AND SETTING ASIDE THE NECESSARY FUNDS OUT OF THE GENERAL AND OTHER REVENUES FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS AND FOR VARIOUS ACTIVITIES AND IMPROVEMENTS OF THE CITY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an annual budget for the fiscal year beginning October 1, 2013, and ending September 30, 2014, has been duly created by the financial office of the City of Lucas, Texas, in accordance with Chapter 102.002 of the Local Government Code; and

WHEREAS, the financial office for the City of Lucas has filed the proposed budget in the office of the City Secretary and the proposed budget was made available for public inspection in accordance with Chapter 102.005 of the Local Government Code; and

WHEREAS, a public hearing was held by the City in accordance with Chapter 102.006 of the local Government Code, following due publication of notice thereof, at which time all citizens and parties of interest were given the opportunity to be heard regarding the proposed budget; and

WHEREAS, after full and final consideration, it is the opinion of the Lucas City Council that the 2013-2014 fiscal year budget as hereinafter set forth should be adopted.

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

SECTION 1. That the proposed budget of the revenue and expenditures necessary for conducting the affairs of the City of Lucas, Texas for the fiscal year beginning October 1, 2013, and ending September 30, 2014, as submitted to the City Council by the City Manager, attached hereto as Exhibit "A", be and the same is hereby adopted as the budget of the City of Lucas for the fiscal year beginning October 1, 2013 and ending September 30, 2014.

SECTION 2. That the expenditures during the fiscal year beginning October 1, 2013, and ending September 30, 2014, shall be made in accordance with the budget approved by this ordinance unless otherwise authorized by a duly enacted ordinance of the City of Lucas, Texas.

SECTION 3. That all budget amendments and transfers of appropriations budgeted from one account or activity to another within any individual activity for the fiscal year 2012-2013 are hereby ratified, and the budget approval for fiscal year 2012–2013, heretofore enacted by the City Council, be and the same is hereby amended to the extent of such transfers and amendments for all purposes.

SECTION 4. Upon approval of the budget the budget office shall file a true and certified copy thereof with the County Clerk of Collin County, Texas.

SECTION 5. All ordinances of the City of Lucas, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however, that all other provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 6. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

SECTION 7. This Ordinance shall take effect immediately from and after its passage as the law in such cases provides.

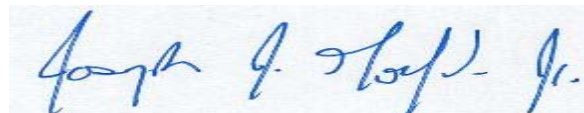
DULY PASSED by the City Council of the City of Lucas, Texas, on this the 19th day of September, 2013.

APPROVED:

Rebecca Mark, Mayor

APPROVED AS TO FORM:

ATTEST:



Joe Gorfida, Jr., City Attorney
(JJG/07-08-11/50610)

Kathy Wingo, TRMC, MMC, City Secretary



CITY OF LUCAS, TEXAS

ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2013-2014

This budget will raise more revenue from property taxes than last year's budget by an amount of \$140,396, which is a 7.01 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$124,424.

The members of the governing body voted on the proposal to consider the budget as follows:

FOR: Rebecca Mark, Mayor	Kathleen Peele, Mayor Pro-Tem
Wayne Millsap	Jim Olk
Steve Duke	Philip Lawrence
Debbie Fisher	

AGAINST:

PRESENT and not voting:

ABSENT:

Property Tax Rate Comparison	2013-2014	2012-2013
Property Tax Rate:	\$0.355616/100	\$0.374177/100
Effective Tax Rate:	\$0.340811/100	\$0.367287/100
Effective Maintenance & Operations Tax Rate:	\$0.234302/100	\$0.250354/100
Rollback Tax Rate :	\$0.355616/100	\$0.384009/100
Debt Rate:	\$0.101611/100	\$0.112959/100

Total debt obligation for City of Lucas secured by property taxes: \$612,711

City of Lucas, Texas

FINAL BUDGET

Fiscal Year 2013-2014

Mayor

Rebecca Mark

Mayor Pro-Tem: Kathleen Peele

Councilwoman: Debbie Fisher

Councilman: Wayne Millsap

Councilman: Phil Lawrence

Councilman: Jim Olk

Councilman: Steve Duke



Jeff Jenkins, City Manager
Kathy Wingo, City Secretary
Liz Exum, Finance Manager

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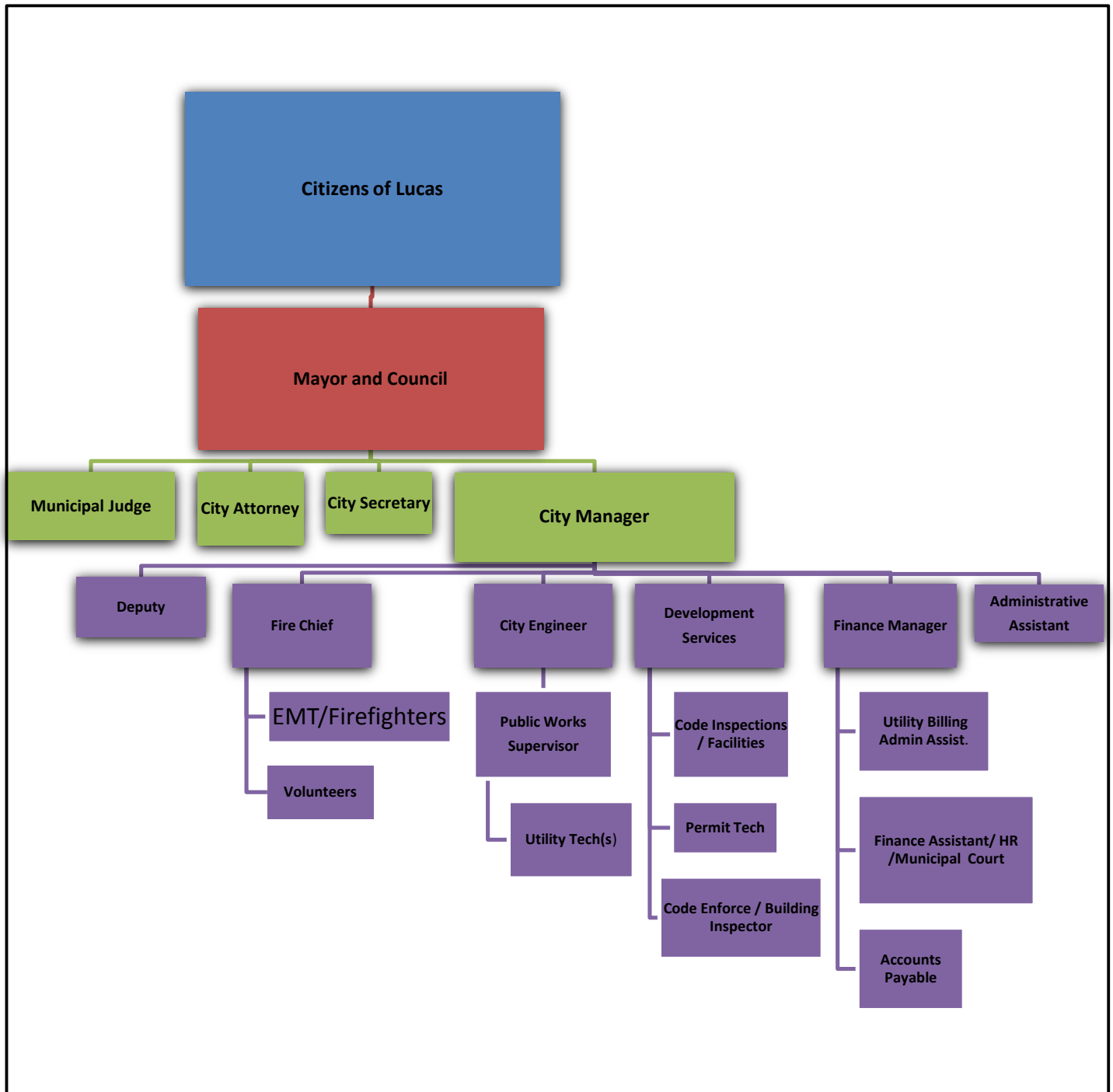
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City of Lucas



	2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET
REVENUE SUMMARY							
GENERAL FUND							
PROPERTY TAXES	\$ 1,446,880.86	\$ 1,519,386.00	\$ 24,914.00	\$ 1,544,300.00	\$ 1,515,138.92	\$ 1,544,300.00	\$ 1,694,628.00
OTHER TAXES	\$ 434,126.71	\$ 799,045.00	\$ (40,560.00)	\$ 758,485.00	\$ 414,566.37	\$ 758,485.00	\$ 999,950.00
FINES & FORFEITURES	\$ 41,755.74	\$ 24,985.00	\$ (953.00)	\$ 24,032.00	\$ 14,618.63	\$ 24,032.00	\$ 20,295.00
LICENSES & PERMITS	\$ 482,755.40	\$ 290,820.00	\$ 154,446.55	\$ 445,266.55	\$ 267,907.65	\$ 445,266.55	\$ 346,510.00
FIRE DEPARTMENT REVENUE	\$ 135,020.88	\$ 149,513.65	\$ 6,125.28	\$ 155,638.93	\$ 95,013.00	\$ 155,638.93	\$ 191,751.00
FEES & SERVICE CHARGES	\$ 56,853.10	\$ 69,785.30	\$ 7,822.35	\$ 77,607.65	\$ 73,620.56	\$ 77,607.65	\$ 79,000.00
MISCELLANEOUS REVENUES	\$ 239,586.57	\$ 249,774.46	\$ 64,483.55	\$ 314,258.01	\$ 112,563.25	\$ 314,258.01	\$ 275,384.00
TOTAL GENERAL FUND REVENUE	\$ 2,836,979.26	\$ 3,103,309.41	\$ 216,278.73	\$ 3,319,588.14	\$ 2,493,428.38	\$ 3,319,588.14	\$ 3,607,518.00
WATER UTILITIES FUND							
FEES & SERVICE CHARGES	\$ 2,913,217.30	\$ 2,912,700.00	\$ 258,548.10	\$ 3,171,248.10	\$ 1,777,262.72	\$ 3,171,248.10	\$ 3,169,200.00
TRANSFER IN TO PAY OFF OLD UTILITY BONDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS REVENUES	\$ 56,180.68	\$ 56,730.00	\$ (775.00)	\$ 55,955.00	\$ 4,195.10	\$ 55,955.00	\$ 56,400.00
TOTAL WATER UTILITIES FUND REVENUE	\$ 2,969,397.98	\$ 2,969,430.00	\$ 257,773.10	\$ 3,227,203.10	\$ 1,781,457.82	\$ 3,227,203.10	\$ 3,225,600.00
DEBT SERVICE FUND							
PROPERTY TAXES	\$ 654,826.88	\$ 664,672.00	\$ 5,261.00	\$ 669,933.00	\$ 656,526.01	\$ 669,933.00	\$ 623,110.00
TOTAL DEBT SERVICE FUND REVENUE	\$ 654,826.88	\$ 664,672.00	\$ 5,261.00	\$ 669,933.00	\$ 656,526.01	\$ 669,933.00	\$ 623,110.00
COMBINED REVENUE TOTALS	\$ 6,461,204.12	\$ 6,737,411.41	\$ 479,312.83	\$ 7,216,724.24	\$ 4,931,412.21	\$ 7,216,724.24	\$ 7,456,228.00
EXPENDITURES							
GENERAL FUND							
CITY COUNCIL	\$ 29,794.68	\$ 56,769.94	\$ 506.00	\$ 57,275.94	\$ 42,166.91	\$ 57,275.94	\$ 40,425.00
CITY SEC	\$ 115,770.70	\$ 129,445.87	\$ (5,835.00)	\$ 123,610.87	\$ 74,782.30	\$ 123,610.87	\$ 128,805.15
ADMIN/FINANCE	\$ 320,857.62	\$ 363,834.96	\$ (7,523.82)	\$ 356,311.14	\$ 217,651.42	\$ 356,311.14	\$ 398,559.89
DEVELOPMENT SERVICES	\$ 303,343.35	\$ 288,027.23	\$ (4,050.00)	\$ 283,977.23	\$ 176,623.99	\$ 283,977.23	\$ 293,150.56
PUBLIC WORKS	\$ 429,030.75	\$ 532,992.58	\$ 1,350.00	\$ 534,342.58	\$ 213,555.96	\$ 534,342.58	\$ 885,890.78
PARKS	\$ 114,560.54	\$ 138,206.02	\$ 525.00	\$ 138,731.02	\$ 80,009.93	\$ 138,731.02	\$ 106,339.70
FIRE	\$ 694,126.53	\$ 752,990.32	\$ 2,316.40	\$ 755,306.72	\$ 417,535.07	\$ 755,306.72	\$ 1,343,832.33
NON-DEPARTMENTAL	\$ 278,235.22	\$ 342,462.00	\$ (11,030.00)	\$ 331,432.00	\$ 213,840.41	\$ 331,432.00	\$ 397,511.00
TOTAL GENERAL FUND EXPENDITURES	\$ 2,285,719.39	\$ 2,604,728.92	\$ (23,741.42)	\$ 2,580,987.50	\$ 1,436,165.99	\$ 2,580,987.50	\$ 3,594,514.41
WATER UTILITIES FUND							
TOTAL EXPENDITURES	\$ 2,157,173.93	\$ 2,453,025.17	\$ (97,120.34)	\$ 2,355,904.83	\$ 1,347,787.03	\$ 2,355,904.83	\$ 2,608,488.61
DEBT SERVICE							
WATER UTILITIES	\$ 519,914.50	\$ 515,783.00	\$ -	\$ 515,783.00	\$ 420,877.50	\$ 515,783.00	\$ 533,220.00
GENERAL FUND	\$ 603,158.25	\$ 606,273.00	\$ -	\$ 606,273.00	\$ 486,159.50	\$ 606,273.00	\$ 612,710.00
TOTAL DEBT SERVICE	\$ 1,123,072.75	\$ 1,122,056.00	\$ -	\$ 1,122,056.00	\$ 907,037.00	\$ 1,122,056.00	\$ 1,145,930.00
TOTAL EXPENDITURES	\$ 5,565,966.07	\$ 6,179,810.09	\$ (120,861.76)	\$ 6,058,948.33	\$ 3,690,990.02	\$ 6,058,948.33	\$ 7,348,933.02
NET REVENUE LESS EXPENDITURES	\$ 895,238.05	\$ 557,601.32	\$ 600,174.59	\$ 1,157,775.91	\$ 1,240,422.19	\$ 1,157,775.91	\$ 107,294.98

	2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET
SUMMARY BY FUND							
GENERAL FUND							
REVENUE	\$ 2,836,979.26	\$ 3,103,309.41	\$ 216,278.73	\$ 3,319,588.14	\$ 2,493,428.38	\$ 3,319,588.14	\$ 3,607,518.00
EXPENDITURES	\$ 2,285,719.39	\$ 2,604,728.92	\$ (23,741.42)	\$ 2,580,987.50	\$ 1,436,165.99	\$ 2,580,987.50	\$ 3,594,514.41
NET REVENUE LESS EXPENDITURES	\$ 551,259.87	\$ 498,580.49	\$ 240,020.15	\$ 738,600.64	\$ 1,057,262.39	\$ 738,600.64	\$ 13,003.59
WATER UTILITES FUND							
REVENUE	\$ 2,969,397.98	\$ 2,969,430.00	\$ 257,773.10	\$ 3,227,203.10	\$ 1,781,457.82	\$ 3,227,203.10	\$ 3,225,600.00
EXPENDITURES	\$ 2,157,173.93	\$ 2,453,025.17	\$ (97,120.34)	\$ 2,355,904.83	\$ 1,347,787.03	\$ 2,355,904.83	\$ 2,608,488.61
DEBT SERVICE	\$ 519,914.50	\$ 515,783.00	\$ -	\$ 515,783.00	\$ 420,877.50	\$ 515,783.00	\$ 533,220.00
NET REVENUE LESS EXPENDITURES	\$ 292,309.55	\$ 621.83	\$ 354,893.44	\$ 355,515.27	\$ 12,793.29	\$ 355,515.27	\$ 83,891.39
DEBT SERVICE FUND-GENERAL							
REVENUE	\$ 654,826.88	\$ 664,672.00	\$ 5,261.00	\$ 669,933.00	\$ 656,526.01	\$ 669,933.00	\$ 623,110.00
EXPENDITURES	\$ 603,158.25	\$ 606,273.00	\$ -	\$ 606,273.00	\$ 486,159.50	\$ 606,273.00	\$ 612,710.00
NET REVENUE LESS EXPENDITURES	\$ 51,668.63	\$ 58,399.00	\$ 5,261.00	\$ 63,660.00	\$ 170,366.51	\$ 63,660.00	\$ 10,400.00
NET REVENUE LESS EXPENDITURES	\$ 895,238.05	\$ 557,601.32	\$ 600,174.59	\$ 1,157,775.91	\$ 1,240,422.19	\$ 1,157,775.91	\$ 107,294.98

FUND SUMMARIES - GOVERNMENTAL FUNDS

COMBINED SUMMARY OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE

	GENERAL	DEBT SERVICE	CAPITAL IMPROVEMENTS	IMPACT FEES/RTR/COUNTY	TOTAL GOVERNMENTAL
BEGINNING FUND BALANCE	\$ 4,481,395.45	\$ 423,369.00	\$ 2,684,703.81	\$ 702,988.61	\$ 8,292,456.87
PROPERTY TAXES	\$ 1,694,628.00	\$ 623,110.00			\$ 2,317,738.00
OTHER TAXES	\$ 999,950.00				\$ 999,950.00
FINES & FORFEITURES	\$ 20,295.00				\$ 20,295.00
LICENSES & PERMITS	\$ 346,510.00				\$ 346,510.00
FIRE DEPARTMENT REVENUE	\$ 191,751.00				\$ 191,751.00
FEES & SERVICE CHARGES	\$ 79,000.00				\$ 79,000.00
MISCELLANEOUS REVENUES	\$ 275,384.00		\$ -		\$ 275,384.00
IMPACT FEES				\$ 100,000.00	\$ 100,000.00
RTR FUNDS LEFT TURN LANES				\$ 251,370.00	\$ 251,370.00
RTR FUNDS FM 1378				\$ 1,000,000.00	\$ 1,000,000.00
COUNTY FUNDS				\$ 244,000.00	\$ 244,000.00
TRANSFER IN RESERVES					\$ -
TRANSFER IN IMPACT FEES					\$ -
TOTAL REVENUES	\$ 3,607,518.00	\$ 623,110.00	\$ -	\$ 1,595,370.00	\$ 5,825,998.00
EXPENDITURES					
CITY COUNCIL	\$ 40,425.00				\$ 40,425.00
CITY SEC	\$ 128,805.15				\$ 128,805.15
ADMIN/FINANCE	\$ 398,559.89				\$ 398,559.89
DEVELOPMENT SERVICES	\$ 293,150.56				\$ 293,150.56
PUBLIC WORKS	\$ 885,890.78				\$ 885,890.78
PARKS	\$ 106,339.70				\$ 106,339.70
FIRE	\$ 1,343,832.33				\$ 1,343,832.33
NON-DEPARTMENTAL	\$ 397,511.00				\$ 397,511.00
DEBT SERVICE PRINCIPAL		\$ 380,000.00			\$ 380,000.00
DEBT SERVICE INTEREST/BOND EXP		\$ 232,710.00			\$ 232,710.00
CAPITAL PROJECTS RTR LEFT TURN LANES				\$ 30,000.00	\$ 30,000.00
CAPITAL PROJECTS RTR FM 1378				\$ 1,500,000.00	\$ 1,500,000.00
CAPITAL PROJECTS FIRE DEPT			\$ 277,000.00		\$ 277,000.00
					\$ -
TOTAL EXPENDITURES	\$ 3,594,514.41	\$ 612,710.00	\$ 277,000.00	\$ 1,530,000.00	\$ 6,014,224.41
NET CHANGE IN FUND BALANCE	\$ 13,003.59	\$ 10,400.00	\$ (277,000.00)	\$ 65,370.00	\$ (188,226.41)
ENDING FUND BALANCE	\$ 4,494,399.04	\$ 433,769.00	\$ 2,407,703.81	\$ 768,358.61	\$ 8,104,230.46
MINUS RESTRICTED FOR:					
IMPACT FEES				\$ (768,358.61)	\$ (768,358.61)
DEBT SERVICE PAYMENTS		\$ (433,769.00)			\$ (433,769.00)
MUNICIPAL COURT	\$ (28,473.81)				\$ (28,473.81)
CAPITAL IMPROVEMENT PROJECTS			\$ (2,407,703.81)		\$ (2,407,703.81)
UNASSIGNED FUND BALANCE	\$ 4,465,925.23	\$ -	\$ -	\$ -	\$ 4,465,925.23
TOTAL AMOUNT OF RESERVES PRIOR TO GASB 54 REQUIREMENT	\$ 4,465,925.23	\$ -	\$ -	\$ -	\$ 4,465,925.23
AMOUNT IN DAYS OPERATING COST	453				453
AMOUNT IN MONTHS OPERATING COST	15.1				15.1
RESERVES FOR GASB 54 FUND BALANCE POLICY (50% OF CURRENT YR EXPENDITURES IN GENERAL FUND)	\$ (1,797,257.21)				\$ (1,797,257.21)
TOTAL RESERVES AFTER GASB 54 REQUIREMENTS	\$ 2,668,668.03				\$ 2,668,668.03
AMOUNT IN DAYS OPERATING COST	271				271
AMOUNT IN MONTHS OPERATING COST	9.0				9.0

FUND SUMMARIES - PROPRIETARY

COMBINED SUMMARY OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE

	WATER	CAPITAL IMPROVEMENTS	IMPACT /DEVELOP FEES	TOTAL PROPRIETARY
BEGINNING BALANCE RESTRICTED/UNRESTRICTED	\$ 4,001,771.83	\$ 1,284,881.72	\$ -	\$ 5,286,653.55
WATER REVENUE	\$ 2,742,200.00			\$ 2,742,200.00
WASTE WATER REVENUE	\$ 26,000.00			\$ 26,000.00
TRASH REVENUE	\$ 401,000.00			\$ 401,000.00
MISCELLANEOUS REVENUES	\$ 56,400.00			\$ 56,400.00
DEVELOPERS CONTRIBUTIONS	\$ 437,078.25			\$ 437,078.25
IMPACT FEES			\$ 150,000.00	\$ 150,000.00
TRANSFER IN IMPACT FEES		\$ 150,000.00		\$ 150,000.00
TRANSFER IN FUND BALANCE - WATER		\$ 41,751.28		\$ 41,751.28
TOTAL REVENUES	\$ 3,662,678.25	\$ 191,751.28	\$ 150,000.00	\$ 4,004,429.53
EXPENDITURES				
WATER	\$ 2,225,488.61			\$ 2,225,488.61
TRASH	\$ 360,000.00			\$ 360,000.00
WASTEWATER	\$ 23,000.00			\$ 23,000.00
DEBT SERVICE PRINCIPAL	\$ 350,000.00			\$ 350,000.00
DEBT SERVICE INTEREST/BOND EXP	\$ 183,220.00			\$ 183,220.00
TRANSFER OUT TO FUND WATER PROJECT	\$ 23,451.28	\$ -		\$ 23,451.28
TRANSFER OUT TO FUND WATER PROJECT			\$ 150,000.00	\$ 150,000.00
CAPITAL PROJECTS WF		\$ 1,476,633.00		\$ 1,476,633.00
				\$ -
TOTAL EXPENDITURES	\$ 3,165,159.89	\$ 1,476,633.00	\$ 150,000.00	\$ 4,791,792.89
NET CHANGE IN BALANCE	\$ 497,518.36	\$ (1,284,881.72)	\$ -	\$ (787,363.36)
ENDING BALANCE	\$ 4,499,290.19	\$ -	\$ -	\$ 4,499,290.19
MINUS RESTRICTED FOR:				
IMPACT FEES			\$ -	\$ -
DEBT SERVICE PAYMENTS	\$ (350,000.00)			\$ (350,000.00)
CUSTOMER DEPOSITS	\$ (205,125.00)			\$ (205,125.00)
CAPITAL IMPROVEMENT PROJECTS		\$ -		\$ -
UNASSIGNED FUND BALANCE	\$ 3,944,165.19	\$ -	\$ -	\$ 3,944,165.19
TOTAL AMOUNT OF RESERVES PRIOR TO GASB 54 REQUIREMENT	\$ 3,944,165.19	\$ -	\$ -	\$ 3,944,165.19
AMOUNT IN DAYS OPERATING COST	511			511
AMOUNT IN MONTHS OPERATING COST	17.0			17.0
RESERVES FOR GASB 54 FUND BALANCE POLICY (50% OF CURRENT YR EXPENDITURES IN GENERAL FUND)	\$ (1,407,579.95)			\$ (1,407,579.95)
TOTAL RESERVES AFTER GASB 54 REQUIREMENTS	\$ 2,536,585.25	\$ -	\$ -	\$ 2,536,585.25
AMOUNT IN DAYS OPERATING COST	329			329
AMOUNT IN MONTHS OPERATING COST	11.0			11.0

2013-2014

FINAL BUDGET

CAPITAL FUND SUMMARY

CAPITAL WATER PROJECTS:

TOTAL WATER CAPITAL PROJECTS	\$	1,476,633.00
FY 2012/2013 IMPACT FEES	\$	(150,000.00)
2011 CO FUNDS	\$	(1,284,881.72)
FUND/RESERVE BALANCE TO FUND WATER	\$	(41,751.28)
TOTAL	\$	-

CAPITAL ROADWAY AND GF PROJECTS:

GENERAL FUND CAPITAL FIRE DEPT ADDITION	\$	277,000.00
RTR PROJECT TURN LANES	\$	30,000.00
RTR PROJECT W LUCAS RD	\$	1,500,000.00
ROADWAY IMPACT FEES	\$	(62,000.00)
2011 CO FUNDS	\$	(277,000.00)
RTR FUNDS TURN LANES	\$	(24,000.00)
RTR FUNDS W LUCAS RD	\$	(1,200,000.00)
COUNTY FUNDS	\$	(244,000.00)
TOTAL	\$	-

		FISCAL YEAR 2011-2012 ACTUAL	FISCAL YEAR 2012-2013 ACTUAL YTD AS OF 5/13	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2013-2014 FINAL BUDGET
Impact/Development Fee Summary							
GENERAL FUND:							
Beginning Balance General Fund (Restricted)	\$	649,220.48	\$ 649,220.48	\$ 649,220.48		\$ 649,220.48	\$ 732,220.48
Revenue							
Roadway Impact Fees		\$	41,885.07	\$ 60,000.00	\$ 101,600.00	\$ 161,600.00	\$ 100,000.00
Roadway Impact Fees - Wal-Mart				\$ -		\$ -	\$ -
Total Revenues	\$	649,220.48	\$ 41,885.07	\$ 60,000.00	\$ 101,600.00	\$ 161,600.00	\$ 100,000.00
Expenditures							
Capital Projects	\$	-	\$ 7,450.50		\$ 78,600.00	\$ 78,600.00	\$ 62,000.00
Total Expenditures			\$ 7,450.50	\$ -	\$ 78,600.00	\$ 78,600.00	\$ 62,000.00
Revenues less Expenditures							
General Fund Ending Balance (Restricted)	\$	649,220.48	\$ 683,655.05	\$ 709,220.48	\$ 23,000.00	\$ 732,220.48	\$ 770,220.48
WATER FUND:							
Beginning Balance - Water Fund	\$	(4,067,159.30)	\$ (4,067,159.30)	\$ (4,067,159.30)		\$ (4,067,159.30)	\$ (4,861,172.30)
Revenue							
Water Impact Fees	\$	-	\$ 60,932.80	\$ 100,000.00	\$ 108,638.00	\$ 208,638.00	\$ 150,000.00
Development Fees -Sewer				\$ 437,078.25	\$ (437,078.25)	\$ -	\$ 437,078.25
Total Revenues	\$	-	\$ 60,932.80	\$ 537,078.25	\$ 108,638.00	\$ 208,638.00	\$ 587,078.25
Expenditures							
Capital Projects - Water	\$	-	\$ 194,794.83	\$ 1,693,114.00	\$ (1,428,533.00)	\$ 264,581.00	\$ 1,476,633.00
Capital Projects- Sewer			\$ 342,037.14	\$ 672,620.00	\$ 65,450.00	\$ 738,070.00	
Total Expenditures	\$	-	\$ 536,831.97	\$ 2,365,734.00	\$ (1,363,083.00)	\$ 1,002,651.00	\$ 1,476,633.00
Revenues less Expenditures							
	\$	-	\$ (475,899.17)	\$ (1,828,655.75)	\$ 1,471,721.00	\$ (794,013.00)	\$ (889,554.75)
Water Fund Ending Balance	\$	(4,067,159.30)	\$ (4,543,058.47)	\$ (5,895,815.05)	\$ 1,471,721.00	\$ (4,861,172.30)	\$ (5,750,727.05)

CITY OF LUCAS PROPERTY TAX RATES

Property tax is by far the largest source of revenue in the City of Lucas General Fund. Property tax is collected by Collin County and distributed to the City. The City's property tax is budgeted at a rate of .355616 for 2013. The tax rate is 1.86 cents lower than previous tax years. Listed below is a table depicting the recent history of the City of Lucas property tax rate.

Tax Year	O&M	I&S	Total
2004	0.258690	0.117910	0.376600
2005	0.243510	0.133090	0.376600
2006	0.248146	0.126854	0.375000
2007	0.244260	0.130740	0.375000
2008	0.250509	0.123668	0.374177
2009	0.252040	0.122137	0.374177
2010	0.247231	0.126946	0.374177
2011	0.257723	0.116454	0.374177
2012	0.261218	0.112959	0.374177
2013	0.254005	0.101611	0.355616

As you can see in the chart below, the property tax rate for the City of Lucas is very favorable in comparison to other cities within the area.

Fiscal Year 2012 Tax Rates

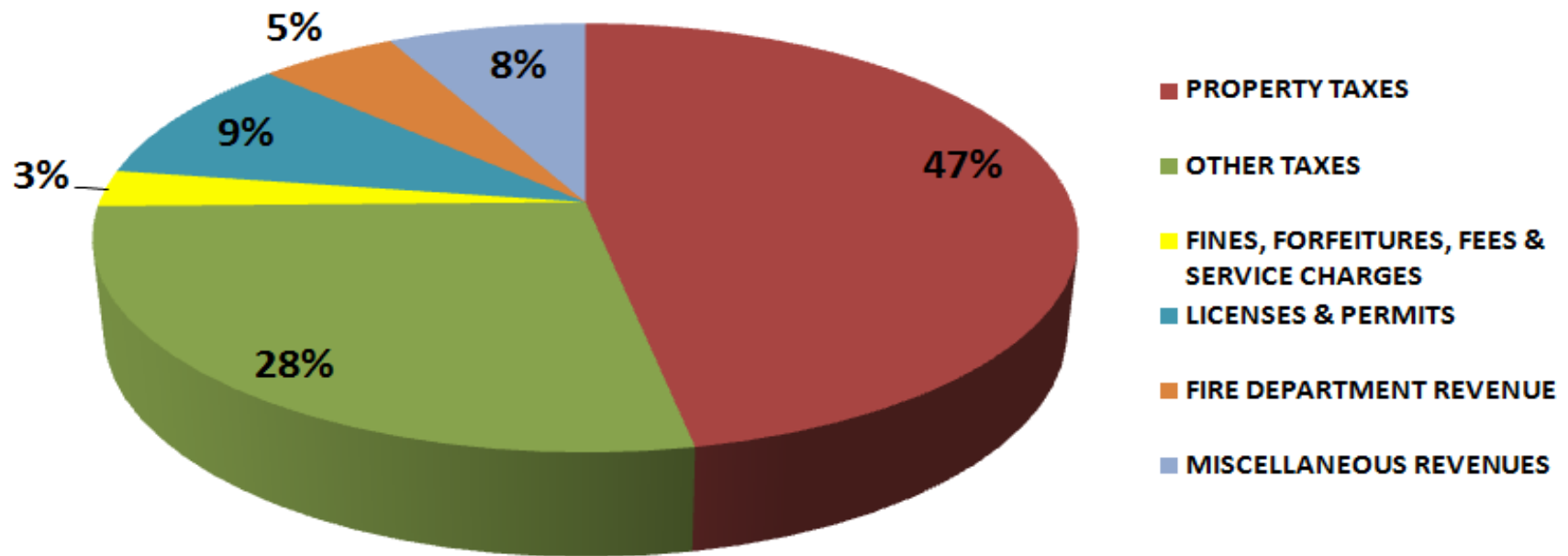
City	O&M	I&S	Total
Wylie	0.590620	0.298280	0.888900
Sachse	0.568894	0.201925	0.770819
Princeton	0.489487	0.267445	0.756932
Anna	0.559367	0.090965	0.650332
Celina	0.475541	0.169459	0.645000
Farmersville	0.475922	0.221578	0.697500
Melissa	0.437740	0.172260	0.610000
Murphy	0.329495	0.240505	0.570000
Allen	0.405058	0.146942	0.552000
Prosper	0.316914	0.203086	0.520000
Parker	0.306403	0.070677	0.377080
Lucas	0.261218	0.112959	0.374177
Fairview	0.199606	0.160394	0.360000

GENERAL FUND



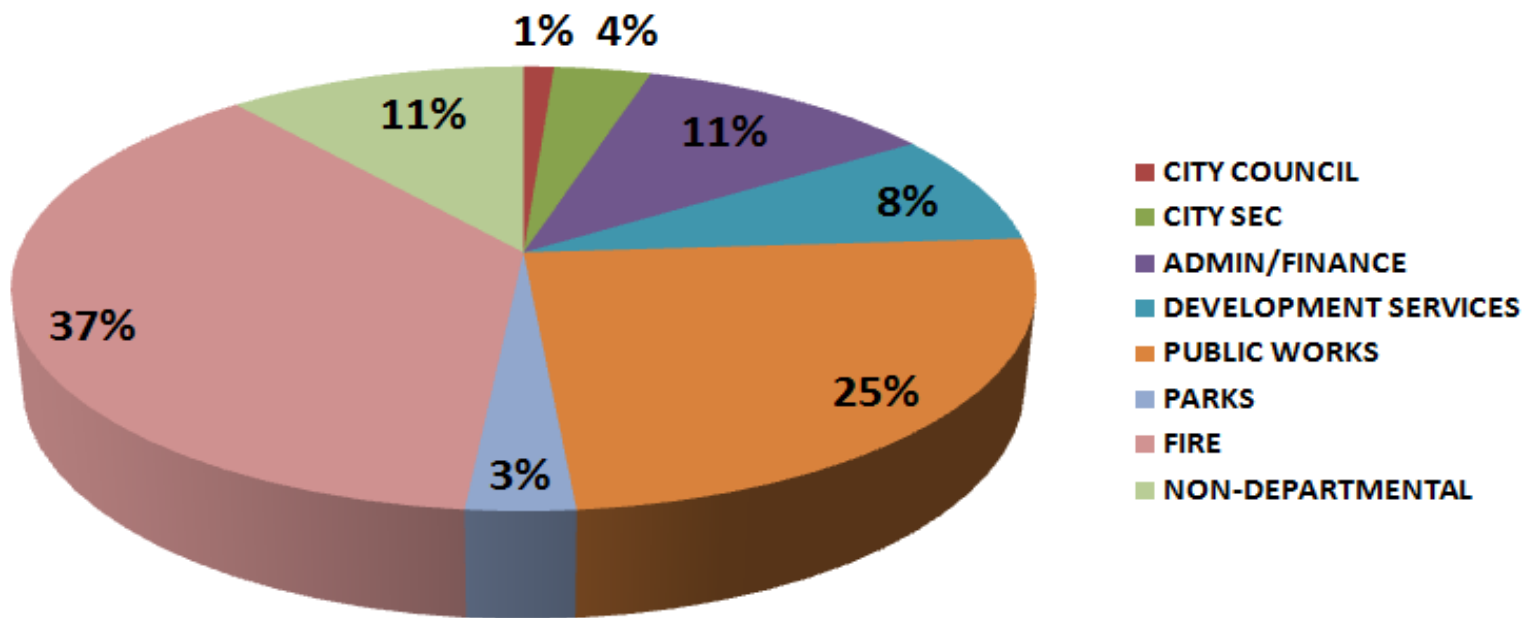
General Fund Revenue FY13/14

Total \$3,607,518.00



General Fund Expenditures by Department FY13/14

Total \$3,594,514.41



11 -GENERAL FUND		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET
REVENUE								
PROPERTY TAXES								
4011	PROPERTY TAXES	1,433,562.47	1,507,986.00	11,014.00	1,519,000.00	1,495,775.70	1,519,000.00	1,676,628.00
4012	PROPERTY TAXES-DEL.	10,051.65	9,000.00	11,000.00	20,000.00	16,428.86	20,000.00	15,000.00
4015	PROPERTY TAXES-P&I	3,266.74	2,400.00	2,900.00	5,300.00	2,934.36	5,300.00	3,000.00
TOTAL PROPERTY TAXES		1,446,880.86	1,519,386.00	24,914.00	1,544,300.00	1,515,138.92	1,544,300.00	1,694,628.00
OTHER TAXES								
4101	SALES TAX	191,957.78	360,193.00	(13,193.00)	347,000.00	152,463.73	347,000.00	489,060.00
4101-100	SALES TAX STREETS		92,776.00	(16,158.00)	76,618.00	27,807.53	76,618.00	125,970.00
4101-200	SALES TAX PROP TAX REDUC	-	92,776.00	(16,158.00)	76,618.00	27,807.53	76,618.00	125,970.00
4102	FRANCHISE-ELECTRICAL	201,114.73	197,000.00	(3,294.00)	193,706.00	157,325.02	193,706.00	197,000.00
4103	FRANCHISE-TELEPHONE	7,285.22	7,800.00	(40.00)	7,760.00	5,455.58	7,760.00	7,300.00
4104	FRANCHISE-CABLE	33,768.98	30,000.00	7,153.00	37,153.00	27,662.17	37,153.00	36,000.00
4105	FRANCHISE-GAS		16,000.00	1,021.00	17,021.00	14,063.30	17,021.00	16,000.00
4106	FRANCHISE-CABLE PEG		2,500.00	109.00	2,609.00	1,981.51	2,609.00	2,650.00
TOTAL OTHER TAXES		434,126.71	799,045.00	(40,560.00)	758,485.00	414,566.37	758,485.00	999,950.00
FINES & FORFEITURES								
4202	COURT TECHNOLOGY FUND	736.70	425.00	12.00	437.00	262.21	437.00	400.00
4203	COURT SECURITY FUND	549.62	300.00	26.00	326.00	195.33	326.00	250.00
4204	COURT COST-CITY	2,654.36	2,000.00	141.00	2,141.00	1,442.75	2,141.00	1,200.00
4205	TRAFFIC FINES	24,833.28	15,400.00	(1,299.00)	14,101.00	9,206.03	14,101.00	13,200.00
4206	COURT COST-STATE	10,753.29	5,500.00		5,500.00	2,580.97	5,500.00	4,000.00
4208	STATE JURY FEE	732.81	400.00	35.00	435.00	260.45	435.00	300.00
4212	JUDICIAL FEES-STATE	989.35	550.00	37.00	587.00	351.58	587.00	500.00
4213	JUDICIAL FEES-CITY	109.92	60.00	5.00	65.00	39.05	65.00	75.00
4215	OMNI STATE FEE	20.00	100.00	40.00	140.00	100.00	140.00	140.00
4216	OMNI MGMT FEE	6.00	30.00	20.00	50.00	30.00	50.00	50.00
4217	OMNI LOCAL FEE	4.00	20.00	10.00	30.00	20.00	30.00	30.00
4218	INDIGENT DEFENSE FEE	366.41	200.00	20.00	220.00	130.26	220.00	150.00
TOTAL FINES & FORFEITURES		41,755.74	24,985.00	(953.00)	24,032.00	14,618.63	24,032.00	20,295.00
LICENSES & PERMITS								
4301	GEN CONTRACTOR REG.	6,750.00	4,500.00	2,210.00	6,710.00	4,685.00	6,710.00	5,775.00
4302	ELECTRICIAN REG.	3,750.00	2,500.00	650.00	3,150.00	2,325.00	3,150.00	2,625.00
4304	IRRIGATION REG.	1,515.00	1,800.00	345.00	2,145.00	1,665.00	2,145.00	1,890.00
4305	MECHANICAL REG.	2,545.00	1,700.00	810.00	2,510.00	1,910.00	2,510.00	2,310.00
4361	ZONING REQUEST	700.00	900.00	(540.00)	360.00	-	360.00	0.00
4362	SPECIFIC USE PERMITS	-	1,050.00		1,050.00	1,050.00	1,050.00	1,103.00
4363	VARIANCE REQUEST	750.00	1,800.00		1,800.00	1,800.00	1,800.00	1,890.00
4365	BLDG PERMITS-NEW HOMES	252,451.40	175,000.00	117,501.00	292,501.00	171,477.70	292,501.00	220,812.00
4366	PERMITS SINGLE FAMILY REMOD		3,000.00	(3,000.00)	-	-	-	3,150.00
4367	BLDG PERMITS-ACC.	14,274.20	9,000.00	4,879.80	13,879.80	9,336.20	13,879.80	11,025.00
4368	BLDG PERMITS-REMODEL	4,939.30	2,600.00	667.75	3,267.75	1,983.25	3,267.75	2,730.00
4369	BLDG PERMITS-COMM.	102,484.50	25,000.00		25,000.00	10,181.50	25,000.00	25,000.00
4371	ELECTRICAL PERMITS	900.00	500.00	125.00	625.00	225.00	625.00	500.00
4372	PLUMBING PERMITS	2,350.00	1,800.00	760.00	2,560.00	1,810.00	2,560.00	1,950.00
4373	HEATING & A/C PERMITS	1,350.00	800.00	400.00	1,200.00	700.00	1,200.00	800.00
4374	FENCE PERMITS	3,496.00	2,000.00	1,600.00	3,600.00	2,475.00	3,600.00	2,500.00
4375	SWIMMING POOL PERMITS	18,625.00	10,000.00	5,735.00	15,735.00	10,665.00	15,735.00	10,000.00
4376	WEIGHT LIMIT PERMITS	48,675.00	32,000.00	15,600.00	47,600.00	31,025.00	47,600.00	36,850.00
4377	ROOF PERMITS	600.00	600.00	200.00	800.00	700.00	800.00	800.00
4378	SPRINKLER SYST PERMITS	5,825.00	4,500.00	1,650.00	6,150.00	3,825.00	6,150.00	4,500.00
4379	DRIVEWAY PERMIT	775.00	350.00	400.00	750.00	350.00	750.00	400.00
4380	SIGN PERMIT	600.00	800.00	50.00	850.00	850.00	850.00	1,000.00
4382	STORM WATER MGMT PERMIT	5,325.00	3,000.00	1,475.00	4,475.00	2,750.00	4,475.00	3,000.00
4390	PLANNED DEVELOPMENT	1,445.00	620.00	1,890.00	2,510.00	2,000.00	2,510.00	500.00
4391	BURN PERMITS	1,480.00	1,300.00	938.00	2,238.00	1,569.00	2,238.00	1,700.00
4395	HEALTH SERVICE PERMITS	-	3,000.00		3,000.00	2,000.00	3,000.00	3,000.00
4398	MISC LICENSES & PERMITS	1,150.00	700.00	100.00	800.00	550.00	800.00	700.00
TOTAL LICENSES & PERMITS		482,755.40	290,820.00	154,446.55	445,266.55	267,907.65	445,266.55	346,510.00
FIRE DEPARTMENT REVENUE								
4611	FIRE SPRINKLER PERMIT	12,080.00	11,000.00	8,090.00	19,090.00	11,570.00	19,090.00	16,000.00
4612	COUNTY FIRE DISTRICT	8,102.00	12,000.00	(3,898.00)	8,102.00	6,076.50	8,102.00	12,000.00
4613	FIRE DEPT SVC AGREEMENTS	114,838.88	126,513.65	1,933.28	128,446.93	77,366.50	128,446.93	133,751.00
4614	AMBULANCE SERVICES	-	-	-	-	-	-	30,000.00
4616	DONATIONS	-	-		-			
TOTAL FIRE DEPARTMENT REVENUE		135,020.88	149,513.65	6,125.28	155,638.93	95,013.00	155,638.93	191,751.00
FEES & SERVICE CHARGES								
4424	PLAT & REPLAT FEES	5,591.63	11,000.00	4,032.00	15,032.00	12,797.91	15,032.00	12,500.00

11 -GENERAL FUND		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET
REVENUE								
4425	RE-INSPECTION FEES	6,050.00	4,000.00	1,325.00	5,325.00	3,600.00	5,325.00	4,000.00
4426	FEES-BUILDING PROJECTS	5,125.00	2,500.00	(500.00)	2,000.00	2,000.00	2,000.00	2,400.00
4427	PUBLIC IMPRV/3% INSPEC	40,071.27	52,220.00	2,930.10	55,150.10	55,150.10	55,150.10	60,000.00
4497	PUBLIC INFO. REQUESTS	15.20	64.30	35.25	99.55	71.55	99.55	100.00
4498	MISC. FEES & CHARGES	-	1.00		1.00	1.00	1.00	
TOTAL FEES & SERVICE CHARGES		56,853.10	69,785.30	7,822.35	77,607.65	73,620.56	77,607.65	79,000.00
MISCELLANEOUS REVENUE								
4911	INTEREST INCOME	9,173.04	6,000.00	2,000.00	8,000.00	5,492.31	8,000.00	9,000.00
4912	RETURN CK FEE	-	-		-	-	-	0.00
4913	FUEL TAX REFUND	2,257.83	2,550.32		2,550.32	2,550.32	2,550.32	2,200.00
4914	INSURANCE CLAIM REIMB	363.99	3,516.55		3,516.55	3,516.55	3,516.55	0.00
4915	CHILD SAFETY INCOME	6,108.05	5,840.00	406.81	6,246.81	4,567.44	6,246.81	5,840.00
4916	CREDIT CARD REVENUE	2,327.61	2,195.00	123.75	2,318.75	1,554.60	2,318.75	2,400.00
4931	RENTAL INCOME	27,600.00	32,400.00		32,400.00	20,190.00	32,400.00	32,400.00
4980	PARK DEDICATION FEES	10,000.00	30,000.00	35,000.00	65,000.00	64,000.00	65,000.00	45,000.00
4985	GRANT REVENUES	9,667.23	1,000.00		1,000.00	1,000.00	1,000.00	0.00
4986	FOUNDERS DAY DONATIONS			506.00	506.00	506.00	506.00	0.00
4991	STREET ASSESSMENTS	1,300.00	1,300.00	(510.78)	789.22	-	789.22	0.00
4993	POSTAGE	-			-	-		
4994	CASH DRWR OVR/UND	-			-			
4995	REIMBURSEMENTS	12.75	1,779.09	12,496.00	14,275.09	7,379.92	14,275.09	2,000.00
4996	TRANSFER IN	-						
4997	MISCELLANEOUS	4,927.10	2,000.00	(88.89)	1,911.11	1,806.11	1,911.11	2,000.00
4998	PILOT TRANSER IN	165,848.97	161,193.50	14,550.66	175,744.16	-	175,744.16	174,544.00
		239,586.57	249,774.46	64,483.55	314,258.01	112,563.25	314,258.01	275,384.00
TOTAL REVENUES		2,836,979.26	3,103,309.41	216,278.73	3,319,588.14	2,493,428.38	3,319,588.14	3,607,518.00

11 - GENERAL FUND CITY COUNCIL DEPARTMENTAL EXPENDITURES		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGE ADJUSTMENT	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET	
<u>PERSONNEL SERVICES</u>									
6100-112	WORKERS' COMPENSATION	100.00	97.83		97.83	97.83	97.83	100.00	
TOTAL PERSONNEL SERVICES		100.00	97.83	-	97.83	97.83	97.83		
<u>MATERIALS & SUPPLIES</u>									
6100-201	OFFICE SUPPLIES	1,479.80	1,500.00		1,500.00	998.40	1,500.00	1,500.00	
6100-202	POSTAGE	-	250.00		250.00	-	250.00	100.00	
6100-204	FOOD/BEVERAGE	314.20	500.00		500.00	63.82	500.00	500.00	
6100-228	MEETING SUPPLIES	-	150.00		150.00	-	150.00	75.00	
6100-233	EQUIPMENT MAINTENANCE	-	100.00		100.00	-	100.00	100.00	
TOTAL MATERIALS & SUPPLIES		1,794.00	2,500.00	-	2,500.00	1,062.22	2,500.00	2,275.00	
<u>PURCHASED SERVICES:</u>									
6100-307	TRAINING & TRAVEL	1,623.84	2,500.00		2,500.00	1,459.59	2,500.00	2,500.00	
6100-313	MAINTENANCE AGREEMENTS	2,651.68	3,600.00		3,600.00	2,051.40	3,600.00	3,600.00	
6100-323	CELL PHONE	840.06	1,200.00		1,200.00	689.70	1,200.00	1,200.00	
6100-331	ELECTRICITY	1,170.33	1,500.00		1,500.00	824.21	1,500.00	1,500.00	
TOTAL PURCHASED SERVICES		6,285.91	8,800.00	-	8,800.00	5,024.90	8,800.00	8,800.00	
<u>GENERAL & ADMINISTRATIVE SERVICES</u>									
6100-444	FOUNDERS DAY	9,981.71	13,000.00	506.00	13,506.00	9,894.33	13,506.00	15,000.00	
6100-440	BOARDS & COMMISSIONS	22.67	250.00		250.00	-	250.00	250.00	
6100-441	APPRECIATION/AWARDS	1,170.97	2,500.00		2,500.00	1,115.57	2,500.00	2,500.00	
6100-451	SOFTWARE, BOOKS, & CDS	483.11	600.00		600.00	199.95	600.00	600.00	
6100-442	CONTINGENCY FUND	956.31	2,000.00		2,000.00	-	2,000.00	2,000.00	
6100-468	CITY COUNCIL FEES	9,000.00	9,000.00		9,000.00	6,750.00	9,000.00	9,000.00	
TOTAL GENERAL & ADMINISTRATION SERV		21,614.77	27,350.00	506.00	27,856.00	17,959.85	27,856.00	29,350.00	
<u>CAPITAL OUTLAY</u>									
8100-420	EQUIPMENT		18,022.11		18,022.11	18,022.11	18,022.11	-	
TOTAL CAPITAL OUTLAY		-	18,022.11	-	18,022.11	18,022.11	18,022.11	-	
<u>TOTAL CITY COUNCIL</u>		29,794.68	56,769.94	506.00	57,275.94	42,166.91	57,275.94	40,425.00	

11 - GENERAL FUND CITY SECRETARY DEPARTMENTAL EXPENDITURES		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET	
PERSONNEL SERVICES									
6110-101	SALARIES - EXEMPT	61,878.46	64,729.60		64,729.60	42,313.68	64,729.60	64,729.60	
6110-112	WORKERS' COMPENSATION	197.99	205.00		205.00	191.00	205.00	205.00	
6110-113	LONGEVITY PAY	304.00	355.00		355.00	352.00	355.00	400.00	
6110-122	TMRS	4,426.66	4,453.87		4,453.87	2,505.93	4,453.87	5,259.12	Rate change to 7.85%
6110-123	GROUP INSURANCE	6,193.66	6,660.00		6,660.00	3,773.68	6,660.00	6,960.00	
6110-124	AFLAC	297.03	300.00		300.00	164.08	300.00	300.00	
6110-127	MEDICARE	945.47	947.40		947.40	617.19	947.40	971.43	
6110-129	ST DISABILITY	313.18	320.00		320.00	185.13	320.00	320.00	
TOTAL PERSONNEL SERVICES		74,556.45	77,970.87	-	77,970.87	50,102.69	77,970.87	79,145.15	
MATERIALS & SUPPLIES									
6110-201	OFFICE SUPPLIES	795.68	1,000.00		1,000.00	561.73	1,000.00	1,000.00	
6110-202	POSTAGE	5,190.00	7,000.00		7,000.00	4,000.00	7,000.00	7,500.00	
TOTAL MATERIALS & SUPPLIES		5,985.68	8,000.00	-	8,000.00	4,561.73	8,000.00	8,500.00	
PURCHASED SERVICES:									
6110-238	PRINTING & COPYING	-	250.00		250.00	-	250.00	250.00	
6110-239	RECORDS MANAGEMENT	1,160.00	1,500.00		1,500.00	520.00	1,500.00	1,200.00	
6110-303	TELEPHONE	1,242.22	1,250.00		1,250.00	634.83	1,250.00	1,250.00	
6110-307	TRAINING & TRAVEL	1,800.20	2,120.00		2,120.00	1,546.17	2,120.00	1,985.00	
6110-306	ADVERTISING/PUBLIC NOTICES	14,874.31	14,000.00		14,000.00	3,599.58	14,000.00	8,500.00	
6110-309	PROFESSIONAL SERVICES	5,140.00	12,400.00		12,400.00	10,330.00	12,400.00	9,500.00	Website design/Franklin codify
6110-313	MAINTENANCE AGREEMENTS	3,211.30	3,710.00		3,710.00	3,056.30	3,710.00	3,710.00	Laser fiche
6110-349	FILING FEES	981.00	1,500.00		1,500.00	216.00	1,500.00	2,000.00	
TOTAL PURCHASED SERVICES		28,409.03	36,730.00	-	36,730.00	19,902.88	36,730.00	28,395.00	
GENERAL & ADMINISTRATIVE SERVICES									
6110-443	DUES & MEMBERSHIPS	220.00	245.00	40.00	285.00	90.00	285.00	265.00	TMCA/IIMC/Lonestar chapter
6110-445	ELECTIONS	6,462.91	6,000.00	(5,875.00)	125.00	125.00	125.00	12,000.00	November and May Elections
6110-451	SOFTWARE, BOOKS & CD'S	136.63	500.00		500.00	-	500.00	500.00	
TOTAL GENERAL & ADMIN SERVICES		6,819.54	6,745.00	(5,835.00)	910.00	215.00	910.00	12,765.00	
CAPITAL OUTLAY									
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-	-	
TOTAL CITY SECRETARY		115,770.70	129,445.87	(5,835.00)	123,610.87	74,782.30	123,610.87	128,805.15	

11 - GENERAL FUND ADMINISTRATION & FINANCE DEPARTMENTAL EXPENDITURES		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET	
PERSONNEL SERVICES									
6200-101	SALARIES - EXEMPT	111,291.07	115,573.80		115,573.80	75,206.46	115,573.80	115,573.80	
6200-102	SALARIES - NON-EXEMPT	33,748.59	46,920.00		46,920.00	23,144.02	46,920.00	72,696.00	Includes full time AP position
6200-103	SALARIES - PART - TIME	35,423.80	37,740.00		37,740.00	26,511.83	37,740.00	27,417.00	Includes Part time court clerk
6200-111	OVERTIME	64.95	100.00	(100.00)	-	-	-	100.00	
6200-112	WORKERS' COMP	527.23	545.00		545.00	507.77	545.00	545.00	
6200-113	LONGEVITY PAY	670.40	855.00		855.00	852.80	855.00	1,035.20	
6200-122	TMRS	12,033.20	12,724.61		12,724.61	7,043.67	12,724.61	15,289.64	Rate change to 7.85%
6200-123	GROUP INSURANCE	18,438.58	27,015.00	(6,615.00)	20,400.00	11,883.04	20,400.00	27,960.00	
6200-124	AFLAC	1,037.40	1,140.00		1,140.00	609.31	1,140.00	1,140.00	
6200-127	MEDICARE	2,644.93	2,832.80	150.00	2,982.80	1,832.19	2,982.80	3,013.25	
6200-129	ST DISABILITY	814.38	850.00	1.18	851.18	511.77	851.18	850.00	
6200-133	TELEPHONE ALLOWANCE	900.00	900.00		900.00	600.00	900.00	900.00	
6200-141	CAR ALLOWANCE	2,400.00	2,400.00		2,400.00	1,750.00	2,400.00	2,400.00	
TOTAL PERSONNEL SERVICES		219,994.53	249,596.21	(6,563.82)	243,032.39	150,452.86	243,032.39	268,919.89	
MATERIALS & SUPPLIES									
6200-201	OFFICE SUPPLIES	3,489.62	4,000.00		4,000.00	1,838.50	4,000.00	4,000.00	
6200-202	POSTAGE	1,561.54	2,000.00		2,000.00	357.76	2,000.00	2,000.00	
6200-203	SUBSCRIPTIONS	197.50	400.00		400.00	-	400.00	400.00	
6200-204	FOOD/BEVERAGE	1,490.96	2,500.00		2,500.00	1,063.05	2,500.00	2,500.00	
6200-205	LOGO/UNIFORM ALLOWANCE	239.41	300.00		300.00	-	300.00	300.00	
6200-211	MEDICAL & SURGICAL SUPPLIES	30.83	100.00		100.00	-	100.00	100.00	
TOTAL MATERIALS & SUPPLIES		7,009.86	9,300.00	-	9,300.00	3,259.31	9,300.00	9,300.00	
PURCHASED SERVICES:									
6200-238	PRINTING & COPYING	-	300.00		300.00	-	300.00	350.00	
6200-302	AUDITING & ACCOUNTING	9,600.00	10,750.00		10,750.00	6,470.00	10,750.00	11,500.00	
6200-303	TELEPHONE	2,257.55	2,800.00		2,800.00	1,538.74	2,800.00	2,800.00	
6200-305	SOFTWARE SUPPORT/MAINT	9,244.84	10,250.00		10,250.00	9,847.02	10,250.00	10,800.00	Incl 5% increase/Incode/Tyler
6200-307	TRAINING & TRAVEL	6,891.77	8,850.00		8,850.00	2,597.72	8,850.00	10,165.00	Includes Incode Court Training
6200-309	PROFESSIONAL SERVICES	2,640.00	5,325.00		5,325.00	2,250.00	5,325.00	10,800.00	Brinson Benefits \$7.8 K/SW Securities
6200-313	MAINTENANCE AGREEMENTS	3,029.46	3,400.00		3,400.00	1,833.41	3,400.00	3,400.00	
6200-318	TAX COLLECTION	1,758.00	1,776.75		1,776.75	1,776.75	1,776.75	2,000.00	
6200-319	CENTRAL APPRAISAL FEE	12,952.56	14,287.00		14,287.00	7,141.82	14,287.00	15,825.00	
6200-321	STATE COMPTROLLER (CT FEES)	11,770.89	9,000.00	(1,000.00)	8,000.00	2,062.40	8,000.00	13,000.00	
6200-321.1	OMNI COURT FEES	12.00	-	30.00	30.00	-	30.00	-	
6200-322	CONTRACTS	6,000.00	6,000.00		6,000.00	2,500.00	6,000.00	6,000.00	
6200-323	CELL PHONE	-	-		-	-	-	-	
6200-324	INMATE BOARDING	139.58	1,000.00		1,000.00	488.53	1,000.00	400.00	
6200-325	LIABILITY INSURANCE	15,742.32	18,150.00		18,150.00	18,146.84	18,150.00	18,150.00	
6200-331	ELECTRICITY	2,369.59	3,700.00		3,700.00	1,237.14	3,700.00	3,700.00	
6200-333	UTILITIES, WATER	415.36	500.00		500.00	137.84	500.00	500.00	
TOTAL PURCHASED SERVICES		84,823.92	96,088.75	(970.00)	95,118.75	58,028.21	95,118.75	109,390.00	
GENERAL & ADMINISTRATIVE SERVICES									
6200-441	APPRECIATION/AWARDS	1,435.68	1,500.00		1,500.00	698.70	1,500.00	1,500.00	
6200-443	DUES & MEMBERSHIPS	3,173.58	4,100.00		4,100.00	3,815.80	4,100.00	4,200.00	TMCCP/LCS/TCM/ICMA/GFOA/TML GFOAT/TCCA/SRGI/NCTCOG/SAM'S
6200-444	EMPLOYMENT SCREENING	-	200.00		200.00	35.00	200.00	200.00	
6200-445	CHILD SAFETY EXPENSE	398.50	1,000.00		1,000.00	293.83	1,000.00	1,000.00	
6200-446	LICENSES & REGISTRATIONS	71.00	150.00		150.00	-	150.00	150.00	
6200-497	CREDIT CARD FEES	1,809.45	1,600.00		1,600.00	767.71	1,600.00	1,600.00	
6200-498	MISCELLANEOUS	300.00	300.00	10.00	310.00	300.00	310.00	300.00	
TOTAL GENERAL & ADMIN SERVICES		7,188.21	8,850.00	10.00	8,860.00	5,911.04	8,860.00	8,950.00	
CAPITAL OUTLAY									
8200-411	FURNITURE & FIXTURES	1,841.10	-		-	-	-	2,000.00	REPLACEMENT DESK
8200-415	OFFICE EQUIPMENT	-	-		-	-	-	-	
8200-433	SIGNS & MARKINGS	-	-		-	-	-	-	
8200-451	SOFTWARE, BOOKS & NON PRINT	-	-		-	-	-	-	
8200-452	HARDWARE & TELECOMM	-	-		-	-	-	-	
TOTAL CAPITAL OUTLAY		1,841.10	-	-	-	-	-	2,000.00	
TOTAL ADMINISTRATION		320,857.62	363,834.96	(7,523.82)	356,311.14	217,651.42	356,311.14	398,559.89	

11 -GENERAL FUND PUBLIC WORKS		2011-2012 FISCAL YEAR	2012-2013 FY BUDGET	2012-2013 FINAL BUDGET	2012-2013 FISCAL YEAR	2012-2013 YTD ACTUAL	2012-2013 PROJECTED	2013-2014	
DEPARTMENTAL EXPENDITURES		ACTUAL	RVS FOR MID-YR	ADJUSTMENTS	BUDGET REVISED	AS OF 5/13	ACTUAL	FINAL BUDGET	
PERSONNEL SERVICES									
6210-101	SALARIES - EXEMPT	33,404.80	36,883.20		36,883.20	24,601.03	36,883.20	36,883.20	
6210-102	SALARIES - NON-EXEMPT	119,853.38	129,272.00		129,272.00	84,524.00	129,272.00	129,272.00	
6210-111	OVERTIME	-	1,000.00		1,000.00		1,000.00	1,000.00	
6210-112	WORKERS' COMPENSATION	5,139.19	5,305.00		5,305.00	4,942.60	5,305.00	5,298.82	
6210-113	LONGEVITY	773.60	990.00		990.00	980.80	990.00	1,063.20	
6210-122	TMRs	10,463.92	11,233.07		11,233.07	6,338.33	11,233.07	13,298.20	Rate change to 7.85%
6210-123	GROUP INSURANCE	25,146.00	28,944.00		28,944.00	15,751.75	28,944.00	30,624.00	
6210-124	AFLAC	1,174.62	1,320.00		1,320.00	674.56	1,320.00	1,320.00	
6210-127	MEDICARE	2,220.41	2,410.31		2,410.31	1,587.45	2,410.31	2,456.36	
6210-129	ST DISABILITY	1,002.76	1,005.00		1,005.00	428.55	1,005.00	1,005.00	
6210-141	CAR ALLOWANCE	1,200.00	1,200.00		1,200.00	600.00	1,200.00	1,200.00	
TOTAL PERSONNEL SERVICES		200,378.68	219,562.58	-	219,562.58	140,429.07	219,562.58	223,420.78	
MATERIALS & SUPPLIES									
6210-201	OFFICE SUPPLIES	256.27	400.00		400.00	192.79	400.00	400.00	
6210-202	POSTAGE	8.60	60.00		60.00	(8.60)	60.00	60.00	
6210-204	FOOD/BEVERAGE	131.56	700.00		700.00	-	700.00	700.00	
6210-205	LOGO/UNIFORM ALLOWANCE	2,367.38	2,400.00		2,400.00	809.23	2,400.00	2,400.00	
6210-206	FUEL & LUBRICANTS	10,456.36	12,000.00		12,000.00	5,991.04	12,000.00	12,000.00	
6210-208	MINOR APPARATUS	1,000.00	1,000.00		1,000.00	569.98	1,000.00	1,000.00	
6210-209	PROTECTIVE CLOTHING	1,400.00	1,400.00		1,400.00	845.44	1,400.00	1,400.00	
6210-211	MEDICAL SUPPLIES	69.93	100.00		100.00	-	100.00	100.00	
6210-214	CLEANING SUPPLIES	-	2,000.00		2,000.00	-	2,000.00	2,000.00	
6210-223	SAND/DIRT	499.80	500.00		500.00	(46.24)	500.00	500.00	
6210-224	ASPHALT/BASE/CONC/CULVERT	5,596.51	25,000.00		25,000.00	4,398.17	25,000.00	25,000.00	
TOTAL MATERIALS & SUPPLIES		21,786.41	45,560.00	-	45,560.00	12,751.81	45,560.00	45,560.00	
MAINTENANCE & REPAIR									
6210-231	FACILITY MAINTENANCE	3,306.50	3,000.00		3,000.00	729.80	3,000.00	3,000.00	
6210-232	VEHICLE MAINTENANCE	2,794.08	4,800.00		4,800.00	3,158.48	4,800.00	4,800.00	
6210-233	EQUIPMENT MAINTENANCE	4,884.65	7,000.00		7,000.00	1,118.16	7,000.00	7,000.00	
6210-234	WASTE DISPOSAL	-	2,000.00		2,000.00	875.00	2,000.00	2,000.00	
6210-298	MAINTENANCE & PARTS - MISC	886.38	2,000.00		2,000.00	304.06	2,000.00	2,000.00	
TOTAL MAINTENANCE & REPAIR		11,871.61	18,800.00	-	18,800.00	6,185.50	18,800.00	18,800.00	
PURCHASED SERVICES									
6210-303	TELEPHONE	3,078.54	3,100.00		3,100.00	1,599.08	3,100.00	3,200.00	
6210-307	TRAVEL/TRAINING	1,500.35	1,500.00		1,500.00	352.90	1,500.00	1,500.00	
6210-309	PROFESSIONAL SERVICES	2,572.50	6,000.00		6,000.00	2,000.00	6,000.00	6,000.00	
6210-311	ENGINEERING FEES	-	3,000.00		3,000.00	-	3,000.00	3,000.00	
6210-322	CONTRACTS, OTHER	1,642.80	1,800.00		1,800.00	958.30	1,800.00	1,800.00	
6210-323	CELL PHONE	3,076.04	3,500.00		3,500.00	1,728.05	3,500.00	3,500.00	
6210-331	UTILITIES, ELECTRIC	4,969.78	9,000.00		9,000.00	2,517.67	9,000.00	9,000.00	
6210-332	DRAINAGE	-	-	50.00	50.00	-	50.00	-	
6210-334	STREET LIGHTING	16,323.03	18,000.00		18,000.00	9,340.71	18,000.00	18,000.00	
6210-346	EQUIPMENT RENTAL	81.21	500.00		500.00	-	500.00	500.00	
6210-349	PLAT COST	-	-		-	-	-	-	
TOTAL PURCHASED SERVICES		33,244.25	46,400.00	50.00	46,450.00	18,496.71	46,450.00	46,500.00	
GENERAL & ADMINISTRATIVE SERVICES									
6210-441	APPRECIATION/AWARDS	199.41	200.00		200.00	133.86	200.00	200.00	
6210-444	EMPLOYEE SCREENING	-	175.00		175.00	-	175.00	175.00	
6210-446	LICENSES & REGISTRATIONS	235.00	235.00		235.00	235.00	235.00	235.00	
TOTAL GENERAL & ADMIN SERVICES		434.41	610.00	-	610.00	368.86	610.00	610.00	
CAPITAL OUTLAY									
8210-301	IMPROVEMENTS ROADS	92,195.84	185,060.00		185,060.00	26,363.57	185,060.00	500,000.00	\$25K White Rock Trail/\$126K from Sai
8210-411	FURNITURE	-	-		-	-	-	-	
8210-416	IMPLEMENTS & APPARATUS	638.24	2,000.00		2,000.00	-	2,000.00	2,000.00	
8210-420	EQUIPMENT	53,481.31	-		-	-	-	-	
8210-421	VEHICLES	-	-		-	-	-	31,000.00	Replacement 2000 Chevy Pickup
8210-433	SIGNS & MARKINGS	15,000.00	15,000.00		15,000.00	8,960.44	15,000.00	18,000.00	
8210-452	COMPUTERS	-	-	1,300.00	1,300.00	-	1,300.00	-	
TOTAL CAPITAL OUTLAY		161,315.39	202,060.00	1,300.00	203,360.00	35,324.01	203,360.00	551,000.00	
TOTAL PUBLIC WORKS		429,030.75	532,992.58	1,350.00	534,342.58	213,555.96	534,342.58	885,890.78	

11 -GENERAL FUND PARKS DEPARTMENT DEPARTMENTAL EXPENDITURES		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVs FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET	
PERSONNEL SERVICES									
6211-102	SALARIES - NON-EXEMPT	30,680.00	33,280.00		33,280.00	21,760.00	33,280.00	33,280.00	
6211-103	SALARIES - TEMP PART - TIME	10,914.75	17,595.00		17,595.00	2,119.01	17,595.00	17,595.00	
6211-111	OVERTIME	-	500.00		500.00		500.00	500.00	
6211-112	WORKERS' COMPENSATION	1,123.60	1,160.00		1,160.00	1,080.76	1,160.00	1,160.00	
6211-113	LONGEVITY	80.00	130.00		130.00	128.00	130.00	176.00	
6211-122	TMRS	2,097.84	2,277.32		2,277.32	1,288.94	2,277.32	2,703.92	Rate change to 7.85%
6211-123	GROUP INSURANCE	5,759.68	6,660.00		6,660.00	3,617.21	6,660.00	6,960.00	
6211-124	AFLAC	274.25	300.00		300.00	157.27	300.00	300.00	
6211-127	MEDICARE	576.64	838.70		838.70	330.00	838.70	764.78	
6211-129	ST DISABILITY	135.40	150.00		150.00	85.55	150.00	150.00	
TOTAL PERSONNEL SERVICES		51,642.16	62,891.02	-	62,891.02	30,566.74	62,891.02	63,589.70	
MATERIALS & SUPPLIES									
6211-205	LOGO/UNIFORM ALLOWANCE	785.97	800.00		800.00	124.85	800.00	800.00	
6211-206	FUEL & LUBRICANTS	5,661.84	6,000.00		6,000.00	1,849.10	6,000.00	6,000.00	
6211-208	MINOR APPARATUS	763.48	1,000.00		1,000.00	588.80	1,000.00	1,000.00	
6211-209	PROTECTIVE CLOTHING	107.47	350.00		350.00	149.95	350.00	350.00	
6211-212	CHEMICALS	3,256.08	3,500.00		3,500.00	1,598.56	3,500.00	8,500.00	More Fertilizer to maintain park improv
6211-223	SOIL PREP	980.04	1,500.00		1,500.00	593.45	1,500.00	6,500.00	Materials to treat 3 ballfields
TOTAL MATERIALS & SUPPLIES		11,554.88	13,150.00	-	13,150.00	4,904.71	13,150.00	23,150.00	
MAINTENANCE & REPAIR									
6211-229	MAINT & PARTS	3,000.00	3,500.00		3,500.00	2,487.89	3,500.00	3,500.00	
6211-232	VEHICLE MAINTENANCE	490.64	800.00		800.00	432.97	800.00	800.00	
6211-233	EQUIPMENT MAINTENANCE	1,995.40	2,500.00		2,500.00	1,234.37	2,500.00	2,500.00	
TOTAL MAINTENANCE & REPAIR		5,486.04	6,800.00	-	6,800.00	4,155.23	6,800.00	6,800.00	
PURCHASED SERVICES									
6211-307	TRAVEL/TRAINING	250.14	250.00		250.00	100.19	250.00	1,000.00	Texas Turf Grass Assoc Dallas Conf
6211-322	CONTRACTS OTHER (SEPTIC)	-	500.00		500.00	-	500.00	500.00	
6211-323	CELL PHONE	433.77	565.00		565.00	270.22	565.00	1,000.00	
6211-331	UTILITIES, ELECTRIC	1,259.71	1,500.00		1,500.00	812.35	1,500.00	1,500.00	
6211-333	UTILITIES, WATER	15,174.09	8,000.00	150.00	8,150.00	1,976.44	8,150.00	8,000.00	
6211-346	EQUIPMENT RENTAL	500.00	500.00		500.00	130.00	500.00	500.00	
TOTAL PURCHASED SERVICES		17,617.71	11,315.00	150.00	11,465.00	3,289.20	11,465.00	12,500.00	
GENERAL & ADMINISTRATIVE SERVICES									
6211-441	APPRECIATION/AWARDS	100.00	100.00		100.00	50.00	100.00	100.00	
6211-444	EMPLOYEE SCREENING	35.00	100.00		100.00	35.00	100.00	100.00	
6211-446	LICENSES & REGISTRATIONS	12.52	100.00		100.00	25.04	100.00	100.00	
TOTAL GENERAL & ADMINISTRATIVE SERVICE		147.52	300.00	-	300.00	110.04	300.00	300.00	
CAPITAL OUTLAY									
8211-416	IMPLEMENTS & APPARATUS	1,702.39	2,000.00		2,000.00	219.99	2,000.00		
8211-420	EQUIPMENT	24,909.84	31,805.90		31,805.90	31,371.80	31,805.90		
8211-421	VEHICLES	-			-	-			
8211-498	MISC - LANDSCAPING	1,500.00	9,944.10	375.00	10,319.10	5,392.22	10,319.10		
TOTAL CAPITAL OUTLAY		28,112.23	43,750.00	375.00	44,125.00	36,984.01	44,125.00	-	
TOTAL PARKS DEPARTMENT		114,560.54	138,206.02	525.00	138,731.02	80,009.93	138,731.02	106,339.70	

11 - GENERAL FUND DEVELOPMENT SERVICES DEPARTMENTAL EXPENDITURES		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET	
PERSONNEL SERVICES									
6212-101	SALARIES - EXEMPT	110,976.00	114,325.12		114,325.12	74,732.00	114,325.12	114,325.12	
6212-102	SALARIES - NON-EXEMPT	65,231.32	69,888.00		69,888.00	45,696.04	69,888.00	69,888.00	
6212-106	CERTIFICATION FEES	450.00	600.00		600.00	400.00	600.00	600.00	
6212-111	OVERTIME	-	250.00	(100.00)	150.00		150.00	250.00	
6212-112	WORKERS' COMPENSATION	1,188.03	1,230.00		1,230.00	1,145.97	1,230.00	1,230.00	
6212-113	LONGEVITY PAY	472.00	605.00		605.00	592.00	605.00	796.00	
6212-122	TMRS	12,114.92	12,514.32		12,514.32	7,155.65	12,514.32	14,966.86	Rate change to 7.85%
6212-123	GROUP INSURANCE	23,480.72	26,280.00	100.00	26,380.00	15,673.47	26,380.00	27,840.00	
6212-124	AFLAC	1,096.57	1,200.00		1,200.00	656.32	1,200.00	1,200.00	
6212-127	MEDICARE	2,537.69	2,714.79	(70.00)	2,644.79	1,692.81	2,644.79	2,764.58	
6212-129	ST DISABILITY	785.22	835.00	70.00	905.00	516.18	905.00	835.00	
6212-131	UNEMPLOYMENT	1,417.42	-		-	-	-	-	
TOTAL PERSONNEL SERVICES		219,749.89	230,442.23	-	230,442.23	148,260.44	230,442.23	234,695.56	
MATERIALS & SUPPLIES									
6212-201	OFFICE SUPPLIES	2,979.67	3,350.00	150.00	3,500.00	2,610.81	3,500.00	3,500.00	
6212-202	POSTAGE	398.42	500.00		500.00	45.40	500.00	500.00	
6212-203	SUBSCRIPTIONS	-	350.00		350.00		350.00	350.00	
6212-204	FOOD/BEVERAGE	244.00	750.00	(250.00)	500.00	10.71	500.00	750.00	
6212-205	LOGO/UNIFORM ALLOWANCE	680.41	1,000.00		1,000.00	119.94	1,000.00	1,200.00	
6212-206	FUEL & LUBRICANTS	5,683.32	7,000.00		7,000.00	3,301.11	7,000.00	7,000.00	
6212-213	SIGNS, FLAGS, LOGOS	894.00	-		-	-	-	-	
6212-228	MEETING SUPPLIES	-	-		-	-	-	-	
TOTAL MATERIALS & SUPPLIES		10,879.82	12,950.00	(100.00)	12,850.00	6,087.97	12,850.00	13,300.00	
MAINTENANCE & REPAIR									
6212-232	VEHICLE MAINTENANCE	1,027.88	2,000.00		2,000.00	239.71	2,000.00	4,200.00	
TOTAL MAINTENANCE & REPAIR		1,027.88	2,000.00	-	2,000.00	239.71	2,000.00	4,200.00	
PURCHASED SERVICES:									
6212-238	PRINTING & COPYING	500.00	500.00	(250.00)	250.00	-	250.00		
6212-303	TELEPHONE	3,539.15	3,600.00		3,600.00	1,831.68	3,600.00	3,600.00	
6212-305	SOFTWARE SUPPORT/MAINTENAN	1,409.00	1,500.00		1,500.00	1,277.26	1,500.00	1,500.00	
6212-307	TRAINING & TRAVEL	4,998.33	6,000.00		6,000.00	4,950.61	6,000.00	8,000.00	
6212-309	PROFESSIONAL SERVICES	28,300.00	10,000.00	(2,500.00)	7,500.00	2,700.00	7,500.00	15,000.00	
6212-313	MAINTENANCE AGREEMENTS	-	100.00		100.00	-	100.00	100.00	
6212-323	CELL PHONE	2,013.90	2,320.00		2,320.00	1,171.46	2,320.00	2,320.00	
6212-331	UTILITIES, ELECTRIC				-				
6212-349	FILING FEES	1,500.00	1,000.00		1,000.00	194.50	1,000.00	1,000.00	
TOTAL PURCHASED SERVICES		42,260.38	25,020.00	(2,750.00)	22,270.00	12,125.51	22,270.00	31,520.00	
GENERAL & ADMINISTRATIVE SERVICES									
6212-441	APPRECIATION/AWARDS	385.54	400.00		400.00	178.95	400.00	400.00	
6212-443	DUES & MEMBERSHIPS	1,947.29	2,040.00		2,040.00	210.00	2,040.00	2,465.00	
6212-444	EMPLOYMENT SCREENING	35.00	120.00		120.00	100.00	120.00	120.00	
6212-446	LICENSES & REGISTRATIONS	567.23	1,200.00		1,200.00	15.31	1,200.00	1,200.00	
6212-451	SOFTWARE, BOOKS & CD'S	551.41	700.00		700.00	184.87	700.00	750.00	
6212-452	STORM WATER MGMT EXPENSE	1,951.80	3,000.00		3,000.00	1,451.23	3,000.00	3,000.00	
TOTAL GENERAL & ADMINISTRATION SERVICE		5,438.27	7,460.00	-	7,460.00	2,140.36	7,460.00	7,935.00	
CAPITAL OUTLAY									
8212-420	EQUIPMENT	-	8,955.00		8,955.00	7,770.00	8,955.00		
8212-452	COMPUTERS	-	1,200.00	(1,200.00)	-	-	-	1,500.00	ASUS E Tablet/fire house software
8212-421	VEHICLES	23,987.11	-		-	-	-	-	
TOTAL CAPITAL OUTLAY		23,987.11	10,155.00	(1,200.00)	8,955.00	7,770.00	8,955.00	1,500.00	
TOTAL DEVELOPMENT SERVICES		303,343.35	288,027.23	(4,050.00)	283,977.23	176,623.99	283,977.23	293,150.56	

11 -GENERAL FUND FIRE DEPARTMENT DEPARTMENTAL EXPENDITURES		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR UDGET REVISE	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET
PERSONNEL SERVICES								
6300-101	SALARIES - EXEMPT	81,490.13	124,552.00	(7,000.00)	117,552.00	70,750.32	117,552.00	107,569.28
6300-102	SALARIES - NON EXEMPT FF/EI	-	-	7,000.00	7,000.00	-	7,000.00	332,500.00
6300-111	SALARIES - OVERTIME	-	-	200.00	200.00	-	200.00	20,000.00
6300-112	WORKERS' COMPENSATION	8,349.37	15,779.32		15,779.32	15,415.20	15,779.32	23,426.05
6300-113	LONGEVITY PAY	352.00	415.00		415.00	414.40	415.00	813.00
6300-122	TMRS	4,250.82	8,573.08		8,573.08	4,162.54	8,573.08	35,755.00
6300-123	GROUP INSURANCE	6,033.56	11,174.00		11,174.00	5,074.46	11,174.00	58,146.00
6300-124	AFLAC	197.41	490.00		490.00	211.23	490.00	2,490.00
6300-125	AD&D INSURANCE	3,576.16	4,946.00		4,946.00	4,946.00	4,946.00	4,946.00
6300-126	WATER	2,934.00	2,950.00		2,950.00	1,892.16	2,950.00	2,950.00
6300-127	MEDICARE	1,131.94	1,817.60		1,817.60	955.69	1,817.60	6,604.00
6300-128	OTHER RETIREMENT	27,200.00	36,000.00		36,000.00	15,010.00	36,000.00	36,000.00
6300-129	ST DISABILITY	341.90	623.32		623.32	303.26	623.32	2,193.00
TOTAL PERSONNEL SERVICES		135,857.29	207,320.32	200.00	207,520.32	119,135.26	207,520.32	633,392.33
MATERIALS & SUPPLIES								
6300-201	OFFICE SUPPLIES	1,593.85	2,200.00	349.75	2,549.75	1,217.26	2,549.75	3,500.00
6300-202	POSTAGE	51.65	200.00	650.25	850.25	6.00	850.25	200.00
6300-203	SUBSCRIPTIONS	128.92	150.00		150.00	29.00	150.00	150.00
6300-204	FOOD/BEVERAGE	5,036.06	5,500.00		5,500.00	3,393.96	5,500.00	6,000.00
6300-205	LOGO/UNIFORM ALLOWANCE	7,366.20	7,800.00		7,800.00	4,912.04	7,800.00	12,800.00
6300-206	FUEL & LUBRICANTS	12,293.16	12,000.00		12,000.00	6,104.04	12,000.00	16,000.00
6300-207	FUEL - PROPANE	625.95	1,900.00		1,900.00	628.35	1,900.00	1,900.00
6300-208	MINOR APPARATUS	10,451.44	16,600.00	(3,172.60)	13,427.40	5,514.16	13,427.40	26,635.00
6300-209	PROTECTIVE CLOTHING	29,294.61	20,000.00		20,000.00	10,656.51	20,000.00	30,000.00
6300-211	MEDICAL & SURGICAL SUPPLII	4,420.47	14,000.00	16,135.36	30,135.36	913.48	30,135.36	42,210.00
6300-227	PREVENTION ACTIVITES	2,005.42	2,550.00		2,550.00	1,089.13	2,550.00	3,800.00
TOTAL MATERIALS & SUPPLIES		73,267.73	82,900.00	13,962.76	96,862.76	34,463.93	96,862.76	143,195.00
MAINTENANCE & REPAIR								
6300-231	FACILITY MAINTENANCE	22,429.84	10,000.00	1,089.00	11,089.00	5,073.99	11,089.00	12,000.00
6300-232	VEHICLE MAINTENANCE	20,901.62	20,500.00	3,200.00	23,700.00	18,366.36	23,700.00	29,650.00
6300-233	EQUIPMENT MAINT	2,090.80	3,000.00		3,000.00	358.25	3,000.00	3,000.00
TOTAL MAINTENANCE & REPAIR		45,422.26	33,500.00	4,289.00	37,789.00	23,798.60	37,789.00	44,650.00
PURCHASED SERVICES								
6300-302	FIRE DEPT REIMBURSEMENT RUI	100,000.03	125,000.00		125,000.00	62,499.99	125,000.00	125,000.00
6300-303	TELEPHONE	1,999.25	1,700.00		1,700.00	951.00	1,700.00	1,700.00
6300-304	INTERNET	6,840.48	6,600.00		6,600.00	3,815.00	6,600.00	6,600.00
6300-307	TRAINING & TRAVEL	20,275.16	25,000.00		25,000.00	4,408.19	25,000.00	25,755.00
6300-309	PROFESSIONAL SERVICES	36,209.02	43,600.00		43,600.00	34,223.94	43,600.00	113,650.00
6300-312	PARAMEDIC SCHOOL	2,900.00	6,400.00		6,400.00	-	6,400.00	7,600.00
6300-313	MAINTENANCE AGREEMENTS	3,339.00	4,100.00		4,100.00	1,841.49	4,100.00	4,100.00
6300-316	911 DISPATCH	26,600.00	27,795.00		27,795.00	27,795.00	27,795.00	27,795.00
6300-317	AMBULANCE (EMS) SERVICE	68,972.61	60,000.00	(10,535.36)	49,464.64	23,917.89	49,464.64	26,000.00
6300-323	CELL PHONE	2,726.15	3,400.00		3,400.00	1,554.96	3,400.00	4,000.00
6300-325	LIABILITY INSURANCE	5,193.61	5,925.00		5,925.00	5,511.99	5,925.00	5,925.00
6300-331	UTILITIES, ELECTRIC	14,217.63	17,000.00	(3,100.00)	13,900.00	6,906.78	13,900.00	17,000.00
6300-333	UTILITIES, WATER	1,046.58	2,050.00		2,050.00	1,288.14	2,050.00	2,050.00
6300-337	PAGER SERVICE	(260.05)	-		-	-	-	600.00
6300-346	EQUIPMENT RENTAL	-	600.00		600.00	-	600.00	300.00
TOTAL PURCHASED SERVICES		290,059.47	329,170.00	(13,635.36)	315,534.64	174,714.37	315,534.64	368,075.00
GENERAL & ADMINISTRATIVE SERVICES								
6300-441	APPRECIATION/AWARDS	2,540.50	3,500.00		3,500.00	3,180.96	3,500.00	4,500.00
6300-443	DUES & MEMBERSHIPS	2,174.00	5,900.00	(2,500.00)	3,400.00	3,039.00	3,400.00	7,870.00
6300-444	MEDICAL EXAMINATIONS	629.00	1,500.00		1,500.00	385.00	1,500.00	1,600.00
6300-447	EMERGENCY MANAGEMENT S	6,209.09	6,000.00		6,000.00	2,621.48	6,000.00	7,500.00
6300-448	CERT TRAINING & EQUIPMENT	9,987.07	6,100.00		6,100.00	990.84	6,100.00	12,700.00
6300-451	SOFTWARE, BOOKS & CD'S	1,316.98	2,500.00		2,500.00	403.47	2,500.00	2,500.00
6300-498	MISCELLANEOUS	6,706.17	1,500.00		1,500.00	97.61	1,500.00	1,500.00
TOTAL GENERAL & ADMINISTRATIVE SER		29,562.81	27,000.00	(2,500.00)	24,500.00	10,718.36	24,500.00	38,170.00
CAPITAL OUTLAY								
8300-200	BUILDING IMPROVEMENTS				-			
8300-411	FURNITURE & FIXTURES	-			-			
8300-416	IMPLEMENTS & APPARATUS	-	-		-			
8300-421	VEHICLES	113,967.00	50,000.00		50,000.00	42,094.75	50,000.00	71,750.00
8300-450	COMPUTER HARDWARE	5,989.97	14,600.00		14,600.00	4,753.76	14,600.00	19,600.00
8300-450	SOFTWARE	-	-		-	-	-	
8300-452	HARDWARE AND TELECOMMUN		8,500.00		8,500.00	7,856.04	8,500.00	25,000.00
TOTAL CAPITAL OUTLAY		119,956.97	73,100.00	-	73,100.00	54,704.55	73,100.00	116,350.00
TOTAL FIRE		694,126.53	752,990.32	2,316.40	755,306.72	417,535.07	755,306.72	1,343,832.33

11 -GENERAL FUND GENERAL ADMINISTRATION - NON-DEPARTMENTAL EXPENDITURES		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 PROPOSED BUDGET	ADJ DESCRIPTION
PERSONNEL SERVICES									
6999-110	PERFORMANCE/INCENTIVE PAY		0.00		-	-	-	37,934.00	Sal \$34,678/TMRS \$2,753/Medicare \$503
TOTAL PERSONNEL SERVICES		-	-	-	-	-	-	37,934.00	
MAINT & SUPPLIES									
6999-214	CLEANING SUPPLIES	1,476.11	1,500.00		1,500.00	478.17	1,500.00	1,000.00	
6999-231	FACILITY MAINT	10,969.96	12,000.00	3,270.00	15,270.00	9,814.60	15,270.00	14,000.00	
TOTAL MAINT & SUPPLIES		12,446.07	13,500.00	3,270.00	16,770.00	10,292.77	16,770.00	15,000.00	
6999-305	IT SUPPORT/MAINT	32,947.38	37,628.00		37,628.00	20,668.20	37,628.00	54,450.00	Baxter IT Support
6999-306	SOFTWARE MAINTENANCE				-			19,900.00	Cloud Backup/SPAM/Archiving/Sentinel IPS Protec/Antivirus
6999-308	CLEANING & PEST CONTROL		13,000.00		13,000.00	6,970.00	13,000.00	13,700.00	
6999-309	PROFESSIONAL SERVICES		25,000.00	2,500.00	27,500.00	15,000.00	27,500.00		
6999-310	LEGAL SERVICES	65,701.31	72,000.00	(7,000.00)	65,000.00	28,724.28	65,000.00	70,000.00	
6999-313	MAINTENANCE AGREEMENT	700.00	1,000.00		1,000.00	-	1,000.00	1,000.00	
6999-326	LAW ENFORCEMENT	82,250.00	93,250.00	(11,000.00)	82,250.00	61,687.50	82,250.00	84,827.00	
6999-327	CITIZENS ON PATROL	2,537.94	4,000.00		4,000.00	1,002.86	4,000.00	4,000.00	
6999-336	ANIMAL CONTROL	33,600.00	33,600.00		33,600.00	25,200.00	33,600.00	33,600.00	
TOTAL PURCHASED SERVICES		217,736.63	279,478.00	(15,500.00)	263,978.00	159,252.84	263,978.00	281,477.00	
CAPITAL OUTLAY									
8999-200	BUILDING IMPROVEMENTS	9,000.00	21,455.00		21,455.00	21,455.00	21,455.00		
8999-420	EQUIPMENT	30,603.72	10,000.00		10,000.00	9,565.31	10,000.00		
8999-421	VEHICLE	-	0.00		-	-		45,300.00	Replacement Vehicle Collin County Deputy
8999-451	SOFTWARE, SUBSCR, BOOKS	6,698.80	10,164.00		10,164.00	5,865.64	10,164.00	7,400.00	\$2.7k MS Office upgrade/\$1.5 Adobe upgrade/\$3.2k Small Business Server Licenses
8999-452	HARDWARE, TELECOM	1,750.00	7,865.00	1,200.00	9,065.00	7,408.85	9,065.00	10,400.00	\$7.5 replacement pcs/\$1.4k hard drive incode server memory/\$1.5k operating system upgrade for HOST virtual server
TOTAL CAPITAL OUTLAY		48,052.52	49,484.00	1,200.00	50,684.00	44,294.80	50,684.00	63,100.00	
TOTAL ADMINISTRATION		278,235.22	342,462.00	(11,030.00)	331,432.00	213,840.41	331,432.00	397,511.00	

CAPITAL IMPROVEMENTS



21 - CAPITAL IMPROVEMENTS	2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET	ADJ DESCRIPTION
REVENUES								
FEES & SERVICE CHARGES								
4404 INTERGOVERNMENTAL RE	135,000.00	-	280,000.00	280,000.00	-	-	1,495,370.00	RTR Funds TXDOT Projects FY 13 \$80,000 left turn lanes RTR Funds TXDOT Projects FY 14 \$251,370 left turn lanes RTR Funds TXDOT FM 2551 to FM 1378 FY 13 \$200,000
TOTAL FEES & SERVICE CHARGE	135,000.00	-	280,000.00	280,000.00	-	-	1,495,370.00	RTR Funds TXDOT FM 2551 to FM 1378 FY 14 \$1,000,000 County Funds FM 2551 to FM 1378 FY 14 \$244,000
INTERGOVERNMENTAL								
4800 BOND PROCEEDS	-	-	-	-	-	-	-	
TOTAL INTERGOVERNMENTAL	-	-	-	-	-	-	-	
MISCELLANEOUS REVENUE								
4911 INTEREST INCOME	9,096.47	5,500.00	-	-	3,333.77	5,500.00	-	
TOTAL MISCELLANEOUS REVENUE	9,096.47	5,500.00	-	0.00	3,333.77	5,500.00	0.00	
TOTAL REVENUES	144,096.47	5,500.00	280,000.00	280,000.00	3,333.77	5,500.00	1,495,370.00	

21 - CAPITAL IMPROVEMENTS	2011-2012	2012-2013	2012-2013	2012-2013	2012-2013	2012-2013	2013-2014
PUBLIC WORKS	FISCAL YEAR	FY BUDGET	FINAL BUDGET	FISCAL YEAR	YTD ACTUAL	PROJECTED	
DEPARTMENTAL EXPENDITURES	ACTUAL	RVS FOR MID-YR	ADJUSTMENTS	BUDGET REVISED	AS OF 5/13	ACTUAL	FINAL BUDGET

CAPITAL OUTLAY

8210-490-105 FM 2551 WASTE WATER GRAVITY	306,043.36	672,620.00	\$ 65,450.00	738,070.00	398,324.64	\$ 738,070.00	
8210-490-107 MCGARITY G STORAGE TANK	751,621.95	150,000.00		150,000.00	143,205.55	\$ 150,000.00	
8210-490-108 STINSON WATER LINE PROJECT	75,120.00	1,543,114.00	\$ (1,458,333.00)	84,781.00	51,589.28	\$ 84,781.00	1,458,333.00
8210-490-111 OSAGE WATER LINE PROJECT	-	-	\$ 29,800.00	29,800.00		\$ 29,800.00	
8210-490-112 ROCK RIDGE WATER LINE PROJEC	-	-		-			18,300.00
8210-491-106 DRAINAGE IMPROVEMENT PROJ	-	50,000.00		50,000.00		\$ 50,000.00	
8210-491-107 STINSON ROAD BRIDGE AT MUD	57,408.00	607,567.00	\$ (546,989.00)	60,578.00	2,646.00	\$ 60,578.00	
8210-491-108 FY 11-12 CAP ROAWAY PROJ	667,460.00	-		-			
8210-491-109 WHITE ROCK TRAIL	3,750.00	25,000.00		25,000.00		\$ 25,000.00	
8210-491-110 FIRE DEPT EXPANSION PROJ	5,000.00	205,000.00	\$ (125,000.00)	80,000.00	30,824.73	\$ 80,000.00	277,000.00
8210-491-111 FY 12-13 CAP ROADWAY PROJ		440,940.00		440,940.00		\$ 440,940.00	
8210-491-112 W LUCAS CC INTERSECTION PROJ RTR		500,000.00	\$ (107,000.00)	393,000.00	37,252.50	\$ 393,000.00	30,000.00
8210-491-113 W LUCAS RD FM 2551/FM 1378				-			1,500,000.00
		-		-			
		-					

TOTAL CAPITAL OUTLAY	1,866,403.31	4,194,241.00	\$ (2,142,072.00)	2,052,169.00	663,842.70	\$ 2,052,169.00	3,283,633.00
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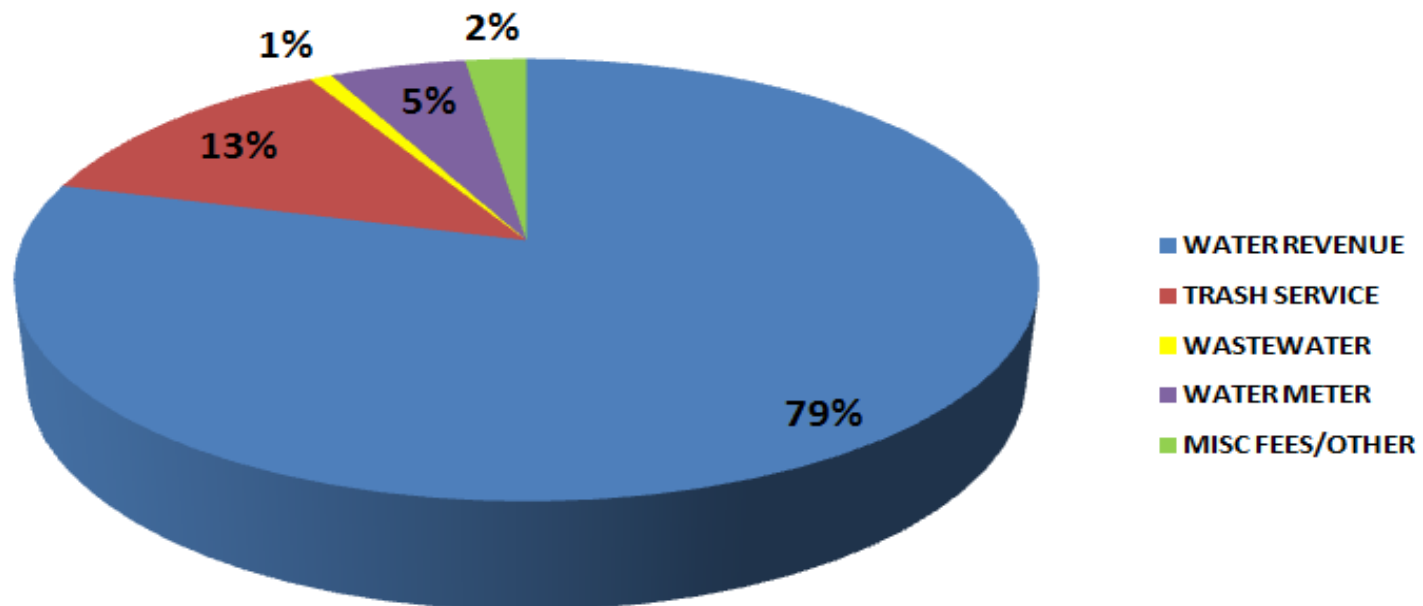
TOTAL PUBLIC WORKS	1,866,403.31	4,194,241.00	\$ (2,142,072.00)	2,052,169.00	663,842.70	\$ 2,052,169.00	3,283,633.00
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WATER FUND



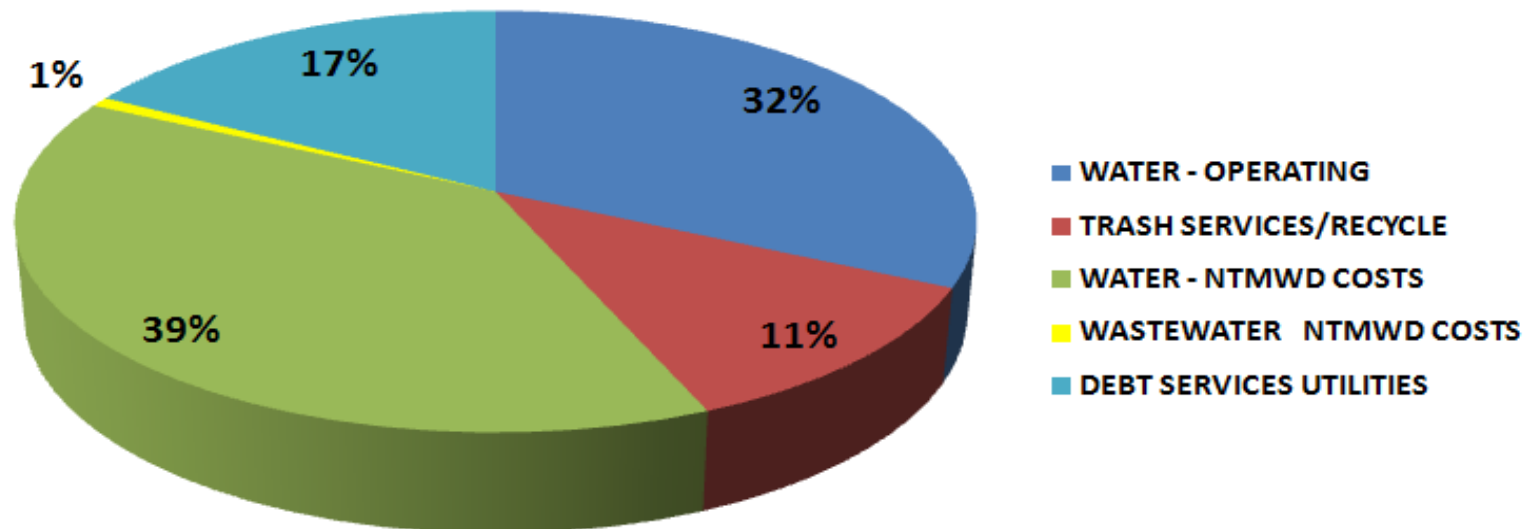
Water Fund Revenue FY13/14

Total \$3,220,600.00



Water Fund Expenditures FY13/14

Total \$3,141,708.01



51 - WATER UTILITIES FUND

		2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET	ADJ DESCRIPTION
REVENUES									
<u>FEES & SERVICE CHARGES</u>									
4461	WATER REVENUE	2,333,857.64	2,300,500.00	200,000.00	2,500,500.00	1,338,321.93	2,500,500.00	2,554,000.00	Based on new pricing
4462	WATER TAPS & BORES	1,875.00	2,000.00	500.00	2,500.00	-	2,500.00	-	
4463	PENALTY & INTEREST	20,955.00	18,000.00	500.00	18,500.00	12,140.00	18,500.00	18,000.00	
4467	WATER METER	164,700.00	160,000.00	53,000.00	213,000.00	137,500.00	213,000.00	165,000.00	
4468	WATER METER REPAIRS	757.50	700.00	334.80	1,034.80	600.00	1,034.80	700.00	
4469	WASTEWATER FEES	23,771.75	26,000.00	2,613.30	28,613.30	17,936.19	28,613.30	26,000.00	
4473	DISCONNECT CHGS	(16.02)	-	-	-	-	-	-	
4478	TRASH SERVICE	365,901.43	401,000.00	500.00	401,500.00	266,914.60	401,500.00	401,000.00	
4497	FH METER RENTAL INC	850.00	4,500.00	1,100.00	5,600.00	3,850.00	5,600.00	4,500.00	
4498	MISC. FEE AND CHARGES	565.00	-	-	-	-	-	-	
TOTAL FEES & SERVICE CHARGES		2,913,217.30	2,912,700.00	258,548.10	3,171,248.10	1,777,262.72	3,171,248.10	3,169,200.00	
<u>MISCELLANEOUS REVENUE</u>									
4911	INTEREST INCOME	9,175.48	6,400.00	(820.00)	5,580.00	3,895.10	5,580.00	6,000.00	
4912	RETURN CHECK CHARGE	435.00	330.00	45.00	375.00	300.00	375.00	400.00	
4913	NTMWD REFUND	28,139.67	50,000.00	-	50,000.00	-	50,000.00	50,000.00	
4914	INSURANCE CLAIM REIMB	18,430.53	-	-	-	-	-	-	
4995	REIMBURSEMENTS	-	-	-	-	-	-	-	
4996	TRANSFER IN	-	-	-	-	-	-	-	
TOTAL MISCELLANEOUS REVENUE		56,180.68	56,730.00	(775.00)	55,955.00	4,195.10	55,955.00	56,400.00	
*** TOTAL REVENUES ***		2,969,397.98	2,969,430.00	257,773.10	3,227,203.10	1,781,457.82	3,227,203.10	3,225,600.00	

51 - WATER UTILITIES FUND

DEPARTMENTAL EXPENDITURES	2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET	
PERSONNEL SERVICES								
6400-101 SALARIES - EXEMPT	168,832.85	176,955.40		176,955.40	115,943.75	176,955.40	176,955.40	
6400-102 SALARIES - NON-EXEMPT	102,705.12	107,172.00		107,172.00	70,027.93	107,172.00	107,172.00	
6400-103 SALARIES - TEMPORARY	-	-	8,000.00	8,000.00	70,027.93	8,000.00	8,000.00	Temporary h
6400-106 CERTIFICATION FEES	4,725.00	6,000.00		6,000.00	3,800.00	6,000.00	6,000.00	
6400-110 PERFORMANCE/INCENTIVE PAY	-	-		-	-	-	10,703.01	Sal \$9,792/T
6400-111 OVERTIME	17,184.10	20,000.00		20,000.00	8,685.90	20,000.00	20,000.00	
6400-112 WORKERS' COMPENSATION	4,999.53	5,160.00		5,160.00	4,807.50	5,160.00	5,160.00	
6400-113 LONGEVITY PAY	1,376.00	1,640.00		1,640.00	1,640.00	1,640.00	1,904.00	
6400-122 TMRS	20,330.49	20,785.16	628.00	21,413.16	11,752.88	21,413.16	22,731.49	Rate change
6400-123 GROUP INSURANCE	35,126.16	37,370.00		37,370.00	22,716.15	37,370.00	40,170.00	
6400-124 AFLAC	1,580.88	1,650.00		1,650.00	937.21	1,650.00	1,650.00	
6400-127 MEDICARE	4,227.63	4,384.11	116.00	4,500.11	2,869.96	4,500.11	4,384.11	
6400-129 ST DISABILITY	1,309.56	1,325.00	125.00	1,450.00	816.64	1,450.00	1,325.00	
6400-141 CAR ALLOWANCE	3,600.00	3,600.00		3,600.00	2,350.00	3,600.00	3,600.00	
TOTAL PERSONNEL SERVICES	365,997.32	386,041.67	8,869.00	394,910.67	316,375.85	394,910.67	409,755.01	
MATERIALS & SUPPLIES								
6400-201 OFFICE SUPPLIES	715.29	750.00	100.00	850.00	455.17	850.00	750.00	
6400-202 POSTAGE	334.95	1,000.00		1,000.00	144.27	1,000.00	1,000.00	
6400-204 FOOD/BEVERAGE	175.30	500.00		500.00	-	500.00	500.00	
6400-205 LOGO/UNIFORM ALLOWANCE	1,117.46	1,200.00		1,200.00	462.07	1,200.00	1,200.00	
6400-206 FUEL & LUBRICANTS	13,362.87	18,000.00		18,000.00	6,063.00	18,000.00	18,000.00	
6400-207 FUEL - PROPANE	457.70	2,000.00		2,000.00	257.02	2,000.00	2,000.00	
6400-208 MINOR APPARATUS	1,000.00	1,000.00		1,000.00	-	1,000.00	1,000.00	
6400-209 PROTECTIVE CLOTHING	866.91	900.00		900.00	456.59	900.00	1,000.00	
6400-211 MEDICAL SUPPLIES	30.83	100.00		100.00	-	100.00	100.00	
6400-212 CHEMICALS	-	300.00		300.00	-	300.00	300.00	
6400-222 MISCELLANEOUS	468.05	500.00		500.00	406.64	500.00	500.00	
6400-223 SAND/DIRT	105.50	200.00		200.00	-	200.00	500.00	
6400-224 ASPHALT/FLEXBASE/CONCRETE	-	1,500.00		1,500.00	-	1,500.00	1,500.00	
TOTAL MATERIALS & SUPPLIES	18,634.86	27,950.00	100.00	28,050.00	8,244.76	28,050.00	28,350.00	
MAINTENANCE & REPAIR								
6400-231 FACILITY MAINTENANCE	1,034.67	1,000.00		1,000.00	130.10	1,000.00	1,000.00	
6400-232 VEHICLE MAINTENANCE	3,760.10	4,000.00		4,000.00	924.23	4,000.00	4,500.00	
6400-233 REPAIR & MAINT WTR FACILITIES	38,241.08	57,000.00		57,000.00	19,584.72	57,000.00	57,000.00	
6400-xxx REPAIR & MAINT SEWER FACILITIES	-	5,000.00		5,000.00	-	5,000.00	5,000.00	
TOTAL MAINTENANCE & REPAIR	43,035.85	67,000.00	-	67,000.00	20,639.05	67,000.00	67,500.00	
PURCHASED SERVICES:								
6400-237 TRASH SERVICES/RECYCLE	336,489.59	370,400.00	7,500.00	377,900.00	214,284.73	377,900.00	360,000.00	
6400-238 RECYCLE COSTS	-	-	-	-	-	-	-	
6400-302 AUDITING & ACCOUNTING	9,360.00	10,750.00		10,750.00	6,100.00	10,750.00	11,500.00	
6400-303 TELEPHONE	4,566.78	4,600.00		4,600.00	2,364.52	4,600.00	4,800.00	
6400-304 UB PROCESSING	19,791.19	19,800.00		19,800.00	9,484.96	19,800.00	20,000.00	
6400-305 SOFTWARE SUPPORT/MAINT	7,318.77	8,800.00		8,800.00	7,684.70	8,800.00	9,450.00	
6400-307 TRAINING & TRAVEL	5,487.04	5,500.00		5,500.00	1,847.66	5,500.00	5,500.00	
6400-309 PROFESSIONAL SERVICES	40,872.70	53,000.00		53,000.00	27,377.19	53,000.00	95,000.00	\$40k CCN up
6400-311 ENGINEERING FEES	3,500.00	4,000.00		4,000.00	-	4,000.00	4,000.00	
6400-313 MAINTENANCE AGREEMENTS	3,142.71	5,500.00		5,500.00	3,023.37	5,500.00	5,750.00	
6400-315 WATER - NTMWD	968,028.60	1,100,040.00	(90,000.00)	1,010,040.00	641,685.60	1,010,040.00	1,213,184.60	Est NTMWC
6400-316 WASTEWATER NTMWD	21,371.75	23,100.00	1,900.00	25,000.00	14,912.07	25,000.00	23,000.00	
6400-323 CELL PHONE	2,970.49	3,305.00		3,305.00	1,749.27	3,305.00	3,405.00	
6400-325 LIABILITY INSURANCE	11,584.23	12,395.00		12,395.00	11,714.24	12,395.00	13,000.00	
6400-331 ELECTRICITY	56,337.20	65,000.00		65,000.00	27,518.84	65,000.00	65,000.00	
6400-333 UTILITIES, WATER	229.64	250.00		250.00	129.53	250.00	250.00	
6400-346 EQUIPMENT RENTAL	850.05	2,000.00		2,000.00	-	2,000.00	2,000.00	
TOTAL PURCHASED SERVICES	1,491,900.74	1,688,440.00	(80,600.00)	1,607,840.00	969,876.68	1,607,840.00	1,835,839.60	
GENERAL & ADMIN SERVICES/TRANSFERS								
6400-441 APPRECIATION/AWARDS	498.67	500.00		500.00	287.62	500.00	500.00	
6400-443 DUES & MEMBERSHIPS	-	-		-	-	-	-	
6400-444 EMPLOYMENT SCREENING	-	300.00		300.00	35.00	300.00	300.00	
6400-446 LICENSES & REGISTRATIONS	261.00	500.00		500.00	100.00	500.00	500.00	
6400-999 PILOT TRANSFER OUT	165,848.97	161,193.50	14,550.66	175,744.16	-	175,744.16	174,544.00	
TOTAL GENERAL & ADMIN SERVICES/TRANSF	166,608.64	162,493.50	14,550.66	177,044.16	422.62	177,044.16	175,844.00	
CAPITAL OUTLAY								
8400-411 FURNITURE	-	-	-	-	-	-	-	
8400-416 IMPLEMENTS & APPARATUS	955.58	2,000.00		2,000.00	-	2,000.00	2,000.00	
8400-XXX IMPLEMENTS & APPARATUS - SEWER	-	25,000.00		25,000.00	-	25,000.00	-	
8400-420 EQUIPMENT - WATER	-	5,000.00		5,000.00	-	5,000.00	5,000.00	
8400-XXX EQUIPMENT- SEWER	-	50,000.00	(50,000.00)	-	-	-	-	
8400-421 VEHICLE	24,966.10	-		-	-	-	33,000.00	Replacemen
8400-451 SOFTWARE, BOOKS & CD'S	-	3,000.00	300.00	3,300.00	2,714.00	3,300.00	3,500.00	
8400-452 HARDWARE & TELECOMM	-	3,600.00	1,160.00	4,760.00	3,583.00	4,760.00	3,700.00	
8400-490 METER READ SYSTEM	45,074.84	32,500.00	8,500.00	41,000.00	25,931.07	41,000.00	44,000.00	
TOTAL CAPITAL OUTLAY	70,996.52	121,100.00	(40,040.00)	81,060.00	32,228.07	81,060.00	91,200.00	
TOTAL WATER UTILITIES	2,157,173.93	2,453,025.17	(97,120.34)	2,355,904.83	1,347,787.03	2,355,904.83	2,608,488.61	

51 - WATER UTILITIES FUND

	2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET
DEPARTMENTAL EXPENDITURES							
DEBT SERVICE							
7900-209 2002 WATER BOND-PRINCIPAL	100,000.00	100,000.00		100,000.00	100,000.00	100,000.00	100,000.00
7900-210 2002 WATER BOND-INTEREST	11,550.00	7,000.00		7,000.00	4,650.00	7,000.00	2,350.00
7900-214 2007 CERT OF OBLIG-PRINCIPAL	80,000.00	80,000.00		80,000.00	80,000.00	80,000.00	100,000.00
7900-215 2007 CERT OF OBLIG-INTEREST	75,650.00	72,250.00		72,250.00	36,975.00	72,250.00	68,425.00
7900-216 2007 GO REFUNDING- PRINCIPAL	65,000.00	65,000.00		65,000.00	65,000.00	65,000.00	70,000.00
7900-217 2007 GO REFUNDING- INTEREST	45,402.00	42,958.00		42,958.00	22,090.00	42,958.00	40,420.00
7900-218 2011 CERT OF OBLIG-PRINCIPAL	55,000.00	75,000.00		75,000.00	75,000.00	75,000.00	80,000.00
7900-219 2011 CERT OF OBLIG-INTEREST	87,212.50	73,375.00		73,375.00	37,062.50	73,375.00	71,825.00
7900-298 BOND SALE EXPENSES	100.00	200.00		200.00	100.00	200.00	200.00
TOTAL DEBT SERVICE	519,914.50	515,783.00	-	515,783.00	420,877.50	515,783.00	533,220.00
TRANSFER IN - PAY OFF OLD UTILITY BONDS							
				0.00			
TOTAL DEBT SERVICE	519,914.50	515,783.00	-	515,783.00	420,877.50	515,783.00	533,220.00

DEBT SERVICE FUND



59 - DEBT SERVICES FUND

	2011-2012 FISCAL YEAR ACTUAL	2012-2013 FY BUDGET RVS FOR MID-YR	2012-2013 FINAL BUDGET ADJUSTMENTS	2012-2013 FISCAL YEAR BUDGET REVISED	2012-2013 YTD ACTUAL AS OF 5/13	2012-2013 PROJECTED ACTUAL	2013-2014 FINAL BUDGET	
DEPARTMENTAL EXPENDITURES								
REVENUES								
PROPERTY TAXES								
4011 PROPERTY TAXES	647,765.64	658,497.00	(1,540.00)	656,957.00	646,818.37	656,957.00	612,710.00	
4012 PROPERTY TAXES-DELINQUENT	5,080.87	4,600.00	5,100.00	9,700.00	7,967.46	9,700.00	8,000.00	
4015 PROPERTY TAXES-P&I	1,240.57	1,000.00	1,701.00	2,701.00	1,362.31	2,701.00	1,900.00	
4911 INTEREST INCOME	739.80	575.00		575.00	377.87	575.00	500.00	
TOTAL PROPERTY TAXES	654,826.88	664,672.00	5,261.00	669,933.00	656,526.01	669,933.00	623,110.00	
TOTAL REVENUES	654,826.88	664,672.00	5,261.00	669,933.00	656,526.01	669,933.00	623,110.00	
EXPENDITURES								
DEBT SERVICE								
7900-209 2002 WATER BOND-PRINCIPAL	145,000.00	155,000.00		155,000.00	155,000.00	155,000.00	165,000.00	
7900-210 2002 WATER BOND-INTEREST	18,147.50	11,320.00		11,320.00	7,442.50	11,320.00	3,877.50	
7900-214 2007 CERT OF OBLIG-PRINCIPAL	75,000.00	75,000.00		75,000.00	75,000.00	75,000.00	80,000.00	
7900-215 2007 CERT OF OBLIG-INTEREST	59,393.75	56,207.00		56,207.00	28,900.00	56,207.00	52,912.50	
7900-216 2007 GO REFUNDING- PRINCIPAL	10,000.00	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00	
7900-217 2007 GO REFUNDING- INTEREST	64,672.00	64,296.00		64,296.00	32,242.00	64,296.00	63,920.00	
7900-218 2011 CERT OF OBLIG-PRINCIPAL	95,000.00	120,000.00		120,000.00	120,000.00	120,000.00	125,000.00	
7900-219 2011 CERT OF OBLIG-INTEREST	135,375.00	113,750.00		113,750.00	57,475.00	113,750.00	111,300.00	
7900-298 BOND SALE EXPENSES	570.00	700.00		700.00	100.00	700.00	700.00	
TOTAL DEBT SERVICE	603,158.25	606,273.00	-	606,273.00	486,159.50	606,273.00	612,710.00	



City of Lucas City Council Agenda Request

Council Meeting: September 19, 2013

Requestor: Liz Exum

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: _____

Budgeted Amount: \$ N/A

Exhibits: ☒ Yes ☐ No

AGENDA SUBJECT:

Discuss and Consider the approval of **Ordinance # 2013-09-00766** of the City Council of the City of Lucas, Texas, levying Ad Valorem Taxes for the Tax Year 2013 (Fiscal Year 2013-2014) at a rate of \$0.355616 per one hundred dollars (\$100) assessed valuation on all taxable property within the corporate limits of the city of Lucas as of January 1, 2013, to provide revenue for the payment of current expenses; providing for an interest and sinking fund for all outstanding debt for the City of Lucas; providing for due and delinquent dates together with penalties and interest; providing a severability clause; providing a repealing clause; and providing an effective date.

RECOMMENDED ACTION:

SUMMARY:

This year's proposed tax rate exceeds the effective tax rate. The vote on the ordinance setting the tax rate must be a record vote.

This year's tax levy to fund maintenance and operation expenditures does not exceed last year's maintenance and operations tax levy.

MOTION:

I make a Motion that the property tax rate be increased by the adoption of a tax rate of 0.355616, which is effectively a 4.34 percent increase in the tax rate.

APPROVED BY: _____ Initial/Date

Department Director: /
City Manager: /

<input type="checkbox"/>	Annexation
<input type="checkbox"/>	Disannexation
<input type="checkbox"/>	Code of Ordinances
<input checked="" type="checkbox"/>	Other

ORDINANCE # 2013-09-00766

[AD VALOREM TAX RATE FOR 2013]

AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, LEVYING AD VALOREM TAXES FOR THE TAX YEAR 2013 (FISCAL YEAR 2013-2014) AT A RATE OF \$0.355616 PER ONE HUNDRED DOLLARS (\$100) ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF LUCAS AS OF JANUARY 1, 2013, TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENSES; PROVIDING FOR AN INTEREST AND SINKING FUND FOR ALL OUTSTANDING DEBT FOR THE CITY OF LUCAS; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, following public notice duly posted and published in all things as required by law, Public Hearings were held on August 15, 2013, September 5, 2013, by and before the City Council of the City of Lucas, the subject of which was the proposed tax rate for the City of Lucas for Fiscal Year 2013-2014, submitted by the City Manager in accordance with provisions of state statutes and the City of Lucas Home Rule Charter, and

WHEREAS, the City Council, upon full consideration of the matter, is of the opinion that the tax rate hereinafter set forth is proper and should be approved and adopted.

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

SECTION 1. There is hereby levied and shall be assessed for the tax year 2013 on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Lucas, Texas, and not exempt by the Constitution of the State and valid State laws, a tax of \$0.355616 on each \$100 assessed valuation of taxable property apportioned and distributed as follows:

- (a) For the purpose of defraying the current expenditures of the municipal government of the City of Lucas, a tax of \$.254005 on each and every \$100 assessed value on all taxable property; and
- (b) For the purpose of creating a sinking fund to pay the interest and principal maturities of all outstanding debt of the City of Lucas, not otherwise provided for, a tax of \$.101611 on each \$100 assessed value of taxable property within the City of Lucas, and shall be applied to the payment of interest and maturities of all such outstanding debt of the City.

SECTION 2. All ad valorem taxes shall become due and payable on October 1, 2013, and all ad valorem taxes for the year shall become delinquent if not paid prior to February 1, 2014. There shall be no discount for payment of taxes prior to February 1, 2014. A delinquent tax shall incur all penalty and interest authorized by law, to wit:

- (a) A penalty of six percent on the amount of the tax for the first calendar month it is delinquent, plus one percent for each additional month or portion of a month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.
- (b) Provided, however, a tax delinquent on July 1, 2014, incurs a total penalty of twelve percent of the amount of delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at the rate of one percent for each month or portion of a month the tax remains unpaid. Taxes for the year 2013 and taxes for all future years that become delinquent on or after February 1 but not later than May 1, that remain delinquent on July 1 of the year in which they become delinquent, incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and 33.07, as amended. Taxes assessed against tangible personal property for the year 2013 and for all future years that become delinquent on or after February 1 of a year incur an additional penalty on the later of the date the personal property taxes become subject to the delinquent tax attorney's contract, or 60 days after the date the taxes become delinquent, such penalty to be in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 33.11. Taxes for the year 2013 and taxes for all future years that remain delinquent on or after June 1 under Texas Property Tax Code Sections 26.07(f), 26.15(e), 31.03, 31.031, 31.032 or 31.04 incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and Section 33.08, as amended.

SECTION 3. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

SECTION 4. The tax roll as presented to the City Council, together with any supplements thereto, be and the same are hereby approved.

SECTION 5. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

SECTION 6. All ordinances of the City of Lucas, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however, that all other

provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 7. This ordinance shall take effect immediately from and after its passage, as the law and charter in such cases provide.

DULY PASSED by the City Council of the City of Lucas, Texas, on this the 19th day of September, 2013.

APPROVED:

Rebecca Mark, Mayor

ATTEST:

Kathy Wingo, TRMC, MMC
City Secretary

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Joe Gorfida, Jr.", is written over a light blue rectangular background.

Joe Gorfida, Jr., City Attorney
(JJG/57217/09-10-12))



City of Lucas City Council Agenda Request

Council Meeting: September 19, 2013

Requestor: Stanton Foerster

Prepared by: _____

Account Code #: N/A

Date Prepared: _____

Budgeted Amount: \$ N/A

Exhibits: ☒ Yes ☐ No

AGENDA SUBJECT:

Discuss and Consider the approval of an Interlocal Agreement between the City of Lucas and Collin County concerning the improvements of West Lucas Road from FM 2551 to FM1378.

RECOMMENDED ACTION:

SUMMARY:

See attached.

MOTION:

I make a Motion to approve the Interlocal Agreement between the City of Lucas and Collin County concerning the improvements of West Lucas Road from FM 2551 to FM1378.

APPROVED BY: _____

Initial/Date

Department Director: /

City Manager: /

**INTERLOCAL AGREEMENT
BETWEEN COLLIN COUNTY AND THE CITY OF LUCAS
CONCERNING THE IMPROVEMENTS OF WEST LUCAS RD. FROM FM 2551 TO FM 1378
NEW BOND PROJECT #07-00-23**

WHEREAS, the County of Collin, Texas ("County") and the City of Lucas Texas ("City") desire to enter into an agreement concerning the improvements of West Lucas Rd. from FM 2551 to FM 1378 in Lucas, Collin County, Texas; TxDOT CSJ #0918-24-194; and

WHEREAS, the Interlocal Cooperation Act (Texas Government Code Chapter 791) authorizes any local government to contract with one or more local governments to perform governmental functions and services under the terms of the Act; and

WHEREAS, The City of Lucas was awarded 2007 Bond Funding for Country Club Rd. at West Lucas Rd. Bond Project #07-034 of which they have \$244,414.17 remaining.

WHEREAS, the West Lucas Rd from FM 2551 to FM 1378 project was awarded \$1,200,000 in Regional Toll Revenue (RTR) Funding by the Regional Transportation Council (RTC), for Engineering, Right of Way and Construction, on October 11, 2012 and concurred by the Texas Department of Transportation Commission on January 31, 2013, Minute Order 113473. This funding requires a twenty percent (20%) local match of \$300,000.

WHEREAS, the City and County have determined that the improvements may be completed most economically by implementing this agreement.

NOW, THEREFORE, this agreement is made and entered into by the County and the City upon and for the mutual consideration stated herein. All improvements shall be designed to meet or exceed the current Collin County design standards and shall be constructed in accordance with the plans and specifications approved by the City. The design shall also meet any state requirements.

WITNESSETH:

ARTICLE I.

The City shall arrange to construct improvements to West Lucas Rd. from FM 2551 to FM 1378, hereinafter called the "Project". The Construction improvements include: the total reconstruction of all pavement with an ultimate 46-foot cross-section, 2) minor modification to parallel drainage, 3) partial reconstruction of cross street approaches, 4) utility adjustments, 5) traffic signal modifications, 6) environmental studies, and 7) new right and left turn lanes in various locations. All improvements shall be designed to meet or exceed the current Collin County design standards and shall be constructed in accordance with the plans and specifications approved by City.

ARTICLE II.

The City shall prepare plans and specifications for the improvements, accept bids and award a contract to construct the improvements and administer the construction contract. In all such activities, the City shall comply with all state statutory requirements. The City shall provide the County with a copy of the executed construction contract(s) for the Project.

ARTICLE III.

The City shall also acquire one to five acres of real property in the vicinity of the improvements for use as right-of-way.

ARTICLE IV.

The City estimates the total actual cost of the project to be \$1,500,000. The City has secured RTR funding in the amount of \$1,200,000. The local match is twenty percent (20%) or \$300,000. The city agrees to fund \$55,586 and the County agrees to fund \$244,414. The county funding will be reallocated from the 2007 Bond Project #07-034, Country Club Rd. at West Lucas Rd. project. The County shall remit the funding to the City within thirty (30) days after the City executes an engineering contract and the City requests payment or upon the availability of bond funds for this Project, whichever occurs later. At the completion of the Project, in its entirety, the City shall provide a final accounting of expenditures. If the actual cost of the Project is less than the estimated cost of \$1,500,000 and the County has participated up to twenty percent (20%) of the actual Project cost, then the City shall reimburse the County such that the county is only participating twenty percent (20%), however the county's participation will not exceed \$244,414. The "total cost of the Project" shall include land acquisition, environmental studies, engineering, construction, inspection, testing, surveying, and construction administration costs including contingencies.

ARTICLE V.

The County's funding participation in the Project shall not exceed \$244,414.

ARTICLE VI.

The City shall prepare for the County an itemized statement specifying Project costs that have been incurred to date and submit detailed Project costs and progress reports every thirty (30) days until Project completion.

ARTICLE VII.

The City and County agree that the party paying for the performance of governmental functions or services shall make those payments only from current revenues legally available to the paying party.

ARTICLE VIII.

INDEMNIFICATION. TO THE EXTENT ALLOWED BY LAW, EACH PARTY AGREES TO RELEASE, DEFEND, INDEMNIFY, AND HOLD HARMLESS THE OTHER (AND ITS OFFICERS, AGENTS, AND EMPLOYEES) FROM AND AGAINST ALL CLAIMS OR CAUSES OF ACTION FOR INJURIES (INCLUDING DEATH), PROPERTY DAMAGES (INCLUDING LOSS OF USE), AND ANY OTHER LOSSES, DEMANDS, SUITS, JUDGMENTS AND COSTS, INCLUDING REASONABLE ATTORNEYS' FEES AND EXPENSES, IN ANY WAY ARISING OUT OF, RELATED TO, OR RESULTING FROM ITS PERFORMANCE UNDER THIS AGREEMENT, OR CAUSED BY ITS NEGLIGENT ACTS OR OMISSIONS (OR THOSE OF ITS RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, OR ANY OTHER THIRD PARTIES FOR WHOM IT IS LEGALLY RESPONSIBLE) IN CONNECTION WITH PERFORMING THIS AGREEMENT.

ARTICLE IX.

VENUE. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this agreement. The parties agree that this agreement is performable in Collin County, Texas and that exclusive venue shall lie in Collin County, Texas.

ARTICLE X.

SEVERABILITY. The provisions of this agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this agreement is for any reason held by a court of competent jurisdiction to be contrary to law or contrary to any rule or regulation having the force and effect of the law, the remaining portions of the agreement shall be enforced as if the invalid provision had never been included.

ARTICLE XI.

ENTIRE AGREEMENT. This agreement embodies the entire agreement between the parties and may only be modified in a writing executed by both parties.

ARTICLE XII.

SUCCESSORS AND ASSIGNS. This agreement shall be binding upon the parties hereto, their successors, heirs, personal representatives and assigns. Neither party will assign or transfer an interest in this agreement without the written consent of the other party.

ARTICLE XIII.

IMMUNITY. It is expressly understood and agreed that, in the execution of this agreement, neither party waives, nor shall be deemed hereby to have waived any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. By entering into this agreement, the parties do not create any obligations, express or implied, other than those set forth herein, and this agreement shall not create any rights in parties not signatories hereto.

ARTICLE XIV.

TERM. This agreement shall be effective upon execution by both parties and shall continue in effect annually until final acceptance of the Project. This agreement shall automatically renew annually during this period.

APPROVED AS TO FORM:

By: _____
Name: _____
Title: _____
Date: _____

ATTEST:

By: _____
Name: Kathy Wingo
Title: City Secretary
Date: _____

APPROVED AS TO FORM:

By: _____
Name: Joe Gorfida, Jr.
Title: City Attorney
Date: _____

COUNTY OF COLLIN, TEXAS

By: _____
Name: Keith Self
Title: County Judge
Date: _____
Executed on this ____ day of _____, 2013
By the County of Collin, pursuant to Commissioners'
Court Order No. _____.

CITY OF LUCAS, TEXAS

By: _____
Name: Rebecca Mark
Title: City Mayor
Date: _____
Executed on behalf of the City of
Lucas pursuant to City Council
Resolution No. _____



City of Lucas City Council Agenda Request

Council Meeting: September 19, 2013

Requestor: Jeff Jenkins

Prepared by: _____

Account Code #: N/A

Date Prepared: _____

Budgeted Amount: \$ N/A

Exhibits: ☒ Yes ☐ No

AGENDA SUBJECT:

Discuss and Consider the approval of **Resolution # R-2013-09-00400** of the City Council of the City of Lucas, Texas approving amendments to the Lucas Personnel Policies and Administrative Procedures Manual, and providing an effective date.

RECOMMENDED ACTION:

SUMMARY:

See attached redline draft and final resolution.

MOTION:

I make a Motion to approve **Resolution # R-2013-09-00400** of the City Council of the City of Lucas, Texas approving amendments to the Lucas Personnel Policies and Administrative Procedures Manual, and providing an effective date.

APPROVED BY: _____ Initial/Date

Department Director: /
City Manager: /

RESOLUTION # ~~R-2009-11-00345~~ [R 2013 09 00000](#)

EXHIBIT A



PERSONNEL POLICIES AND ADMINISTRATIVE PROCEDURES MANUAL

City of Lucas, Texas

Welcome to City of Lucas

The City of Lucas is named after Gabriel Henry Lucas, Sr., who, in 1870, founded a merchandising store in what would later become Lucas. On May 11, 1888, the United States Postal Service established a post office in the area and named the community "Lucas" after the post office's first postmaster, Gabe Lucas.

The City of Lucas was incorporated in February 1959. Since then, the community has prided itself in maintaining a rural and country style of living. As of January 2009, the North Central Texas Council of Governments estimated the population of Lucas at 5,350, compared to 540 in 1970.

The City of Lucas is a Home-Rule City with the Council-Manager form of government. The City Council is the legislative or law-making body of the city government and it is composed of seven members, including the Mayor and six council members elected at-large. The City's daily operations are administrated by a City Manager appointed by the City Council. City Council meetings are held the first Thursday of every month at 7:00 p.m. at the Lucas City Hall.

The City of Lucas offices are located at 665 Country Club Road. City Hall houses the offices of the City Manager, Building Official, Public Works Director and Staff, Finance Manager and Staff, and the City Secretary's office.

On behalf of the City Council and staff – WELCOME TO THE CITY OF LUCAS!

EMPLOYEE ACKNOWLEDGMENT FORM

The *Personnel Policies and Administrative Procedures Manual* ("Manual") describes important information about the City, and I understand that I should consult the City Manager or designated personnel administrator regarding any questions not answered in the Manual. I have entered into my employment relationship with the City voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time, so long as there is not any action contrary to applicable federal and state laws.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the Manual may occur, except to the City's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Manual is neither a contract of employment nor a legal document. I have received the Manual, and I have read and understand that it is my responsibility to comply with the policies contained in this Manual and any revisions made to it. I also understand that it is my responsibility to keep this Manual updated with future official notices relative to revised information, and shall return this Manual to the City Manager or designated personnel administrator upon termination of my employment with the City.

Employee Signature

Date

Employee Name Printed

Personal Policies and Administrative Procedures Manual

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TITLE 1 – General Provisions

CHAPTER 1. GENERAL PROVISIONS

1.01 Purpose

The *Personnel Policies and Administrative Procedures Manual* is a compilation of the City's personnel practices and administrative procedures. Its purpose is to provide a consistent guide to personnel policies and administrative procedures related to the terms and conditions of your employment.

This manual is designed to acquaint all employees with the City and provide information about working conditions, employee benefits, policies and procedures affecting employment. Employees should read, understand, and comply with all provisions of this manual. It describes many responsibilities as an employee and outlines the programs developed by the City to benefit employees.

No employee manual can anticipate every circumstance or question about policy. As the City continues to grow and as the need may arise, the City reserves the right to revise, supplement, or rescind any policies or portions of the manual from time to time as it deems appropriate. The only exception to any changes is the employment-at-will policy permitting the employee or the City to end the employment relationship for any reason at any time. Any future changes to the handbook will be communicated to employees through official written notices.

Understanding that this manual is developed as a communication tool, all employees are encouraged to visit the City Manager and/or designated personnel administrator should questions arise concerning the interpretation and understanding of any policy, practice, or procedure. It is important that we all continue to have a full and complete understanding of our personnel policies and procedures.

1.02 Applicability

All rules and regulations shall apply to all employees unless superseded by the state and federal constitutions, state and federal legislation and/or regulations, or City codes. Failure to comply with these policies may result in appropriate disciplinary action, up to and including termination. All City employees are charged with the responsibility of being thoroughly familiar with all provisions found in the *Personnel Policies and Administrative Procedures Manual*.

Elected officials, members of appointed boards and commissions, persons employed under contract shall not be considered City employees for purposes of these personnel policies and administrative procedures. Personnel appointed to serve without pay (including members of the volunteer fire department) shall be subject to Title 2, Chapter 8 Rules of Conduct, and Title 3, Chapter 25, Business Travel Policy.

1.03 Dissemination

All City employees shall be provided a copy of these policies and procedures. The City Manager shall keep at least one copy available for reference by all employees. In addition, all City employees shall be notified of, and provided with any revisions, supplements, or deletions to these policies and procedures.

1.04 Authority and Responsibility

These policies and procedures may be revised and amended, within the law, to the extent deemed necessary in order to more effectively and efficiently promote the interests of the City and its employees. Such revisions and amendments are to be reviewed and approved by the City Council. With the exception of matters reserved to the City Council, the general and final authority for personnel administration rests with the City Manager.

1.05 Date of Adoption

These personnel policies and administrative procedures are effective immediately.

TITLE 2 – PERSONNEL POLICIES

CHAPTER 2. GENERAL PROVISIONS

2.01 Purpose and Objective

The purpose of these Personnel Policies is to create a high degree of understanding, cooperation, efficiency, and unity, all of which come through the systematic application of establishing procedures in personnel management and administration.

The Fundamental objectives of these policies are:

- A. To promote and increase efficiency, responsiveness to the public, and economy in the service to the City;
- B. To provide fair and equal employment opportunity to all qualified applicants who enter City employment without regard or respect to the applicant's sex, race, color, religion, national origin, age, marital status, political affiliation, or disability;
- C. To develop a program of recruitment, advancement, and retention which will make service to the City attractive as a career and will encourage each employee to render his/her best service to the City;
- D. To establish and maintain a uniform plan of classification and compensation based upon the relative duties and responsibilities of all positions within the City;
- E. To establish and maintain an equitable and uniform plan of evaluation and compensation based upon the relative duties and responsibilities of positions within the City and to reward meritorious service;
- F. To establish and promote high morale among all City employees by providing good working relationships and a uniform personnel policy;
- G. To regard planned training, continued education, and staff development activities as an investment for the mutual benefit of employees and the City;
- H. To communicate freely and encourage communication from among all employees;
- I. To provide a work environment that is conducive to both personal and professional growth; and
- J. To safeguard any employee's right to be treated with respect, dignity, equity, fairness, and free of any type of harassment; where provided, the right to appeal and violation of the rights; and to assure the right of employees to present grievances through appropriate channels.

2.02 Statement of At-Will-Employment

Employment with the City of Lucas, Texas, is on an at-will and voluntary basis on the part of both parties. Either the City or employee may terminate the employment relationship at any time, with or without cause, as either party may deem appropriate.

2.03 Equal Employment Opportunity Statement

As a governmental unit established to serve all of the citizens of the City of Lucas, the City of Lucas, Texas recognizes that it is in the best interests of efficiency, effectiveness, and equity within its municipal operations to ensure that all citizens and employees are allowed to make the greatest contribution of which they are capable to the municipal government. In striving toward this end, the City of Lucas, Texas, hereby adopts the following Equal Employment Opportunity Statement:

- A. The City of Lucas is an equal employment opportunity employer;
- B. The City employs, retains, promotes, trains, terminates, and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence;
- C. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, disability, citizenship, veteran status or other unlawful basis;
- D. To the extent reasonably possible, the City will accommodate individuals with disabilities in the application, hiring, and employment process. Reasonable accommodation is available to all employees and applicants, so long as the accommodation does not create an undue hardship for the City, and can be provided without posing a substantial or imminent safety risk. Individuals with disabilities requiring accommodations should notify their immediate supervisor or City Manager. The City requests sufficient notice, when possible, to give time to arrange the accommodation. Applicants or employees wishing to complain about the denial of reasonable accommodation or other disability-related discrimination should follow the same procedures as outlined by the City for discrimination complaints in general. Such individuals will not be subject to retaliation for requesting such accommodation or because of complaints about the denial of reasonable accommodation;
- E. Retaliation, intimidation, coercion, or harassment toward any job applicant or employee, or because of any person's sex, race, color, religion, national origin, age, disability, citizenship, veteran status or any other unlawful basis is prohibited; and
- F. Any employee, who violates this policy shall be subject to disciplinary action, up to and including termination.

2.04 Motivation and Knowledge of Employees

Every employee in the City service should understand that he/she is working for the public. It is the goal of the City to constantly develop more effective and efficient means to serve the public. Each employee should have a thorough knowledge of his/her job and should possess a profound respect for his/her work and co-workers. He/she should have knowledge of the relation of his/her job to other employees and to the entire City organization.

2.05 Applicability of Policies

All rules and regulations shall apply consistently and uniformly to all employees unless superseded by the state and federal constitutions and/or legislation and/or regulations or

City codes. Failure to comply with these policies may result in appropriate disciplinary action, up to and including termination. All City employees are charged with the responsibility of being thoroughly familiar with all provisions found in these Personnel Policies.

Applicability may vary in the case of an employee with a written employment agreement approved by the City Council. The City reserves the right to make final decisions as to the interpretation and intent of all information contained in this manual

Any provision contained herein that is found or determined to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining contents.

2.06 Dissemination

All City employees shall be provided a copy of these policies. The City Manager shall keep at least one copy available for reference by all employees. In addition, all City employees shall be notified of and provided with any revisions, supplements, or deletions to these policies.

2.07 Authority and Responsibilities

These policies and procedures may be revised and amended, within the law, to the extent deemed necessary in order to more effectively and efficiently promote the interest of the City and its employees. Such revisions and amendments are to be reviewed and approved by the City Council. With the exception of matters reserved to the City Council, the general and final authority for personnel administration rests with the City Manager.

2.08 Definitions

The words and terms used in these Personnel Policies shall have the meaning indicated as follows, unless the context in which the word is used clearly indicates otherwise.

ADDRESS: The street and number, city, state, and zip code of a residence and the post office box mailing address, if applicable.

ADMINISTRATIVE LEAVE: An authorized absence with pay.

ANNIVERSARY DATE: The month and date at which one year or additional years of employment with the City is attained by an employee.

CITY: ~~All paid and volunteer personnel, members of the City Council, and members of boards and commissions of the~~ City of Lucas.

CITY MANAGER: The City Manager or designee.

CONTRACTOR: One who has contracted with the City to perform a specific task at a set rate of compensation. Not considered an employee for the purposes of the personnel policies and administrative procedures.

CONTINUOUS SERVICE: Employment with the City uninterrupted by a leave of absence without pay or separation from City service.

EMPLOYEE: Any person employed by the City. Includes a person employed on a temporary or part-time basis, but does not include a contractor, Municipal Court Judge,

City Attorney, member of an appointed Board or Commission, member of the City Council, or Mayor.

EXEMPT EMPLOYEE: Any employee whose job is exempt from overtime wage regulations as defined by the Fair Labor Standards Act (FLSA).

IMMEDIATE FAMILY: An employee's immediate family includes the employee's spouse, child or step-child, parent or step-parent, brother or sister or step-brother or sister, mother or father-in-law, son or daughter-in-law, or any relative who may be residing in the same household with the employee.

JOB: A collection of tasks, duties, and responsibilities regularly assigned to and performed by an individual or more than one individual when the magnitude of the job is such that it cannot be performed by one person.

LEAVE WITHOUT PAY: Authorized temporary absence without pay.

MERIT: Character or conduct deserving reward, honor, or esteem.

MILITARY LEAVE: Authorized absence of an employee for active or reserve duty or training in the United States armed forces.

MONTH: One (1) full calendar month.

NON-EXEMPT EMPLOYEE: Any employee whose job is subject to overtime wage regulations as defined by the Fair Labor Standards Act (FLSA).

OVERTIME: Authorized time worked by an employee in excess of 40 hours per seven (7) day work period.

PROBATIONARY EMPLOYEE: A full or part time employee who has not completed their probationary period.

REGULAR EMPLOYEE: An employee who has completed their probationary period.

RESIDENCE: The actual place of abode of an employee.

REGULAR FULL-TIME EMPLOYEE: An employee in a budgeted position who regularly works a minimum of forty (40) hours a week on a continuing basis.

REGULAR PART-TIME EMPLOYEE (20 - 39 hours/wk): An employee in a budgeted position who works less than forty (40) hours a week but at least twenty (20) hours a week on a continuing basis and is eligible for pro-rated holidays, vacation, and sick leave.

PART-TIME EMPLOYEE (less than 20 hours/wk): An employee who works less than 20 hours a week on a continuing basis and *is not* eligible for any benefits.

SUSPENSION: An involuntary leave from work with discontinuance of pay for a specified period of time.

TEMPORARY EMPLOYEE: Any employee appointed to any of the following:

1. An assignment or job scheduled to last less than six (6) months;

2. A position funded under a federal or state employment and training program as a participant meeting federal or state eligibility requirements, but not including administrative or staff positions;
3. A cooperative work-study program with an educational institution;
4. A seasonal position, even though the assignment may last more than six (6) months; or
5. Any assignment of less than a full calendar year which is repeated from year to year, even though the assignment may last more than six (6) months.

Temporary employees are paid on an hourly rate basis with no additional benefits, and may be terminated without notice or without cause.

TERMINATION: A cessation of employment with the City.

VOLUNTEER: An individual who is not paid salary or benefits, for his/her services to the City. Volunteers are not City employees, however; volunteers may be subject to the sections of the *Personnel Policies and Administrative Procedures Manual*, as determined by the City Manager.

WORK DAY: Any one shift during which the City is open for business or on which an employee is scheduled to work.

WORK WEEK: A fixed, recurring period of 168 consecutive hours.
(7 days x 24 hours = 168).

TIME: Begins Monday at 12:01 a.m. and ends Sunday at 11:59 p.m.

2.09 — Date of Adoption

~~These Personnel Policies and Procedures are effective January 1, 2010.~~

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CHAPTER 3. RECRUITMENT AND EMPLOYMENT

3.01 Recruitment

Recruitment practices are conducted solely on the basis of ability, merit, qualifications and competence, without any regard to sex, race, color, religion, national origin, age, disability, citizenship, or other unlawful basis.

Each applicant for employment shall complete and sign an application form prior to being considered as a finalist for any position. Resumes may supplement, but not replace, the City's official application form. Any applicant supplying false or misleading information is subject to exclusion of further consideration for employment or immediate termination, if hired.

3.02 Requirements for Employment

To be eligible for employment with the City, an individual must:

1. Be at least sixteen (16) years of age if the position does not require operation of a motor vehicle and at least eighteen (18) years of age if the position requires the operation of a motor vehicle;
2. Have a social security number;
3. Where permitted by law and required by the City, pass a physical and/or psychological examination administered by a licensed medical examiner selected by the City to ensure ability to perform essential duties on the job;
4. Submit to alcohol and drug screening tests;
5. Satisfactorily complete any interviews, examinations, and performance test, if required;
6. Show proof of authorization to work in the United States;
7. Possess a valid Texas driver license with any necessary endorsements and have an acceptable driving record as determined by the City. Driving records will be verified by the City when appropriate, and an unacceptable driving record may result in disqualification; and
8. Meet all requirements of the job description for which employment is sought and submit to all other employment procedures administered and/or required by the City Manager.

3.03 Hiring

When a position becomes vacant, and prior to any posting or advertisement of the vacancy, the City Manager or his/her designee shall review the position, job description and need for such a position.

Residency within the City shall not be a condition of initial appointment or continued employment. However, the distance of any employee's residence shall not interfere with the daily performance of the employee's duties and responsibilities, and the employee must live within reasonable response time if the position requires emergency responses or callbacks.

The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City. The City may contract with any competent agency or individual to prepare and/or administer examinations.

A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or, (3) the exam reveals use of alcohol and/or controlled substances.

3.04 Employment of Immediate Family Members (Nepotism)

Employees' immediate family members will not be employed by the City under any of the following circumstances:

1. Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
2. Where one party would be responsible for auditing the work of the other;
3. Where both parties would report to the same immediate supervisor;
4. Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the City; or
5. Where one of the parties is a policy level official of the City.

An employee's immediate family includes the employee's spouse, child or step child, parent or step parent, brother or sister or step brother or sister, mother or father-in-law, son or daughter-in-law, or any relative who may be residing in the same household with the employee.

If two employees marry or begin sharing living quarters with one another, and in the City's judgment the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the City, unless reasonable accommodations, as determined by the City Manager, can be made to eliminate the potential problem. The decision as to which relative will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision has been made during this time, the City reserves the right to terminate either employee.

3.05 Temporary Employees

At the discretion of the City Manager, temporary employees may be used during emergencies and other peak workload periods. In addition, temporary employees may be used to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.

Basic guidelines governing the employment of temporary employees include, but are not limited to the following:

1. Temporary employees may be hired without competitive recruitment or examination;
2. Temporary employees are eligible for overtime pay as required by law; and

3. Temporary employees are **not** eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during their employment.
4. Temporary employees are required to participate in a 457B program, since they are not eligible for our regular retirement program and the City of Lucas does not participate in social security. The deduction amount required is a minimum of 7.5% of their compensation

3.06 Probationary Period

All newly hired employees, former employees who have been re-hired, ~~or employees promoted to a new classification~~ enter a probationary period which is considered an integral part of the selection and evaluation process. During the probationary period, the employee is required to demonstrate suitability for the position through actual work performance.

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The normal probationary period is six (6) months from the employee's date of hire, re-hire, or promotion; however, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.

An employee's probationary period may be extended for up to an additional six (6) months (when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance) to properly evaluate the employee's performance. The probationary period will not be shortened for any reason.

New and re-hired employees on probationary period status accrue vacation leave but are not eligible to use vacation leave until after their successful completion of their probationary period.

During the probationary period either the City or employee may terminate the employment relationship, with or without cause, as either party may deem appropriate.

When the City Manager or Department Head determines an employee has satisfactorily completed the probationary period, he/she shall prepare a written performance evaluation. If the probationary period is satisfactorily completed, the employee will be in a regular employee status.

3.07 Promotions and Transfers

The City encourages current employees to apply for vacant City positions, for which they are qualified. Promotions and transfers are based on the City Manager's and/or Department Head's recommendation, qualifications for the position, performance evaluations, job descriptions and related City requirements.

Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed the probationary period and possess the qualifications for the vacant position, unless such requirements are waived by the City Manager in the best interests of the City.

Employees promoted to a new classification enter a probationary period of 6 months which is considered an integral part of the selection and evaluation process. During the probationary period, the employee is required to demonstrate suitability for the position through actual work performance. The City Manager or designee may increase or decrease the probationary period.

3.08 Employee Personnel Records

A personnel file for each employee is kept in a locked file cabinet, accessible only to the City Manager or designee. An employee's personnel file contains the employee's name; title and/or position held; job description; department to which the employee is assigned; salary information; employment status; training records; performance evaluations; personnel actions affecting the employee, including discipline; and, other pertinent information.

An employee has the right to review their file. An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. If the City denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in their file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information under the Open Records Act. However, an employee's home address, home telephone number, and social security number, and information that reveals whether the employee has family members will not be released, if the employee has requested that such information not be released.

3.09 Confidentiality of Medical Information

Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical/health file for each employee. The City Manager or his/her designee maintains these confidential files.

Examples of information that may be maintained in the confidential file include:

- a note to justify an absence;
- a note to request a leave;
- a note to verify the employee's ability to return to work medical records to support a claim for sick pay or disability benefits;
- insurance records; and
- workers' compensation records.

It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to his/her supervisor or the City Manager or his/her designee. When an employee provides information to his/her supervisor, the supervisor is expected to share the information only on an "as needed" basis to other members of management.

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers' medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker's privacy or breach of confidence.

3.10 References

The City does not give references, other than to confirm the dates of employment and job title, without the express written consent of the employee. Only the City Manager or designee will provide employment references on current or former City employees.

3.11 Outside Employment

An employee shall notify ~~their department supervisor in writing. The department head will notify the~~ City Manager ~~in writing~~ of any outside employment. (Please refer to Chapter 8, Section 8.02, Outside Employment and Conflicts of Interest.)

3.12 Employee Job Performance Evaluations

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City may conduct periodic performance evaluations for all positions. The City Manager is responsible for developing and maintaining the City's performance evaluation program.

Employees are to be evaluated by the Department Head prior to completion of their probationary period and at least once every twelve (12) months thereafter. Employee job performance evaluations shall be completed in writing and reviewed with the City Manager at least annually. The job performance evaluation shall become a part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

3.13 Training and Development

The City encourages its employees to further their education in subjects related to their work and to broaden their knowledge, skills, and abilities directly related to their job and City employment. To the extent consistent with budget constraints, the City will reimburse registration, travel, meal, and other related costs incurred by eligible employees who attend job related courses. Training opportunities may include, but are not limited to: on-the-job training, in-house workshops, out-of-town training, and seminars sponsored by other agencies or organizations.

Hours spent in training required by the City are compensable hours. Hours spent in training not required by the City, but approved by the City Manager are compensable if the training occurs during the employee's normally scheduled work hours and if such training is reasonably related to the employee's duties. Hours spent in training not required by the City, but approved by the City Manager are not compensable if the training occurs outside the employee's normally scheduled work hours. Time spent traveling to and from training classes may be considered compensable hours upon approval by the City Manager.

CHAPTER 4. HOURS AND ATTENDANCE

4.01 Working Hours

The City's standard work week is Monday through Friday from 8:00 P.M.-5:00 P.M. with a one-hour unpaid lunch period. Work hours, lunch breaks and rest breaks are subject to flexibility as determined by the City Manager to meet job assignments, scheduling problems, City commitments, and/or workload responsibilities.

A normal working schedule for regular full-time employees consists of forty (40) hours each work week ([2080 hrs annually](#)). Different work schedules may be established by the City Manager to meet job assignments and provide necessary City services.

[EMT/Firefighter positions will work a rotating schedule of 24 hours on/48 hours off on an A-B-C schedule \(2920 hrs annually\). The City of Lucas will follow a 21 day cycle for Fair Labor Standards Act \("FLSA"\) requirements. FLSA will require overtime payments of any hours worked over the 159 hr. in any 3 week cycle.](#)

4.02 Attendance

Punctual and consistent attendance is a condition of employment. Each department is responsible for maintaining an accurate attendance record of all employees.

Employees unable to work or unable to report to work on time should notify the City Manager or immediate supervisor as soon as possible and preferably before the work day begins or within thirty (30) minutes of the employee's usual starting time. If the City Manager or immediate supervisor is unavailable, the employee may leave a message on the City's voice mail stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination. Three consecutive days of no show/no call will be considered a voluntary resignation.

If an absence continues beyond one day, the employee is responsible for reporting in each day. Absence from work ~~due to physical limitations~~ for three (3) or more consecutive days may require verification from a physician prior to returning to work.

Employees are expected to be at work during inclement weather. The City Manager or immediate supervisor may allow employees to be late or leave early during severe weather conditions. When weather or other conditions are such that the City Manager declares certain City offices/departments officially closed, all affected personnel, *i.e.*, those non-essential employees who were scheduled to work during the time of closure, will be granted paid "administrative leave" for the time the office/department is closed.

Those essential personnel who were required to report to work during inclement weather will be given compensatory time off (hour for hour) for those hours they worked when the City was closed. The compensatory hours off will preferably be given within the same work week. (The City Manager will determine the need for closure, and will notify Department Heads of closing by 6:30 a.m. on the date of closure. [The City of Lucas Website will post any late openings or closures within 15 minutes of the decision being made.](#) Department Heads will notify their employees by telephone, e-mail or updating the City Website to show the closing. Employees are expected to monitor the City website, e-mail or be available by phone to stay updated during potential closing situations.)

However, non-attendance will be counted as an absence from work and will be charged to accrued vacation time.

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4.03 Meal Periods

Meal periods shall be scheduled by the City Manager or the employee's immediate supervisor. The scheduling of meal periods may vary depending on the department's workload. Meal periods are unpaid and usually one hour in length, with the exception of shift personnel. Employees are expected to return from meal periods on time and failure to return to work on time will be subject to disciplinary action, up and including termination. Break periods are designated by the department.

4.04 Call Back

All employees are subject to call back during emergencies or "as needed" by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. Employees called back to duty will be paid their appropriate rate of pay for hours worked, and the overtime rate, if applicable.

Employees are eligible for 2 hours minimum pay for call back, plus any time worked after arriving. This will be paid as defined in the overtime policy.

4.05 Overtime

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") regulations.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than 40 hours during a work week.

All overtime must be authorized in advance by the City Manager or Department Heads. Employees who work overtime without prior authorization may be subject to disciplinary action, up to and including termination. Overtime pay is calculated at one-and-one-half times the employee's regular rate of pay for all time worked beyond the forty (40) hour work schedule. Overtime is calculated based on hours worked, not hours paid. When computing overtime, comp time and sick leave time are not counted as hours worked. Exempt employees are not covered by the FLSA overtime provisions and do not receive overtime pay.

4.06 Compensatory Time

Non-exempt employees entitled to overtime pay may elect to receive compensatory time off instead of cash payment. This is approved on a case-by-case basis by the City Manager. If the compensatory time option is exercised, the employee is credited with one-and-one-half times the hours worked as overtime. Maximum accruals of compensatory time shall be limited to **twenty-four (24) hours** for regular employees. After maximum accrual, overtime compensation shall be paid. Temporary employees are not entitled to receive compensatory time off.

Non-exempt employees may use compensatory time within a reasonable time period after making a request to their supervisor or City Manager, unless doing so would unduly disrupt City operations. Compensatory time should be used for short term absences from work during times mutually agreed to by the employee and the City Manager and/or immediate supervisor. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not normally permitted.

If a non-exempt employee is unable to use accrued compensatory time within a reasonable period, usually of ninety (90) days, the employee will be paid for their overtime.

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CHAPTER 5. COMPENSATION

5.01 Salary Classifications and Grades

Each job title within the City is classified into one of the City's classifications for salary purposes, based on job qualifications, level of responsibility difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the City's salary and wage schedule, which is approved by the City Council.

5.02 Employee Pay Rates

Employees shall be paid within the limits of the salary range to which their positions are assigned.

(1) Each job that is not an exempt position shall be assigned to one of the classified grade levels. The compensation plan shall specify an entry and maximum level, hourly wage or salary, within each pay grade. The City Council as part of its annual budget process will consider the allocation of funds for pay plan adjustments and merit increases. The Council may also consider the allocation of funds for additional merit raises (for example, to award outstanding employees an additional increase or provide merit increase to employees who have already reached the maximum pay grade level.)

(2) Employees at the top of a pay grade are eligible for a base or pay plan adjustment, if authorized by the City Council.

(3) Employees at the top of a pay grade are also eligible for a lump sum merit increase, if the City Council determines that funds are available. Eligibility to receive a lump sum merit increase is determined by the employee's annual written performance evaluation, and must be allocated by the City Council.

(4) Employees approaching the top of their pay grade are eligible for a combination of a merit increase, up to the top of the pay grade and a lump-sum merit payment, not to exceed the percent awarded by the City Council, depending upon their annual written performance evaluation.

(5) Employees may receive an additional merit increase upon the approval of the City Manager and if approved by the Council within the annual budget.

(6) Probationary employees are not eligible for merit increases.

Usually, new employees will start their employment at a minimum salary rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

Pay increases are contingent on above average performance.

The City Manager may propose and the City Council may grant salary market adjustments from time to time, raising salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

All pay increase reviews will be conducted in August or September prior to the adoption of the City's annual budget. Any pay increases associated with the review will become

effective ~~each October 1st~~ the first full pay period in October. Exceptions will include promotions and transfers, which warrant a higher rate of pay.

5.03 Car Allowances

Depending upon the employee's job classification and duties, an employee may be offered, extended, and made eligible for a car allowance as part of his/her compensation package. The car allowance amount will be determined by the City Manager and paid on an installment basis according to the City's pay periods. (Note: Car allowances may be considered income with the employee being responsible for all related tax consequences.)

5.04 Mileage Reimbursement

Occasionally employees may be required to perform job duties and/or official business travel using their own personal vehicle. In such cases, employees are eligible for reimbursement for any mileage incurred during the performance of job duties and/or official business travel. Request for mileage reimbursement should be submitted at the same time as the employee's official time sheet, with back up information including purpose on mileage, from and to addresses and printout of mileage. Reimbursement per mile will be at the amount allowed by the Internal Revenue Code for business travel. In the case of out-of-town travel, the most economical mode of transportation should be used according to the City's official travel policy, Chapter 25 Business Travel Policy.

5.05 Deductions

The City will withhold from an employee's earnings standard deductions required by law (including the standard federal withholding and Medicare withholding), employee retirement, court sanctioned deductions, and other deductions that are specifically authorized by the employee.

All debt deductions will require written authorization from the employee.

5.06 Pay Dates

Paychecks will be released to employees on a bi-weekly basis, every other Thursday. If a scheduled payday falls on a holiday, paychecks will be released the day preceding the holiday. As an option, employees may elect to have their paychecks deposited electronically.

If an employee is away from work on a payday due to illness, vacation, or other reasons, his/her paycheck will remain in the possession of the City Manager or designee. Written authorization from an employee is required if the employee wishes his/her check to be issued or delivered to a third party, who will be required to provide proof of identification.

5.07 Compensation Upon Termination

All employees who leave the service of the City for any reason shall receive all pay which legally may be due to them, including any accrued and eligible ~~personal-vacation~~ leave time, compensatory time, and deductions. Any indebtedness to the City which the employee may have incurred during his/her employment shall be deducted from the final paycheck. All final payments will follow the normal pay schedule.

5.08 Advance Pay

No full or partial advance payment of salary will be made to any employee. All paychecks will be distributed on a scheduled payday.

5.09 Payroll and Records

The Official payroll records are kept by the ~~City Manager-Human~~ Resource /Payroll Department or designee. Each employee shall turn in on a regular basis a signed work record noting hours worked, personal vehicle mileage incurred, leave taken and any overtime worked during the previous pay period. Payroll is processed on the next working day following the end of the payroll period. Supervisors are to review the accuracy of each employees time sheet and assure that the hours and totals are correct prior to signing off and delivering them to payroll. Time sheets including any time off sheets should be submitted to payroll by 9:30 on that morning. If a supervisor is out, the employee should give their time sheets to the next supervisor in the City organizational chart.

CHAPTER 6. BENEFITS

6.01 Retirement Benefits

The City participates in the Texas Municipal Retirement System (TMRS), which provides retirement benefits for eligible employees. Deductions from the employee's pay are supplemented by contributions from the City. The provisions of the City's plan can be viewed at http://www.tmr.org/city_plans.php.

Employees whose jobs require 1000 or more hours per year and are not classified as temporary participate in TMRS. Participation of every eligible employee is a condition of employment. Employees who are not eligible to participate in TMRS are required to participate in a deferred compensation plan and make a minimum contribution of 7.5%. The City does not match employee contributions to the deferred compensation plan.

The City does not participate in Social Security; however, the City does participate in the Medicare Program, which provides healthcare benefits upon retirement.

Employees intending to retire should notify the City Manager [and Human Resources](#) about their intent to retire at least three months prior to the date of retirement.

6.02 Workers' Compensation

The City is self-insured for workers' compensation coverage through the Texas Municipal League Intergovernmental Risk Pool (TMLIRP). This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, TMLIRP will pay medical expenses and benefits to the employee for work days lost resulting from job-related injuries or illnesses. **All job-related accidents should be reported immediately to the City Manager or immediate supervisor.**

When an employee incurs medical expenses or is absent for one or more days due to an on-the-job accident or illness, the City will report the injury to TMLIRP. If the employee misses time from work the City will continue to pay (by use of the employees' unused sick leave) the employees regular salary pending receipt of Worker's Compensation benefits. A member of the employee's immediate family may file the claim if the employee is unable to do so.

When the employee receives Workers' Compensation benefits, the employee is required to repay to the City the amount covered by Workers' Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than the employee would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

6.03 Insurance Benefits

Insurance benefits are available to eligible employees. Details of current coverage and eligibility criteria are provided at time of employment, during open enrollment, and upon request. The City reserves the right to make changes in insurance companies and provisions of these programs when deemed necessary or advisable.

Upon mutual agreement between the employee and the City, and in accordance with the terms and conditions of the insurance policy, insurance coverage may continue at the employee's expense during an approved unpaid leave of absence.

While an employee is receiving workers' compensation benefits, the City may continue to pay the employee's health insurance premiums for one (1) month, after which the employee may choose to use their COBRA rights and self-pay insurance premiums.

6.04 Group Health Continuation Coverage

COBRA is a federal law that requires most employers who sponsor group health plans to offer employees and their families the opportunity to temporarily extend their group coverage at group rates in certain instances where coverage under the employer's group health plan would otherwise terminate. The employee is responsible for paying for the cost of any such continuation coverage, plus a small administration fee.

Under COBRA, employees may elect COBRA continuation coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct), or if any employee's hours are reduced to such an extent that the employee no longer qualifies for participation in the group health plan. Under other circumstances COBRA coverage is available for up to thirty-six (36) months following a qualifying event. Employees must notify the City within sixty (60) days of the occurrence of the employee's legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to the employee when the employee becomes eligible for participation in the City's group health plan and again when a qualifying event occurs. For more complete information on COBRA and the health plan, review the plan description. A copy of the full health plan is available in City Manager's office.

6.05 Unemployment Compensation

City employees may qualify for the State of Texas unemployment compensation after termination from City employment, depending on the reason for termination and if certain qualifications are met.

CHAPTER 7. LEAVE AND TIME OFF

7.01 Holidays

A. Paid holidays are extended to all regular full-time employees. Regular part-time employees are extended paid holidays on a pro-rated basis. An employee shall receive holiday pay equivalent to their standard work day. The following official holidays will be observed:

1. New Year's Day (January 1);
2. Good Friday (April);
3. Memorial Day (Last Monday in May);
4. Independence Day (July 4);
5. Labor Day (first Monday in September);
6. Thanksgiving Day (fourth Thursday in November);
7. Day after Thanksgiving Day;
8. ~~President's Day~~ Christmas Eve;
9. Christmas Day;
10. Floating Holiday (~~Floating Holiday does not carry over, and must be used within the earned year with at least one week's notice of date to be used~~; To be determined by the City Manager at the beginning of the calendar year. ; and
11. Employee's Birthday.

B. The City Council, by vote and resolution, may adopt additional days. If such action is taken, it will be deemed as a paid holiday for all regular full-time and part-time employees. Any permanent addition or deletions to the paid holiday schedule shall be done by modification to this policy and adoption by resolution of the City Council.

C. When an official holiday occurs on a weekend, the following alternative schedule applies:

1. A holiday which occurs on a Saturday will be taken on the Friday before the holiday; and
2. A holiday which occurs on a Sunday will be taken on the Monday after the holiday.

D. An employee will not receive pay for a holiday if he/she is:

1. Absent without leave either the day before or the day following an official holiday; or
2. Absent without leave on a holiday on which the employee is normally scheduled to work.

E. An official holiday occurring while any eligible paid leave is being taken will be reflected as a holiday for payroll purposes and no deduction from such leave balance will be made for the holiday.

F. Employees wishing to observe religious or other holidays not listed herein shall, at their option, be given time off without pay or have the time charged to vacation, compensatory, or equivalent leave time, if available.

G. Fire Department employees who work 24 hr shifts will accrue 12 hrs of holiday leave for each holiday. Use of this accrued time will be subject to the same rules applied to use of vacation time. Holiday time must be used prior to the next occurrence of the holiday for which the time was accrued or holiday time will be forfeited.

7.02 Vacation Leave

A. The City offers vacation leave to all regular full-time employees, and regular part-time employees who work 20 or more hours per week. Vacation hours will be prorated for employees who work 20 or more hours per week but less than 40 hours per week. Overtime hours do not increase the accrual of vacation leave. Vacation leave is an earned benefit and will be viewed as such. The maximum accrual of vacation leave permitted is eighty (80) hours. Vacation leave is made available to eligible employees in order to provide vacation time, leave for illness if sick days have been exhausted, and leave for personal or family business without loss of compensation.

Vacation leave shall accrue according to the following schedule:

Regular full-time employees (40 Hour Work /Week)

Years of Service	Accrual Rate			Maximum Accrual Rate for Carryover
	Days (Hrs)/Yr.	Hrs. /Pay Period		
		Hours/Hour	Hours/Hour	
1 - 5 years	10 (80)	3.077	.03846	80 Hours
5 – 10 years,	16 (128)	4.923	.06153	128 Hours
10 and more years	(20 (160)	6.154	.07692	160 Hours

Vacation leave shall accrue according to the following schedule:

Shift EMT/FIREFIGHTER employees

<u>Years of Service</u>	<u>Accrual Rate</u>		<u>Maximum Accrual Rate for Carryover</u>
	<u>Hrs/Yr.</u>	<u>Hrs Pay Period</u>	
<u>1 - 5 years</u>	<u>120</u>	<u>4.616</u>	<u>120 Hours</u>
<u>5 - 10 years</u>	<u>192</u>	<u>7.3847</u>	<u>192 Hours</u>
<u>10 and more years</u>	<u>240</u>	<u>9.231</u>	<u>240 Hours</u>

B. Vacation leave begins to accrue on the first day of employment. It is accrued based on hours per two (2) week pay period and credited to the employee each pay period. New and rehired employees on probationary period status accrue vacation leave but are not eligible to use it until successful completion of the probationary period. Unless given permission by City Manager and immediate Supervisor.

C. All vacation leave must be approved in advance in writing by the City Manager or employee's direct supervisor. No unauthorized absence from work will be compensated with vacation leave. Vacation leave may be taken as accrued after the successful completion of the probationary period.

D. Any regular full-time employee or regular part-time employee upon the end of service with the City, and who has completed six (6) full months of service with the City, will be paid for any accrued, but unused vacation leave upon termination with such accrual not to exceed eighty (80) hours.

E. Approval and usage of vacation leave must be taken in no less than two (2) hour increments.

F. Whenever possible, vacation leave will be scheduled as requested by the employee. However, the City Manager or Department Manager must give consideration to the ability of the remaining staff to perform the work needed.

G. An employee with a break in employment with the City of less than one year will receive credit for previous years of employment when determining the employee's vacation accrual rate. An employee with a break in service of more than one year will not receive credit for previous service.

H. Other types of leave such as holidays and military leave are not affected by this policy.

I. Vacation leave will not be advanced to employees.

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J. An employee on disciplinary suspension or leave forfeits all claims to use or accrue personal leave for the duration of the disciplinary suspension period. In no case, shall personal leave time be granted to an employee during the course of a disciplinary suspension as a means to supplement pay lost as a result of the disciplinary suspension.

K. Temporary employees are not eligible for vacation leave.

L. An employee who fails to report to work for scheduled work hours during hazardous weather conditions, such as icy roads, may at his/her option use accrued vacation leave, in order to receive compensation for that time. The employee must phone his/her supervisor when they are going to be unable to report to work.

M. Absence from work due to physical limitations for three (3) or more consecutive days may require verification from a physician prior to returning to work.

7.03 Emergency Family Leave

All regular full-time employees and regular part-time employees on a pro-rated basis are eligible to receive up to three (3) days of emergency family leave with pay, within a calendar year, to tend to immediate family emergencies. Family Emergencies must be verifiable. If an employee's emergency family leave days have been utilized, the employee must use accrued personal time or compensatory time. Unused emergency family leave is not eligible for compensation at the end of employment, voluntary or involuntary.

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7.04 Sick Leave

A. Eligibility:

All full-time and part-time employees receive an annual allotment of paid Sick Leave at the time they begin their employment with the City based on their start date the first year of employment. Temporary and seasonal employees ~~do not accrue~~ are not eligible for Sick Leave. An employee who is released for and offered light duty by the City, but who elects not to accept such assignment, will be ineligible for paid Sick Leave benefits.

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B. Designated Sick-Leave time:

Sick leave for all full-time employees shall be computed on the following basis:

1. All regular full-time employees will receive forty-eight (48) hours of Sick Leave ~~per~~ on the first day of each calendar year.

~~4-2.~~ All Fire Department Shift employees will receive seventy-two (72) hours of Sick Leave on the first day of each calendar year.

~~2-3.~~ Sick leave for all part-time employees working less than 40 hours will receive ~~24 hours- prorated hours~~ of Sick Leave on the first day of each ~~per~~ calendar year based on the number of hrs worked per week.

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C. Carryover of Sick-Leave time:

~~Sick leave will not carryover to the next calendar year, and Sick leave will not accrue past Calendar year end. Accumulated sick leave earned prior to passage of this policy will remain as banked, but no further hours will accrue. Employees may bank up to one year of accrued sick time(6 days). No sick time is paid out to employee upon termination.~~

D. Authorized Use of Sick Leave:

For the employee

Accrued Sick Leave may be used for absences due to the employee's personal illness, accident, injury that prevents him/her from working, or birth of a child (if the employee physically gave birth; otherwise, use of Sick Leave for child birth falls under the section below.)

For the employee's immediate family

Sick Leave may also be used for absences when the employee is needed to care for a member of his/her immediate family who is ill or injured. If additional time is needed, employees may use all accrued compensatory time, accrued holiday leave and accrued Vacation Leave. For purposes of this policy, "immediate family" is defined as the employee's spouse, children/stepchildren, parent, or step-parent, brother or sister, or step-brother or sister, mother or father-in-law, son or daughter-in-law, or any relative who may be residing in the same household with the employee. In the event of a life-threatening illness or injury of the employee's family member who does not meet the definition of "immediate family," the Department Heads (in the case of Department Heads, the City Manager) may allow the employee to use accrued Sick Leave time. Sick Leave may also be used by employees for their own and/or their immediate family's scheduled doctor and dentist appointments.

E. Minimum Increments:

Sick Leave may be taken in minimum increments of ~~two~~one hours.

F. Other Employment During Sick Leave:

Employees on Sick Leave, whether paid or unpaid, may not work a second job, including self-employment, or participate in volunteer work during the leave, even if they have written authorization from their Department Heads to work a second job.

G. Use of Other Leave:

If approved by the Department head (in the case of Department Heads, by the City Manager), employees may use accrued vacation leave, compensatory time, other accrued paid leave, or Leave of Absence without pay, but only if an employee has no remaining accrued Sick Leave time. Official holidays observed by the City while an eligible employee is on approved paid Sick Leave will be treated as a paid holiday, rather than a day of Sick Leave. Department Heads may approve the employee to flex

his/her work schedule ("time management") to attend medical or dental appointments. This is acceptable provided that work time is accurately recorded on the time sheet for the week or work cycle in which time management was approved. Under no circumstances can time management extend beyond the affected workweek or work cycle.

H. Documentation:

Employees requesting paid Sick Leave must complete a Leave Request Form and submit it to their supervisor for approval. An employee must present satisfactory proof of illness/injury that prevents him/her from working whenever the employee uses Sick Leave for three (3) or more consecutive work days. An employee may also be required to present satisfactory proof of family relationship and/or satisfactory proof of a family member's illness, injury, and/or doctor/dentist appointment if the employee wishes to use accrued sick leave to care for a family member. If the employee fails to present such proof in a timely manner, use of Sick Leave will be disallowed and no other paid leave may be used for the absence.

I. Payment for Unused Sick Leave:

Employees are not entitled to payment of any unused portion of Sick Leave upon separation of employment with the City. Sick leave is available only for purposes outlined within this section. ~~Any unused portions of Sick Leave at the time of separation of employment with the City will not be paid out to the employee.~~

7.05 Jury Duty and Witness Leave

All regular full time and regular part time employees may be granted time off with pay to serve on a jury, when duly summoned, or as a court witness. All jury duty requests require verification of summons. Jury duty leave is paid at the employee's base rate of pay at the time of leave and does not include overtime or any other special forms of compensation.

7.06 Voting

The City encourages all employees to fulfill their civic responsibilities by participating in elections. However, all employees should make every effort to vote outside normal working hours.

7.07 Military Leave

The City complies with all State and federal laws relating to employees in reserve or active military service, and does not discriminate against employees who serve in the military. Employees who are members of the National Guard or federal reserve military units, may be absent from their job duties with pay for a period of up to fifteen (15) days per calendar year when they are performing ordered military training duty and while going to and from that duty.

After an employee has exhausted all available paid military leave and any other paid leave time, the employee will be placed on leave without pay for the duration in accordance with USERRA.

7.08 Administrative Leave With Pay or Without Pay

On a case-by-case basis, the City may place an employee on administrative leave with, or without, pay for an indefinite period of time as determined by the City Manager to be in the best interests of the City during the pendency of an investigation concerning the violation of this policy or a federal, state, or local law or ordinance or other administrative proceeding.

7.09 Leave of Absence

A regular full-time and regular part-time employee may be granted a leave of absence without pay for a period not to exceed ninety (90) days. All requests for leave of absence must be approved by the City Manager.

CHAPTER 8. RULES OF CONDUCT

8.01 General Policy

The safety and welfare of the City's citizens shall at all times be held as a central mission of government. All City employees are expected to represent the City to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position.

Since the proper working relationship between employees and the City depends on each employee's on-going job performance, professional conduct and behavior, the City has established certain minimum standards of personal conduct. Among the City's expectations are: basic tact and courtesy towards the public and fellow employees; adherence to City policies and procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the City's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

8.02 Outside and Self-Employment and Conflicts of Interest

Employees should not, directly or indirectly, engage in any outside employment, self-employment, or financial interest which may conflict with the best interests of the City or interfere with the employee's ability to perform their assigned City duties. Examples include, but are not limited to, employment which:

1. Prevents the employee from being available for work beyond normal working hours such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
2. Is conducted during the employee's work hours;
3. Utilizes City telephones, computers, supplies, facilities, equipment, or any other resources;
4. Is with a firm that has contracts with or does business with the City (for example a firm that serves as a supplier of goods or services for the City); or
5. May reasonably be perceived by members of the public as a conflict of interest or may otherwise discredit public service.

Volunteers may be employed with a firm that has contracts with or does business with the City, provided that the contract or service has gone through the competitive bidding process.

Under no circumstances may an employee on medical leave of absence, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence engage in outside or self-employment unless expressly authorized to do so in writing by the Department Heads and City Manager.

8.03 Political Activity

City employees will not be appointed or retained on the basis of their political support or activities. City employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies. City employees shall not:

1. While on duty, publicly endorse or campaign in any manner for any person seeking a City public office;
2. Use his/her position or office to coerce political support from employees or citizens;
3. Use his/her official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office;
4. Make, solicit or receive any contribution to the campaign funds of any candidate, directly or indirectly through an organization or association, for the City Council or take any part in the management, affairs or political campaign of any such candidate; provided nothing herein shall infringe upon the constitutional rights of an employee to express his or her opinions and to cast his or her vote;
5. Use working hours or City property to be in any way concerned with soliciting or receiving any subscription, contribution or political service to circulate petitions or campaign literature on behalf of an election issue or candidate for public office in any jurisdiction;
6. Contribute money, labor, time or other valuable thing to any person for City election purposes; or
7. Hold an appointive or elective office of public trust where service would constitute a direct conflict of interest with City employment, e.g. City of Lucas City Council, Lovejoy ISD and Collin County. Upon becoming a candidate or otherwise deciding to seek or assume such an office, an employee must immediately resign or will be dismissed upon failure to do so.

8.04 No Smoking Policy

To promote the health and safety of all employees and the public, the City prohibits smoking by employees in all City facilities, including City-owned buildings, offices, vehicles, and other facilities rented or leased by the City, including individual employee offices (City of Lucas Ordinance 96-03-04.)

8.05 City Equipment and Property Use

The City attempts to provide employees with adequate tools, equipment, vehicles and facilities for the City job being performed, and the City requires all employees to observe safe work practices and lawful, careful and courteous operation of vehicles and equipment. Any City provided safety equipment must be used at all times. Failure to use safety equipment in the performance of job duties may result in disciplinary action, up to and including termination of employment.

From time to time, the City may issue equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, telephone cards, uniforms, mobile telephones, computers, and computer-related equipment. Employees are responsible for items formally issued to them by the City, as well as for items otherwise in their possession or control or used by them in the performance of their duties. At the time of issuance, employees may be required to sign certain forms or other documentation evidencing their receipt of property and/or equipment and authorizing a payroll deduction for the cost of lost, damaged, or unreturned items. In addition to payroll deductions, the City may take any other action it deems appropriate or necessary to recover and/or protect its property.

Employees must notify their supervisor immediately if any vehicle, equipment, machine, tool, etc. appears to be damaged or defective, or are in need of repair. The appropriate supervisor can answer questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment will likely result in disciplinary action, up to and including termination of employment.

Take-Home Vehicle: A take-home vehicle may be assigned to an employee who is subject to emergency call back during off duty hours. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City Vehicle is not to be used for personal business such as going to the bank, grocery store, etc., without prior written approval of the Department Head or City Manager. No alcoholic beverages are allowed in City vehicles. No passengers may be transported in take-home vehicles except as required by official duties.

Use of City Vehicles: City owned or leased vehicles may only be used for official City business. City owned or leased vehicles may only be driven by authorized City employees. If an employee drives his/her own, or a City owned, rented or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:

1. Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
2. Always observe all posted laws and speed limits.
3. Always wear seat belts when the vehicle is in operation.
4. No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Head.
5. No personal use of City-provided vehicles is allowed without the prior, specific approval of the Department Head.
6. All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor.
7. Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
8. All drivers must be eligible for coverage under the City's insurance policy.

9. Drivers covered by Department of Transportation regulations must comply with them at all times.
10. At no time may an employee under the influence of alcohol or illegal drugs drive a city vehicle or a personal vehicle while conducting City business.
11. An employee involved in an accident while operating a City vehicle or while operating a personal vehicle on City business, must immediately notify the proper law enforcement agency (if applicable) and the appropriate supervisor, Department Heads, and/or City Manager. Accident reports along with any law enforcement report must be filled by the employee with the Department Head and/or City Manager.

The above is not a complete and exhaustive list of vehicle use policies. Violations of any of the specific items listed as well as the improper, careless, negligent, destructive, or unsafe use or operation of a vehicle may result in disciplinary action, up to and including termination of employment.

Personal Property: All employees shall be solely responsible for their personal property at all times.

8.06 Telephone and Cell Phone Use

Use of City phones for local personal phone calls should be kept to a minimum. Personal long distance calls are prohibited without making prior arrangements for payment for such calls. It is recommended that all employees obtain a personal calling card to pay for all long distance personal calls.

The City recognizes that many employees have cell phones that they bring to work. Cell phones may belong to the employee or be provided for the employee's use by the City. The use of cell phones, including those with a camera or text messaging features, at work must not interfere with job duties or performance. Employees must not allow cell phone use to become disruptive or interfere with their own or a co-worker's ability to do their jobs. Employees, who use cell phones to violate City policy, including the City's Sexual and Other Unlawful Harassment Policy, will be subject to disciplinary action, up to and including discharge.

8.07 Bulletin Boards

Information of special interest to all employees is posted regularly on the City bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the City Manager

8.08 Contact with the News Media

The Mayor or City Manager shall be responsible for all official contact with the news media during working hours, including answering of questions from the media. The City Manager may designate specific employees to give out procedural, factual or historical information on particular subjects.

8.09 Driver's License Requirements

As part of the requirements for certain specific City positions, an employee may be required to hold a valid Texas driver's license and have an insurable driving record. The City may, at any time, check the driving record of a City employee who drives as part of his/her job duties to determine that he/she maintains the necessary qualifications as a City driver. Employees agree that they will cooperate in giving the City whatever authorization is required for this purpose.

If any employee's driver's license is revoked, suspended, lost, or is in any other way not current or valid, the employee shall promptly notify the City Manager. The employee will then be immediately suspended from all driving duties, and may not resume driving until proof of a valid, current license is provided to the City Manager. Failure to report a revoked, suspended or lost driver's license to the City Manager may result in disciplinary action, up to and including termination of employment.

Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

8.10 Safety

Every employee is responsible for maintaining a safe work environment and following the City's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for disciplinary action, including termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to their [immediate supervisor, City Manager](#). The City will make every effort to remedy problems as quickly possible.

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their [City Manager direct supervisor](#).

8.11 Drug Free Workplace Policy

It is the desire of the City to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory and safe manner.

Prohibition Against Alcohol and Illegal and Unauthorized Drugs: While on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment, no employee may use, possess, distribute, sell, or be under the influence of alcohol (except under the limited circumstances described below), inhalants, illegal drugs, including drugs which are legally obtainable but which were not legally obtained, and prescribed or over-the-counter drugs which are not being used as prescribed or as intended by the manufacturer.

Prohibition Against Illegal and Unauthorized Drug-Related Paraphernalia: This policy also prohibits the use, possession, distribution and sale of drug-related paraphernalia while on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment. Drug-related paraphernalia includes material and/or equipment designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing illegal or unauthorized drugs into the body.

Permissive Use of Prescribed and Over-The-Counter Drugs: The legal use of prescribed and over-the-counter drugs is permitted while on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment only if it does not impair an employee's ability to perform the essential functions of the job (or operate the vehicle, property or other equipment) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

Permissive Use of Alcohol: The use of alcohol by a City employee during a business lunch is prohibited even though the person with whom the employee is having lunch may be consuming alcohol. At no time may an employee under the influence of alcohol drive a City-owned or leased vehicle or operate or use other City-owned or leased property or equipment. Further, an employee on duty or conducting City business, including City-related business entertainment, may not drive his or her own personal vehicle while under the influence of alcohol. No employee in his or her work-related capacity should ever be impaired because of the excessive use of alcohol. Absent specific approval by the City Manager, City employees may not bring alcoholic beverages on City premises, including parking lots adjacent to City work areas, and may not store or transport alcohol in a City-owned or leased vehicle.

Fire Department Employees: Certain City Fire Department employees may be required to be in possession ~~of alcohol~~ supplies and/or drugs in carrying out their job duties. Such employees will be exempted from certain portions of this policy under certain limited conditions. Additional guidelines may be established by Fire Department operating procedures.

Mandatory Disclosure by Employees: Employees taking prescription medication and/or over-the-counter medication must report such use to either their Department Head or to the Director of Human Resources if there is a reasonable likelihood the medication will impair the employee's ability to perform the essential functions of his or her job (or operate a vehicle, property or other equipment, if applicable) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

On-Call Employees: Employees scheduled to be on call are expected to be fit for duty upon reporting to work. Any employee scheduled to be on call, who is called out, is governed by this policy. Sometimes an employee who is not scheduled to be on call may nevertheless be called out. If this or any other situation occurs where the employee called out is under the influence of drugs and/or alcohol, such that reporting to work would result in a violation of this policy, the employee must so advise the appropriate supervisor on duty. The employee will not be required to report to work.

Mandatory Reporting of Convictions: Employees must notify their immediate supervisor and the Director of Human Resources, in writing, of any criminal drug conviction (including a plea of nolo contendere) or deferred adjudication, for a violation occurring off duty and/or in the workplace no later than five calendar days after the conviction.

Off-Duty Conduct: The City may take disciplinary action, up to and including termination of employment, if an employee's off-duty use of or involvement with drugs or alcohol is damaging to the City's reputation or business, is inconsistent with the employee's job duties, or when such off-duty use or involvement adversely affects the employee's job performance.

Policy Violations: Violations of this policy will generally lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. The Fire Department may have stricter disciplinary rules regarding violation of this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the City Manager to receive assistance or referrals to appropriate resources in the community.

Testing:

Types of Tests: Testing may include one or more of the following: urinalysis, hair testing, breathalyzer, intoxillizer, or other generally-accepted testing procedure.

Testing of Applicants: All applicants to whom a conditional offer of employment has been made will be required to submit to testing for alcohol and illegal and unauthorized drugs. A positive test result, refusal to test, or attempts to alter or tamper with a sample or any other part of the test, will render the applicant ineligible for consideration of employment or future employment with the City.

Testing of Employees:

1. Employees may be tested for alcohol and/or illegal and unauthorized drugs after a workplace injury or accident or "near miss," when reasonable suspicion exists, or in connection with any required treatment or rehabilitation.
2. Fire Department employees are also subject to any applicable Departmental rules and regulations regarding illegal and unauthorized drug and alcohol testing.
3. For purposes of this policy, reasonable suspicion is a belief based on articulated observations (e.g., observation of alcohol or drug use, apparent physical state of impairment, incoherent mental state, changes in personal behavior that are otherwise unexplainable, deteriorating work performance that is not attributable to other factors, a work-related accident or injury, evidence of possession of substances or objects which appear to be illegal or unauthorized drugs or drug paraphernalia) sufficient to lead a supervisor to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Supervisors who refer an employee for reasonable suspicion testing must document the specific factors that support reasonable suspicion testing (e.g., the who, what, when, where of the employee's behavior and other symptoms, statements from other employees or third parties, and other evidence supporting the reasonable suspicion testing).
4. Tests Will Be Paid for by City. To the extent possible, testing will normally be done during the employee's normal work time.
5. Any employee who refuses to be tested, or who attempts to alter or tamper with a sample or any other part of the testing process, will be subject to disciplinary action up to and including termination.
6. A positive test result is a violation of the City's Drug and Alcohol Use Policy and may result in disciplinary action up to and including termination

of employment. Any employee who is terminated for violation of the City's Drug and Alcohol Use Policy is ineligible for future employment with the City.

7. The City has additional obligations when testing for controlled substances and alcohol for those employees regulated by the U.S. Department of Transportation. Please see the City's Drug and Alcohol Policy for DOT Employees for additional information.

Testing Procedures:

1. All testing must normally be authorized in advance by both the employee's Department Head and the Director of Human Resources. If the Department Head is unavailable within a reasonable period of time, the Director of Human Resources may, in his or her sole discretion, authorize the testing of an employee. If the Director of Human Resources is unavailable within a reasonable period of time, the Department Head may, in his or her sole discretion, authorize the testing of an employee. For reasonable suspicion testing, testing may not be authorized without the supervisor's documentation of the articulated factors which led him or her to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Testing should be arranged as soon as possible after the supervisor's observations.
2. If an employee's conduct resulted in a work place accident, injury or "near miss," or reasonable suspicion exists to believe that the employee has violated the City's Drug and Alcohol Use Policy, the employee will be provided with transportation to the testing facility. A supervisor or other designated City representative may be required to stay with the employee during the testing process. The City may, in its discretion, reassign the employee or put him or her on administrative leave until the test results are received. The City will make arrangements to have the employee transported home after the testing.
3. All substance abuse testing will be performed by an approved laboratory or healthcare provider chosen by the City. All positive test results will be subject to confirmation testing.
4. Test results will be maintained in a confidential file separate and apart from the employee's personnel file. Any medical-related information will be confidential and accessible only by the Director of Human Resources; supervisors and managers on a need to know basis, including those who have a need to know about necessary restrictions on the work or duties of an employee and any necessary accommodation; first aid and safety personnel when appropriate; government officials; insurance companies as may be necessary to provide health or life insurance to employees; by court order or as otherwise legally mandated; and, as necessary to protect the interests of the City.

8.12 Sexual Harassment Policy

The City of Lucas is committed to providing a work environment which is free from sexual discrimination, intimidation, or harassment. Such harassment is illegal under provisions of the Civil Rights Act of 1964. The City will not tolerate any form of sexual

harassment. Prompt disciplinary action will be taken against an employee who commits or participates in any form of sexual harassment.

Sexual harassment is generally defined as unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the effect of creating an offensive, intimidating, degrading or hostile work environment, or adversely interferes or affects an employee's work performance. Sexual harassment of any type, including jokes, the exhibition of pictures, diagrams, and cartoons, is strictly prohibited and will not be tolerated.

Any employee who believes he or she is being sexually harassed by supervisors or co-workers should immediately notify the City Manager or a member of the governing body. The City will coordinate and conduct an appropriate investigation of the sexual harassment complaint. All sexual harassment complaints and actions and/or results of the investigation shall be treated and kept as a strictly confidential file. The City will not retaliate against an employee who complains of sexual harassment. However, disciplinary action will be imposed in situations where claims of prohibited conduct were fabricated or exaggerated.

8.13 Harassment Policy

It is the City's policy that all employees have a right to work in an environment free of discrimination, which includes freedom from harassment - whether that harassment is based on sex, age, race, national origin, religion, disability, marital status, or membership in other protected groups. The City prohibits harassment of its employees in any form by supervisors, co-workers, or the general public. Harassing conduct in the workplace is strictly prohibited. Any employee found in violation of this policy is subject to disciplinary action, up to and including termination.

Any employee who believes he or she is being harassed by supervisors or co-workers should immediately notify the City Manager or a member of the governing body. The City will coordinate and conduct an appropriate investigation of the harassment complaint. All complaints, actions and/or results of the investigation shall be treated and kept as a strict confidential file. The City will not retaliate against an employee who complains of harassment. However, disciplinary action will be imposed in situations where claims of prohibited conduct were fabricated or exaggerated.

8.14 Performance Standards

Every employee is expected to consistently maintain satisfactory performance standards. Continuing performance deficiencies, unlike the isolated violations noted in the subsequent sections of this chapter, should first be addressed by the mutual cooperative efforts of the supervisors and employee. Those efforts include, but are not limited to:

An analysis of the problem;

A determination of needed changes and assistance; and

Implementation of a corrective plan of action and establishment of achievement dates.

If performance standards are not met within a reasonable period of time, the employee, depending upon the reasons of failure, is subject to disciplinary action, up to and

including termination. The specific action taken and the status of the employee determine what, if any, appeal rights are available to the employee.

The following types of conduct are unacceptable and may be cause for discipline in the form of an oral reprimand, written reprimand, suspension, or termination, depending upon the facts and circumstances of each case. The examples given below are typical, but not all-inclusive.

- A. Unsatisfactory attendance is exemplified by, but is not limited to, the following:
 - 1. Unexcused absence or tardiness;
 - 2. Failure to give notice of absence or tardiness within thirty (30) minutes after starting time, or as may be described by policy;
 - 3. Absence or tardiness without proper justification; or
 - 4. Excessive amounts of time off the job regardless of the reason.
- B. Abandonment of job duties or responsibilities occurs when an employee deliberately and without authorization is absent from the job, refuses a legitimate order to report to work for three (3) consecutive work days. Abandonment of job duties and responsibilities may be deemed as voluntary termination.
- C. Inability or unwillingness to perform assigned work satisfactorily.

This is exemplified by, but is not limited to, the following violations:

 - 1. Failure to follow routine verbal or written instruction;
 - 2. Arguing over instructions or assignments; or
 - 3. An accumulation of other deficiencies indicating the employee's failure to adequately perform in a productive, efficient, and competent manner.
- D. Indifference toward work is exemplified by, but is not limited to, the following violations:
 - 1. Inattention, inefficiency, loafing, sleeping, carelessness, or negligence, with the exception of shift personnel during assigned sleeping hours ;
 - 2. Excessive failure to remain at one's work station without notification, leaving work without permission, taking excessive time or more than time allowed for eating or break periods;
 - 3. Performance of personal business during normal work hours;
 - 4. Interference with the work of others; or
 - 5. Discourteous or irresponsible treatment of the public or other employees.

- E. Sabotage is exemplified by, but not limited to, the following violations
1. Deliberate damage to or destruction of City equipment or property;
 2. Unauthorized alteration, removal, destruction, or disclosure of City records;
 3. Unlawful trespass or seizure of City property;
 4. Disobedience of these rules and regulations, the City Code of Ordinances, or other laws;
 5. Interference with the public use or access of City services, properties, or buildings; or
 6. Threats to commit any act of sabotage as defined in this section.
- F. Safety Violations are exemplified by, but not limited to, the following violations:
1. Failure to follow City safety rules and regulations;
 2. Failure to use required safety apparel;
 3. Removal or circumvention of a safety device;
 4. Lifting in a manner which may cause injury;
 5. Operating a vehicle or equipment in an unsafe, negligent, or careless manner, or without a valid license;
 6. Smoking in prohibited areas;
 7. Endangering of one's own safety or that of others by careless, irresponsible actions or negligence;
 8. Failure to report an on-the-job injury, vehicle accident, or unsafe working conditions;
 9. Failure to remove from the workplace or to assist to a safe location an employee whose mental capabilities are impaired due to injury, illness, alcohol or drug use, or emotional distress; or
 10. Failure to maintain an insurable driving record acceptable to the City.
- G. Dishonesty is exemplified by, but not limited to, the following violations:
1. Acceptance of money or anything of value from a person subject to the regulatory decision or supervision of the employee;
 2. Cheating, forging, or willful falsification of official City report or records; or

3. Any other falsifying action detrimental to the City, City employees, or other,
- H. Theft, regardless of item value, is exemplified by, but not limited to, the following violations:
1. Unauthorized taking of City property, supplies, or the property of others;
 2. Unauthorized use of City or employee funds; or
 3. Using or authorizing the use of City equipment, supplies, or employee services for other than official City business, including the use of long distance or pay telephone services.
- I. Insubordination is exemplified by, but not limited to, the following violations:
1. Willful failure or refusal to follow the specific orders or instructions of a supervisor.
- J. Abuse of drugs or alcohol as described in Section 8.10 of this chapter.
- K. Disturbance is exemplified by, but not limited to, the following violations:
1. Fighting or boisterous conduct;
 2. Deliberate causing of physical injury to another employee or citizen
 3. Harassment, as defined by the Texas Penal Code and Section 8.12 of this chapter, or intimidation;
 4. Unnecessary disruption of the work area;
 5. Use of profane, abusive, threatening, or loud and boisterous language;
 6. Sexual harassment;
 7. Spreading of false reports; or
 8. Other disruption of the harmonious relations among employees or between employees and the public.
- L. Misconduct, criminal or immoral, during or off working hours, which on becoming public knowledge, could have an adverse effect on the City or the public confidence in the City government. "Criminal offense" means any act constituting a violation of law and/or resulting in charges being filed, arrest, or confinement.
- M. Disregard of public trust, during or off working hours which on becoming public knowledge, could impair the public's confidence or trust in the operation of City government.

- N. Failure to report a violation described in, but not limited to, subsections D,E,F,G,H,I,J,K, or L.
- O. An employee shall maintain sufficient competence to properly perform his/her duties and to assume the responsibilities of his/her position. An employee shall direct and coordinate his/her efforts in a manner that will tend to establish and maintain the highest standards of efficiency in carrying out the functions and objectives of the City.
- P. No employee shall discriminate against any individual on the basis of race, color, creed, religion, sex, national origin, age, disability, or physical handicap.
- Q. An employee shall maintain a neat, well-groomed appearance and style of hair, and wear his/her uniform (if furnished and required) in accordance with established guidelines.
- R. No employee of the City, whether licensed or not licensed by the State of Texas to carry a concealed handgun, shall carry a concealed handgun or any other firearm into any City building or portion of a building, or any City vehicle (Texas Penal Code 46.035) unless authorized by the City Manager.
- S. No employee shall make known any information concerning the progress of an investigation; a known or reported law violation; a condition against which action is to be taken at a future time; or, any proposed law enforcement action to be taken at a future time, to any person not authorized to receive it.
- T. All employees shall treat the official business of the City as confidential and shall disseminate information regarding official business only to those for whom it is intended to in accordance with established City procedures and consistent with the Texas Open Records Act. An employee may remove or copy official records or reports from a City office only in accordance with established procedure and with the approval of the applicable supervisor.
- U. All employees shall not promise confidential or divulge the identity of a person giving confidential information except when authorized by proper authority and necessary in the performance of their work. Further, an employee shall not use information gained from any City information system for anything other than official City business.

CHAPTER 9. DISCIPLINE, RESIGNATION, AND TERMINATION PROCEDURES

9.01 Fair and Equitable Standards

It is the intent of the Discipline, Resignation, and Termination Procedures to safeguard the rights of all employees, to ensure that all employee actions are judged by fair and equitable standards, and to require that all rules are applied on an equitable basis.

9.02 Discipline Guidelines

All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient and economic delivery of services to the citizens of the City. Acts, errors, or omissions which discredit the public service or impair the orderly provision of services to the citizens of the City may result in discipline, including termination. The City Manager has full discretion and authority to impose disciplinary action in accordance with City policy and the circumstances of the particular case.

The following are examples of the types of behavior which may result in discipline:

1. Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances, with the exception if your job duties requires you to have these items in your possession;
2. Violation of a lawful duty;
3. Insubordination;
4. Absence from work without first notifying and securing permission from the supervisor;
5. Habitual absence or tardiness for any reason;
6. Unsatisfactory job performance;
7. Conviction of a felony or a misdemeanor involving a crime involving moral turpitude;
8. Acceptance of fees, gratuities or other valuable items in the performance of the employee official duties for the City;
9. Inability, refusal or failure to perform the duties of the assigned job; or
10. Violation of duties or rules imposed by this manual, or by any other City rule, regulation or administrative order.

This list is not all-inclusive, and only serves as a general guide. The City may discipline or terminate employees for other reasons not stated above. (Please refer to the Chapter 8 Rules of Conduct, for a complete listing of behavior subject to disciplinary action).

9.03 Types of Disciplinary Action

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the type and severity of the offense or offenses, the employee's work record, and any mitigating circumstances which may be relative to the situation. The following list of disciplinary action types does not represent a sequence of their usage. Disciplinary action types may be used at the City Manager's sole discretion, depending on the severity of the violation.

1. Oral Reprimand

An oral reprimand is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or their failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's awareness, efficiency, and value to the City by changing the employee's conduct, attitude, habits or work methods. Following the counseling session the supervisor shall document the oral reprimand and place it in the employee's personnel file. The employee shall be given the opportunity to respond in written form to the oral reprimand.

2. Written Reprimand

A written reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. A written infraction may result in suspension or termination should the violation recur. Both the employee and City Manager should sign the written reprimand. Included in the written reprimand should be a statement of what changes in behavior are expected, when the next evaluation will be held, and what penalty will be imposed if no changes are made by the employee. Copies of the written reprimand and all supporting documentation, if any, will become part of the employee's personnel file. The employee shall be given the opportunity to respond in written form to the written reprimand.

3. Suspension

A suspension is to bring about change in behavior, and results in time off without pay. The employee should be encouraged to reflect on his/her behavior during the suspension and to decide whether he/she wishes to correct the offending behavior or terminate his/her employment. A suspension is a severe disciplinary action which becomes part of the employee's personnel file.

4. Termination

Termination for cause is the final disciplinary action and it results in involuntary termination from City employment. Termination for cause results after previous disciplinary actions fail to change an employee's misconduct, ill work behavior, and/or inadequate performance. The City reserves the right to terminate an employee at any time, without any previous disciplinary action or notice depending on the severity and circumstances of offense. (Please refer to Chapter 8, Rules of Conduct, for a complete listing of behavior subject to disciplinary action, up to and including termination.)

9.04 Resignation

An employee should provide at least ten (10) working days notice of resignation. This time limit may be waived by the City Manager. An employee resigning without the required notice may be ineligible for reinstatement and accumulated leave pay, if applicable. The written notice shall include, but is not limited to, the following:

1. Date of letter;
2. Last day of employment;
3. Reason for resignation;
4. Forwarding address; and
5. Signature of the employee.

All records, property or other instruments, including this Personnel Policies and Administrative Procedures Manual, belonging to the City of Lucas in the possession of the resigned or terminated employee shall be returned before his/her final paycheck is released.

9.05 Termination

An employee may be terminated from City employment for any of the reasons listed below:

1. During or at the end of the employee's probationary period;
2. As a result of disciplinary action;
3. Due to loss of skills, certifications or other conditions which would make the employee unfit for service;
4. When the City Council or City Manager has made a determination that a lack of work or funding exists with respect to the employee's position;
5. If the employee has a physical or mental impairment that prevents the employee from performing the required duties of the employee's position and the employee cannot be reasonably accommodated. (Termination must be supported by medical evidence which establishes that the individual is unable to perform bona-fide job requirements. The City may require an examination at its expense performed by a physician of its choice. Failure to submit to such request may result in termination);
6. Whenever the City Manager determines to make changes deemed to be in the best interest of the City; and
7. Whenever a blatant violation of the duties or rules imposed by this manual, or by any other City rule, regulation, or administrative order occurs.

This list is not all inclusive, and only serves as a general guide. The City may terminate employees for other reasons not stated above. (Please refer to Chapter 8, Rules of Conduct, for a complete listing of behavior subject to disciplinary action, up to and including termination).

TITLE 3 - ADMINISTRATIVE PROCEDURES

CHAPTER 25. BUSINESS TRAVEL POLICY

25.01 Purpose

Because City employees are required to travel, attend local meetings, or otherwise incur expenses in the interest of the City, it is the policy of the City of Lucas to provide necessary funding for approved conventions, educational meetings, business trips, and other business and related activities. This policy is established to provide guidelines for reimbursement for travel expenses and consistent procedures for travel authorization, documentation, and accounting.

25.02 Applicability

This policy applies to all regular employees, full-time and part-time, and any other authorized persons traveling on official City of Lucas business, including volunteers, where City funds are used in such travel. Any questions regarding procedures should be directed to the City Manager.

The City Council will determine its own rules and procedures for the travel of its members and members of the City's boards and commissions.

25.03 General Provisions

1. Decisions regarding employee training should be made during the annual budget preparation process. Conferences and educational meetings may be substituted for one originally planned and budgeted, or a person may be substituted for a person originally planned to attend, provided that the total dollars budgeted are not exceeded. In addition, any training opportunities that become available during the year may be allowed if budgetary resources exist.
2. Employees, or other authorized persons, are expected to exercise good judgment and proper regard for economy in incurring travel expenses.
3. There is no objection to a spouse and/or other immediate family members accompanying an employee on an official out-of-town trip, provided that their presence does not detract from the performance of duty. Expenses attributable to the family, such as conference registration or special event charges for spouses, will not be reimbursable by the City.
4. In situations where extraordinary travel expenses are expected to be incurred, or where this regulation does not cover the situation, or would work a significant hardship if strictly applied, the City Manager may authorize exceptions.
5. Any request for out-of-state travel will only be considered if such travel is in the best interest of the City, and must be authorized by the City Manager.

25.04 Approval of Travel

Prior to making any travel arrangements, an employee shall complete a Travel Request Form and have it approved by the City Manager. The Travel Request approval is contingent on available funds for payment of registration fees, travel, lodging, travel advance, per diems, etc.

25.05 Allowable Expenses

The City will pay all reasonable expenses for employee travel, food, lodging, conference registration, tips, parking, taxis, and other associated expenses, provided that the employee submits appropriate documentation. All expenses must be accompanied by receipts (except per diem and mileage costs.)

A. **Transportation:** Employees may use the mode of transportation he/she prefers and should be reimbursed on the basis outlined in subsections 1-5 below. Ordinarily, when traveling other than by car, round trip tickets should be purchased for travel, but going by one mode and returning by another is allowed if schedules so dictate or if there is not a disadvantage to the City. Employees shall use the City's designated travel agent(s) when making travel arrangements, except when the employee is able to secure lower rates through other means, e.g., contracted travel arrangements with convention/seminar hosts, or other.

1. **Air Travel.** Reimbursements shall be limited to "tourist or coach class" utilizing the most direct route where such services are available. Employees who extend their travel to qualify for reduced airfares will be reimbursed for additional meals, lodging, rental cars, parking, etc., if two conditions are met:

- a. The combined cost of the additional expenses and discount airfare is less than the non-discount airfare and related costs; and
- b. It is in the City's best interest to allow the employee to be absent the additional time.

2. **Personal Vehicle.** Employees who use their personal vehicle to travel to official City business functions or to attend approved seminars, courses, or conferences, will be reimbursed for mileage at the rate allowed by the Internal Revenue Code for business travel. When an employee chooses to drive his/her car on a trip longer than 250 miles, reimbursement shall be limited to the fare for air travel, or the mileage rate per mile, whichever is lower.

For those employees with a car allowance the mileage reimbursement will only apply when traveling outside the Collin County area.

The City does not provide insurance coverage for any employee who uses his/her personal vehicle for business purposes. It is the employee's responsibility to protect against damage to his/her vehicle and legal liability in such form and amount as the employee deems adequate.

3. **Rail Travel.** Reimbursement shall be limited to coach fares.

4. **Car Rental.** Rental cars should not be used except when taxis are inconvenient due to distance or number of local trips to be taken. In the event an employee should rent a car, the City will reimburse the fee for an economy type

vehicle. An employee should decline the liability/collision damage waiver offered on the rental contract, as this coverage is provided by the City.

5. **Other.** Travel to and from airports should be by bus or hotel shuttle where such services are in operation, and by taxi as a last resort.

6. **Lodging.** The City will pay accommodations through the duration of the event, plus the day prior and/or after, if required to meet arrival/departure times or restrictions. If an employee chooses to arrive earlier or stay later, additional lodging and other expenses related to such choice will be at the employee's personal expense. Reservations should be made at the single room rate (unless double is the same rate or lower), taking advantage government, seminar, or other group discounts.

7. **Meals.** The City will pay all reasonable meal costs when directly related to City business. The per diem for meals is \$50, including meal tips. Meals which are paid for in advance (e.g., as part of registration, ticketed separately as a conference event) may not be considered as part of the per diem reimbursement. The per diem rate may be adjusted on an individual basis when travel is to a high cost area. Any adjustment must be approved by the City Manager.

8. **Conferences and Seminars.** All conference and seminar registration fees will be paid in full by the City subject to the approval of the City Manager.

9. **Miscellaneous Expenses**

- a. **Airport Parking.** Receipts shall be submitted for airport parking at D/FW Airport or Love Field Airport. Long-term parking should be used whenever possible.
- b. **Personal Phone Calls.** One long distance phone call to an employee's home is allowed for each day of the trip, not to exceed \$5.00 in cost. Calls in excess of one per day and \$5.00 in cost shall be paid by the employee.
- c. **Business Phone Calls.** Reimbursement will be made for calls to City offices. An employee may call collect or bill his/her hotel room for any business calls made. Prudence is suggested regarding the length of conversation.
- d. **Non-Allowable Expenses.** Expenses for the following shall not be paid by the City:
 - (1) In-hotel pay television or videos;
 - (2) Health clubs or spas;
 - (3) Alcoholic beverages;
 - (4) Entertainment unrelated to City business (attending a play or movie with friends);
 - (5) Calls to 900 numbers; or
 - (6) Dry cleaning or laundry.

25.06 Spouse/Family Travel

When accompanied by a family member, an employee shall pay all incremental costs related to having the member along on the trip. Examples of incremental costs include the difference in lodging costs between single and double occupancy, and all meal, and incremental costs of the family member. Spouses may accompany a City employee on official business with such expenses reimbursed by the City only when the spouse has specific duties to perform for the benefit of the City and such expenses are approved in advance by the City Manager. Estimated costs of spouse travel must be clearly identified on the Travel Request form and approved by the City Manager.

25.07 Requesting Payment and Reporting Travel Expenses

A. **Airfare, Lodging, and Conference/Seminar Fees.** A Travel Request form should be approved and hotel reservations made prior to submitting it for payment of travel costs. Indicate clearly whether conference/ and/or seminar fees should be mailed directly. If so, attach the original registration form to be mailed and a copy for accounting and record keeping purposes.

In addition, checks payable to the conference and/or seminar or hotel may be cut and given to the employee for on-sight payment and delivery.

B. **Advances for Meals and Incidental.** Cash advances for anticipated travel expenses shall be requested by indicating so on the portion of the Travel Request form. Advances are intended to cover the costs of meals, taxis, and similar incidental out-of-pocket expenses, generally not airfare, lodging, or conference fees, which should be paid directly to the travel agency, hotel, or conference sponsor.

25.08 Submitting Expense Report

All employees who use City funds for authorized trips shall submit the expense report form with the accurate summary of all travel expenses within five (5) working days of the return of the trip.

All prepaid amounts should be listed on the "expenses not reimbursed" page of the expense report form.

An amount due to the employee will arise if the employee receives an advance less than the amount he/she paid for trip costs, or if the employee chooses not to request an advance. Upon approval by the City Manager, a check will be written to the employee in accordance with the paycheck processing schedule.

An amount due to the City will arise if the employee receives an advance greater than the amount he/she paid for trip costs. The employee should submit the expense report form and any monies owed the City to the City Manager for approval. It is recommended that the employee reimburse the City by check as his/her proof of payment.

The employee should attach all receipts to the expense report form. Conference registration receipts, airline ticket stubs, and detail hotel receipts should be included, although already paid by the City. Meal receipts paid from the employee's meal per diem are not required for submittal.

The completed expense report form must then be reviewed and approved by the City Manager for final authorization for payment. Employees are responsible for accurately completing the expense report form in accordance with the City's Travel Policy.

25.09 Local/One Day Travel Expenses

- A. **Mileage.** Mileage reimbursement is available for local events directly related to City business, from City Hall or normal work station to the event and back. For those employees receiving car allowances, mileage will be reimbursed only for travel outside the Collin County area and back.
- B. **Meals.** Breakfast, lunch, and dinner expenses incurred while attending local seminars or events will be reimbursed by the City provided the meals are an integral part of the seminar or event and is billed accordingly.

If the local travel consists of an all-day event, employees are encouraged to request and use the travel per diem.

Other food expenses for working lunches, work place meetings, or other business purpose is reimbursable provided that documentation of the expense and business purpose is submitted and the expense has been approved by the City Manager.

- C. **Miscellaneous.** The City will reimburse the employee for expenses incurred for parking, tolls, and calls to City Hall while on local City business.
- D. **Obtaining reimbursement.** An employee shall submit a completed expense report form as outlined in Section 25.08 of this chapter.



TRAVEL REQUEST FORM

Date Submitted: _____

Employee Name: _____

Traveling to: _____

Purpose of Trip: _____

Date of Trip: From _____ To _____

Budget Codes: _____

I estimate total expenses below, for which sufficient funds have been budgeted or available.

Estimated Expenses

Personal Auto _____ miles @ \$.565 per mile	\$
Air Travel	
Taxi, Shuttle, bus, etc.	\$
Car Rental	\$
Parking	
Registration Fees	\$
Lodging	\$
Meals per diem (\$50 per each full day of travel, \$8-Brkfst / \$15-Lunch / \$27-Dinner)	\$
TOTAL	\$

I will require an advance of \$ _____ by (date) _____

Please allow at least five (5) full working days for check processing.

Required airline reservations should be made through the authorized travel agency.

Requesting Employee's signature: _____

City Manager's signature: _____

Note: Please attach any relevant information pertaining to the requested travel. If prepayment of registration fee is required, please indicate so.

RESOLUTION NO. # R-2013-09-00400
**[Approving Amendments to Lucas Personnel Policies and
Administrative Procedures Manual]**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LUCAS,
TEXAS, APPROVING AMENDMENTS TO THE LUCAS PERSONNEL
POLICIES AND ADMINISTRATIVE PROCEDURES MANUAL, AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Lucas, Texas, has been presented with proposed amendments to the Lucas Policies and Administrative Procedures Manual;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, TEXAS, THAT:

SECTION 1. The City Council hereby approves the proposed amendments to the Lucas Personnel Policies and Administrative Procedures Manual, attached hereto as Exhibit "A".

SECTION 2. This Resolution shall take effect immediately upon its passage.

DULY PASSED by the City Council of the City of Lucas, Texas, on the 19th day of September, 2013.

APPROVED:

Rebecca Mark, Mayor

ATTEST:

Kathy Wingo, TRMC, MMC City Secretary

APPROVED AS TO FORM:



Joe Gorfida, City Attorney
(JJG/09-10-13/62251)

RESOLUTION # R 2013-09-00400
EXHIBIT A
EXHIBIT "A"
LUCAS PERSONNEL POLICIES AND ADMINISTRATIVE
PROCEDURES MANUAL



PERSONNEL
POLICIES
AND ADMINISTRATIVE
PROCEDURES
MANUAL

City of Lucas, Texas

Welcome to City of Lucas

The City of Lucas is named after Gabriel Henry Lucas, Sr., who, in 1870, founded a merchandising store in what would later become Lucas. On May 11, 1888, the United States Postal Service established a post office in the area and named the community "Lucas" after the post office's first postmaster, Gabe Lucas.

The City of Lucas was incorporated in February 1959. Since then, the community has prided itself in maintaining a rural and country style of living. As of January 2009, the North Central Texas Council of Governments estimated the population of Lucas at 5,350, compared to 540 in 1970.

The City of Lucas is a Home-Rule City with the Council-Manager form of government. The City Council is the legislative or law-making body of the city government and it is composed of seven members, including the Mayor and six council members elected at-large. The City's daily operations are administrated by a City Manager appointed by the City Council. City Council meetings are held the first Thursday of every month at 7:00 p.m. at the Lucas City Hall.

The City of Lucas offices are located at 665 Country Club Road. City Hall houses the offices of the City Manager, Building Official, Public Works Director and Staff, Finance Manager and Staff, and the City Secretary's office.

On behalf of the City Council and staff – WELCOME TO THE CITY OF LUCAS!

EMPLOYEE ACKNOWLEDGMENT FORM

The *Personnel Policies and Administrative Procedures Manual* ("Manual") describes important information about the City, and I understand that I should consult the City Manager or designated personnel administrator regarding any questions not answered in the Manual. I have entered into my employment relationship with the City voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time, so long as there is not any action contrary to applicable federal and state laws.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the Manual may occur, except to the City's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Manual is neither a contract of employment nor a legal document. I have received the Manual, and I have read and understand that it is my responsibility to comply with the policies contained in this Manual and any revisions made to it. I also understand that it is my responsibility to keep this Manual updated with future official notices relative to revised information, and shall return this Manual to the City Manager or designated personnel administrator upon termination of my employment with the City.

Employee Signature

Date

Employee Name Printed

Personal Policies and Administrative Procedures Manual

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TITLE 1 – General Provisions

CHAPTER 1. GENERAL PROVISIONS

1.01 Purpose

The *Personnel Policies and Administrative Procedures Manual* is a compilation of the City's personnel practices and administrative procedures. Its purpose is to provide a consistent guide to personnel policies and administrative procedures related to the terms and conditions of your employment.

This manual is designed to acquaint all employees with the City and provide information about working conditions, employee benefits, policies and procedures affecting employment. Employees should read, understand, and comply with all provisions of this manual. It describes many responsibilities as an employee and outlines the programs developed by the City to benefit employees.

No employee manual can anticipate every circumstance or question about policy. As the City continues to grow and as the need may arise, the City reserves the right to revise, supplement, or rescind any policies or portions of the manual from time to time as it deems appropriate. The only exception to any changes is the employment-at-will policy permitting the employee or the City to end the employment relationship for any reason at any time. Any future changes to the handbook will be communicated to employees through official written notices.

Understanding that this manual is developed as a communication tool, all employees are encouraged to visit the City Manager and/or designated personnel administrator should questions arise concerning the interpretation and understanding of any policy, practice, or procedure. It is important that we all continue to have a full and complete understanding of our personnel policies and procedures.

1.02 Applicability

All rules and regulations shall apply to all employees unless superseded by the state and federal constitutions, state and federal legislation and/or regulations, or City codes. Failure to comply with these policies may result in appropriate disciplinary action, up to and including termination. All City employees are charged with the responsibility of being thoroughly familiar with all provisions found in the *Personnel Policies and Administrative Procedures Manual*.

Elected officials, members of appointed boards and commissions, persons employed under contract shall not be considered City employees for purposes of these personnel policies and administrative procedures. Personnel appointed to serve without pay (including members of the volunteer fire department) shall be subject to Title 2, Chapter 8 Rules of Conduct, and Title 3, Chapter 25, Business Travel Policy.

1.03 Dissemination

All City employees shall be provided a copy of these policies and procedures. The City Manager shall keep at least one copy available for reference by all employees. In addition, all City employees shall be notified of, and provided with any revisions, supplements, or deletions to these policies and procedures.

1.04 Authority and Responsibility

These policies and procedures may be revised and amended, within the law, to the extent deemed necessary in order to more effectively and efficiently promote the interests of the City and its employees. Such revisions and amendments are to be reviewed and approved by the City Council. With the exception of matters reserved to the City Council, the general and final authority for personnel administration rests with the City Manager.

1.05 Date of Adoption

These personnel policies and administrative procedures are effective immediately.

TITLE 2 – PERSONNEL POLICIES

CHAPTER 2. GENERAL PROVISIONS

2.01 Purpose and Objective

The purpose of these Personnel Policies is to create a high degree of understanding, cooperation, efficiency, and unity, all of which come through the systematic application of establishing procedures in personnel management and administration.

The Fundamental objectives of these policies are:

- A. To promote and increase efficiency, responsiveness to the public, and economy in the service to the City;
- B. To provide fair and equal employment opportunity to all qualified applicants who enter City employment without regard or respect to the applicant's sex, race, color, religion, national origin, age, marital status, political affiliation, or disability;
- C. To develop a program of recruitment, advancement, and retention which will make service to the City attractive as a career and will encourage each employee to render his/her best service to the City;
- D. To establish and maintain a uniform plan of classification and compensation based upon the relative duties and responsibilities of all positions within the City;
- E. To establish and maintain an equitable and uniform plan of evaluation and compensation based upon the relative duties and responsibilities of positions within the City and to reward meritorious service;
- F. To establish and promote high morale among all City employees by providing good working relationships and a uniform personnel policy;
- G. To regard planned training, continued education, and staff development activities as an investment for the mutual benefit of employees and the City;
- H. To communicate freely and encourage communication from among all employees;
- I. To provide a work environment that is conducive to both personal and professional growth; and
- J. To safeguard any employee's right to be treated with respect, dignity, equity, fairness, and free of any type of harassment; where provided, the right to appeal and violation of the rights; and to

assure the right of employees to present grievances through appropriate channels.

2.02 Statement of At-Will-Employment

Employment with the City of Lucas, Texas, is on an at-will and voluntary basis on the part of both parties. Either the City or employee may terminate the employment relationship at any time, with or without cause, as either party may deem appropriate.

2.03 Equal Employment Opportunity Statement

As a governmental unit established to serve all of the citizens of the City of Lucas, the City of Lucas, Texas recognizes that it is in the best interests of efficiency, effectiveness, and equity within its municipal operations to ensure that all citizens and employees are allowed to make the greatest contribution of which they are capable to the municipal government. In striving toward this end, the City of Lucas, Texas, hereby adopts the following Equal Employment Opportunity Statement:

- A. The City of Lucas is an equal employment opportunity employer;
- B. The City employs, retains, promotes, trains, terminates, and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence;
- C. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, disability, citizenship, veteran status or other unlawful basis;
- D. To the extent reasonably possible, the City will accommodate individuals with disabilities in the application, hiring, and employment process. Reasonable accommodation is available to all employees and applicants, so long as the accommodation does not create an undue hardship for the City, and can be provided without posing a substantial or imminent safety risk. Individuals with disabilities requiring accommodations should notify their immediate supervisor or City Manager. The City requests sufficient notice, when possible, to give time to arrange the accommodation. Applicants or employees wishing to complain about the denial of reasonable accommodation or other disability-related discrimination should follow the same procedures as outlined by the City for discrimination complaints in general. Such individuals will not be subject to retaliation for requesting such accommodation or because of complaints about the denial of reasonable accommodation;
- E. Retaliation, intimidation, coercion, or harassment toward any job applicant or employee, or because of any person's sex, race, color, religion, national origin, age, disability, citizenship, veteran status or any other unlawful basis is prohibited; and

- F. Any employee, who violates this policy shall be subject to disciplinary action, up to and including termination.

2.04 Motivation and Knowledge of Employees

Every employee in the City service should understand that he/she is working for the public. It is the goal of the City to constantly develop more effective and efficient means to serve the public. Each employee should have a thorough knowledge of his/her job and should possess a profound respect for his/her work and co-workers. He/she should have knowledge of the relation of his/her job to other employees and to the entire City organization.

2.05 Applicability of Policies

All rules and regulations shall apply consistently and uniformly to all employees unless superseded by the state and federal constitutions and/or legislation and/or regulations or City codes. Failure to comply with these policies may result in appropriate disciplinary action, up to and including termination. All City employees are charged with the responsibility of being thoroughly familiar with all provisions found in these Personnel Policies.

Applicability may vary in the case of an employee with a written employment agreement approved by the City Council. The City reserves the right to make final decisions as to the interpretation and intent of all information contained in this manual

Any provision contained herein that is found or determined to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining contents.

2.06 Dissemination

All City employees shall be provided a copy of these policies. The City Manager shall keep at least one copy available for reference by all employees. In addition, all City employees shall be notified of and provided with any revisions, supplements, or deletions to these policies.

2.07 Authority and Responsibilities

These policies and procedures may be revised and amended, within the law, to the extent deemed necessary in order to more effectively and efficiently promote the interest of the City and its employees. Such revisions and amendments are to be reviewed and approved by the City Council. With the exception of matters reserved to the City Council, the general and final authority for personnel administration rests with the City Manager.

2.08 Definitions

The words and terms used in these Personnel Policies shall have the meaning indicated as follows, unless the context in which the word is used clearly indicates otherwise.

ADDRESS: The street and number, city, state, and zip code of a residence and the post office box mailing address, if applicable.

ADMINISTRATIVE LEAVE: An authorized absence with pay.

ANNIVERSARY DATE: The month and date at which one year or additional years of employment with the City is attained by an employee.

CITY: The City of Lucas.

CITY MANAGER: The City Manager or designee.

CONTRACTOR: One who has contracted with the City to perform a specific task at a set rate of compensation. Not considered an employee for the purposes of the personnel policies and administrative procedures.

CONTINUOUS SERVICE: Employment with the City uninterrupted by a leave of absence without pay or separation from City service.

EMPLOYEE: Any person employed by the City. Includes a person employed on a temporary or part-time basis, but does not include a contractor, Municipal Court Judge, City Attorney, member of an appointed Board or Commission, member of the City Council, or Mayor.

EXEMPT EMPLOYEE: Any employee whose job is exempt from overtime wage regulations as defined by the Fair Labor Standards Act (FLSA).

IMMEDIATE FAMILY: An employee's immediate family includes the employee's spouse, child or step-child, parent or step-parent, brother or sister or step-brother or sister, mother or father-in-law, son or daughter-in-law, or any relative who may be residing in the same household with the employee.

JOB: A collection of tasks, duties, and responsibilities regularly assigned to and performed by an individual or more than one individual when the magnitude of the job is such that it cannot be performed by one person.

LEAVE WITHOUT PAY: Authorized temporary absence without pay.

MERIT: Character or conduct deserving reward, honor, or esteem.

MILITARY LEAVE: Authorized absence of an employee for active or reserve duty or training in the United States armed forces.

MONTH: One (1) full calendar month.

NON-EXEMPT EMPLOYEE: Any employee whose job is subject to overtime wage regulations as defined by the Fair Labor Standards Act (FLSA).

OVERTIME: Authorized time worked by an employee in excess of 40 hours per seven (7) day work period.

PROBATIONARY EMPLOYEE: A full or part time employee who has not completed their probationary period.

REGULAR EMPLOYEE: An employee who has completed their probationary period.

RESIDENCE: The actual place of abode of an employee.

REGULAR FULL-TIME EMPLOYEE: An employee in a budgeted position who regularly works a minimum of forty (40) hours a week on a continuing basis.

REGULAR PART-TIME EMPLOYEE (20 - 39 hours/wk): An employee in a budgeted position who works less than forty (40) hours a week but at least twenty (20) hours a week on a continuing basis and is eligible for pro-rated holidays, vacation, and sick leave.

PART-TIME EMPLOYEE (less than 20 hours/wk): An employee who works less than 20 hours a week on a continuing basis and is not eligible for any benefits.

SUSPENSION: An involuntary leave from work with discontinuance of pay for a specified period of time.

TEMPORARY EMPLOYEE: Any employee appointed to any of the following:

1. An assignment or job scheduled to last less than six (6) months;
2. A position funded under a federal or state employment and training program as a participant meeting federal or state eligibility requirements, but not including administrative or staff positions;
3. A cooperative work-study program with an educational institution;
4. A seasonal position, even though the assignment may last more than six (6) months; or
5. Any assignment of less than a full calendar year which is repeated from year to year, even though the assignment may last more than six (6) months.

Temporary employees are paid on an hourly rate basis with no additional benefits, and may be terminated without notice or without cause.

TERMINATION: A cessation of employment with the City.

VOLUNTEER: An individual who is not paid salary or benefits, for his/her services to the City. Volunteers are not City employees, however; volunteers may be subject to the sections of the *Personnel Policies and Administrative Procedures Manual*, as determined by the City Manager.

WORK DAY: Any one shift during which the City is open for business or on which an employee is scheduled to work.

WORK WEEK: A fixed, recurring period of 168 consecutive hours.

(7 days x 24 hours = 168).

TIME: Begins Monday at 12:01 a.m. and ends Sunday at 11:59 p.m.

CHAPTER 3. RECRUITMENT AND EMPLOYMENT

3.01 Recruitment

Recruitment practices are conducted solely on the basis of ability, merit, qualifications and competence, without any regard to sex, race, color, religion, national origin, age, disability, citizenship, or other unlawful basis.

Each applicant for employment shall complete and sign an application form prior to being considered as a finalist for any position. Resumes may supplement, but not replace, the City's official application form. Any applicant supplying false or misleading information is subject to exclusion of further consideration for employment or immediate termination, if hired.

3.02 Requirements for Employment

To be eligible for employment with the City, an individual must:

1. Be at least sixteen (16) years of age if the position does not require operation of a motor vehicle and at least eighteen (18) years of age if the position requires the operation of a motor vehicle;
2. Have a social security number;
3. Where permitted by law and required by the City, pass a physical and/or psychological examination administered by a licensed medical examiner selected by the City to ensure ability to perform essential duties on the job;
4. Submit to alcohol and drug screening tests;
5. Satisfactorily complete any interviews, examinations, and performance test, if required;
6. Show proof of authorization to work in the United States;
7. Possess a valid Texas driver license with any necessary endorsements and have an acceptable driving record as determined by the City. Driving records will be verified by the City when appropriate, and an unacceptable driving record may result in disqualification; and
8. Meet all requirements of the job description for which employment is sought and submit to all other employment procedures administered and/or required by the City Manager.

3.03 Hiring

When a position becomes vacant, and prior to any posting or advertisement of the vacancy, the City Manager or his/her designee shall review the position, job description and need for such a position.

Residency within the City shall not be a condition of initial appointment or continued employment. However, the distance of any employee's residence shall not interfere with the daily performance of the employee's duties and

responsibilities, and the employee must live within reasonable response time if the position requires emergency responses or callbacks.

The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City. The City may contract with any competent agency or individual to prepare and/or administer examinations.

A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or, (3) or the exam reveals use of alcohol and/or controlled substances.

3.04 Employment of Immediate Family Members (Nepotism)

Employees' immediate family members will not be employed by the City under any of the following circumstances:

1. Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
2. Where one party would be responsible for auditing the work of the other;
3. Where both parties would report to the same immediate supervisor;
4. Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the City; or
5. Where one of the parties is a policy level official of the City.

An employee's immediate family includes the employee's spouse, child or step child, parent or step parent, brother or sister or step brother or sister, mother or father-in-law, son or daughter-in-law, or any relative who may be residing in the same household with the employee.

If two employees marry or begin sharing living quarters with one another, and in the City's judgment the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the City, unless reasonable accommodations, as determined by the City Manager, can be made to eliminate the potential problem. The decision as to which relative will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision has been made during this time, the City reserves the right to terminate either employee.

3.05 Temporary Employees

At the discretion of the City Manager, temporary employees may be used during emergencies and other peak workload periods. In addition, temporary employees may be used to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.

Basic guidelines governing the employment of temporary employees include, but are not limited to the following:

1. Temporary employees may be hired without competitive recruitment or examination;
2. Temporary employees are eligible for overtime pay as required by law; and
3. Temporary employees are **not** eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during their employment.
4. Temporary employees are required to participate in a 457B program, since they are not eligible for our regular retirement program and the City of Lucas does not participate in social security. The deduction amount required is a minimum of 7.5% of their compensation.

3.06 Probationary Period

All newly hired employees, former employees who have been re-hired, enter a probationary period which is considered an integral part of the selection and evaluation process. During the probationary period, the employee is required to demonstrate suitability for the position through actual work performance.

The normal probationary period is six (6) months from the employee's date of hire, re-hire, or promotion; however, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.

An employee's probationary period may be extended for up to an additional six (6) months (when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance) to properly evaluate the employee's performance. The probationary period will not be shortened for any reason.

New and re-hired employees on probationary period status accrue vacation leave but are not eligible to use vacation leave until after their successful completion of their probationary period.

During the probationary period either the City or employee may terminate the employment relationship, with or without cause, as either party may deem appropriate.

When the City Manager or Department Head determines an employee has satisfactorily completed the probationary period, he/she shall prepare a written performance evaluation. If the probationary period is satisfactorily completed, the employee will be in a regular employee status.

3.07 Promotions and Transfers

The City encourages current employees to apply for vacant City positions, for which they are qualified. Promotions and transfers are based on the City Manager's and/or Department Head's recommendation, qualifications for the

position, performance evaluations, job descriptions and related City requirements.

Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed the probationary period and possess the qualifications for the vacant position, unless such requirements are waived by the City Manager in the best interests of the City.

Employees promoted to a new classification enter a probationary period of 6 months which is considered an integral part of the selection and evaluation process. During the probationary period, the employee is required to demonstrate suitability for the position through actual work performance. The City Manager or designee may increase or decrease the probationary period.

3.08 Employee Personnel Records

A personnel file for each employee is kept in a locked file cabinet, accessible only to the City Manager or designee. An employee's personnel file contains the employee's name; title and/or position held; job description; department to which the employee is assigned; salary information; employment status; training records; performance evaluations; personnel actions affecting the employee, including discipline; and, other pertinent information.

An employee has the right to review their file. An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. If the City denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in their file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information under the Open Records Act. However, an employee's home address, home telephone number, and social security number, and information that reveals whether the employee has family members will not be released, if the employee has requested that such information not be released.

3.09 Confidentiality of Medical Information

Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical/health file for each employee. The City Manager or his/her designee maintains these confidential files.

Examples of information that may be maintained in the confidential file include:

- a note to justify an absence;

- a note to request a leave;
- a note to verify the employee's ability to return to work medical records to support a claim for sick pay or disability benefits;
- insurance records; and
- workers' compensation records.

It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to his/her supervisor or the City Manager or his/her designee. When an employee provides information to his/her supervisor, the supervisor is expected to share the information only on an "as needed" basis to other members of management.

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers' medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker's privacy or breach of confidence.

3.10 References

The City does not give references, other than to confirm the dates of employment and job title, without the express written consent of the employee. Only the City Manager or designee will provide employment references on current or former City employees.

3.11 Outside Employment

An employee shall notify their department supervisor in writing. The department head will notify the City Manager of any outside employment. (Please refer to Chapter 8, Section 8.02, Outside Employment and Conflicts of Interest.)

3.12 Employee Job Performance Evaluations

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City may conduct periodic performance evaluations for all positions. The City Manager is responsible for developing and maintaining the City's performance evaluation program.

Employees are to be evaluated by the Department Head prior to completion of their probationary period and at least once every twelve (12) months thereafter. Employee job performance evaluations shall be completed in writing and reviewed with the City Manager at least annually. The job performance evaluation shall become a part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the

employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

3.13 Training and Development

The City encourages its employees to further their education in subjects related to their work and to broaden their knowledge, skills, and abilities directly related to their job and City employment. To the extent consistent with budget constraints, the City will reimburse registration, travel, meal, and other related costs incurred by eligible employees who attend job related courses. Training opportunities may include, but are not limited to: on-the-job training, in-house workshops, out-of-town training, and seminars sponsored by other agencies or organizations.

Hours spent in training required by the City are compensable hours. Hours spent in training not required by the City, but approved by the City Manager are compensable if the training occurs during the employee's normally scheduled work hours and if such training is reasonably related to the employee's duties. Hours spent in training not required by the City, but approved by the City Manager are not compensable if the training occurs outside the employee's normally scheduled work hours. Time spent traveling to and from training classes may be considered compensable hours upon approval by the City Manager.

CHAPTER 4. HOURS AND ATTENDANCE

4.01 Working Hours

The City's standard work week is Monday through Friday from 8:00 P.M.-5:00 P.M. with a one-hour unpaid lunch period. Work hours, lunch breaks and rest breaks are subject to flexibility as determined by the City Manager to meet job assignments, scheduling problems, City commitments, and/or workload responsibilities.

A normal working schedule for regular full-time employees consists of forty (40) hours each work week (2080 hrs annually). Different work schedules may be established by the City Manager to meet job assignments and provide necessary City services.

EMT/Firefighter positions will work a rotating schedule of 24 hours on/48 hours off on an A-B-C schedule (2920 hrs annually). The City of Lucas will follow a 21 day cycle for Fair Labor Standards Act ("FLSA") requirements. FLSA will require overtime payments of any hours worked over the 159 hr. in any 3 week cycle.

4.02 Attendance

Punctual and consistent attendance is a condition of employment. Each department is responsible for maintaining an accurate attendance record of all employees.

Employees unable to work or unable to report to work on time should notify the City Manager or immediate supervisor as soon as possible and preferably before the work day begins or within thirty (30) minutes of the employee's usual starting time. If the City Manager or immediate supervisor is unavailable, the employee may leave a message on the City's voice mail stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination. Three consecutive days of no show/no call will be considered a voluntary resignation.

If an absence continues beyond one day, the employee is responsible for reporting in each day. Absence from work for three (3) or more consecutive days may require verification from a physician prior to returning to work.

Employees are expected to be at work during inclement weather. The City Manager or immediate supervisor may allow employees to be late or leave early during severe weather conditions. When weather or other conditions are such that the City Manager declares certain City offices/departments officially closed, all affected personnel, *i.e.*, those non-essential employees who were scheduled to work during the time of closure, will be granted paid "administrative leave" for the time the office/department is closed. **Those essential personnel who were required to report to work during inclement weather will be given compensatory time off (hour for hour) for those hours they worked when the City was closed. The compensatory hours off will preferably be given within the same work week.** (The City Manager will determine the need for closure, and will notify Department Heads of closing by 6:30 a.m. on the date of closure. The City of Lucas Website will post any late openings or closures within

15 minutes of the decision being made. Department Heads will notify their employees by telephone, e-mail or updating the City Website to show the closing. Employees are expected to monitor the City website, e-mail or be available by phone to stay updated during potential closing situations.)

However, non-attendance will be counted as an absence from work and will be charged to accrued vacation time.

4.03 Meal Periods

Meal periods shall be scheduled by the City Manager or the employee's immediate supervisor. The scheduling of meal periods may vary depending on the department's workload. Meal periods are unpaid and usually one hour in length, with the exception of shift personnel. Employees are expected to return from meal periods on time and failure to return to work on time will be subject to disciplinary action, up and including termination.

4.04 Call Back

All employees are subject to call back during emergencies or "as needed" by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. Employees called back to duty will be paid their appropriate rate of pay for hours worked, and the overtime rate, if applicable.

Employees are eligible for 2 hours minimum pay for call back, plus any time worked after arriving. This will be paid as defined in the overtime policy.

4.05 Overtime

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") regulations.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than 40 hours during a work week.

All overtime must be authorized in advance by the City Manager or Department Heads. Employees who work overtime without prior authorization may be subject to disciplinary action, up to and including termination. Overtime pay is calculated at one-and-one-half times the employee's regular rate of pay for all time worked beyond the forty (40) hour work schedule. Overtime is calculated based on hours worked, not hours paid. When computing overtime, comp time and sick leave time are not counted as hours worked. Exempt employees are not covered by the FLSA overtime provisions and do not receive overtime pay.

4.06 Compensatory Time

Non-exempt employees entitled to overtime pay may elect to receive compensatory time off instead of cash payment. This is approved on a case-by-case basis by the City Manager. If the compensatory time option is exercised, the employee is credited with one-and-one-half times the hours worked as overtime. Maximum accruals of compensatory time shall be limited to **twenty-four (24) hours** for regular employees. After maximum accrual, overtime compensation

shall be paid. Temporary employees are not entitled to receive compensatory time off.

Non-exempt employees may use compensatory time within a reasonable time period after making a request to their supervisor or City Manager, unless doing so would unduly disrupt City operations. Compensatory time should be used for short term absences from work during times mutually agreed to by the employee and the City Manager and/or immediate supervisor. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not normally permitted.

If a non-exempt employee is unable to use accrued compensatory time within a reasonable period, of ninety (90) days, the employee will be paid for their overtime.

CHAPTER 5. COMPENSATION

5.01 Salary Classifications and Grades

Each job title within the City is classified into one of the City's classifications for salary purposes, based on job qualifications, level of responsibility difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the City's salary and wage schedule, which is approved by the City Council.

5.02 Employee Pay Rates

Employees shall be paid within the limits of the salary range to which their positions are assigned.

(1) Each job that is not an exempt position shall be assigned to one of the classified grade levels. The compensation plan shall specify an entry and maximum level, hourly wage or salary, within each pay grade. The City Council as part of its annual budget process will consider the allocation of funds for pay plan adjustments and merit increases. The Council may also consider the allocation of funds for additional merit raises (for example, to award outstanding employees an additional increase or provide merit increase to employees who have already reached the maximum pay grade level.)

(2) Employees at the top of a pay grade are eligible for a base or pay plan adjustment, if authorized by the City Council.

(3) Employees at the top of a pay grade are also eligible for a lump sum merit increase, if the City Council determines that funds are available. Eligibility to receive a lump sum merit increase is determined by the employee's annual written performance evaluation, and must be allocated by the City Council.

(4) Employees approaching the top of their pay grade are eligible for a combination of a merit increase, up to the top of the pay grade and a lump-sum merit payment, not to exceed the percent awarded by the City Council, depending upon their annual written performance evaluation.

(5) Employees may receive an additional merit increase upon the approval of the City Manager and if approved by the Council within the annual budget.

(6) Probationary employees are not eligible for merit increases.

Usually, new employees will start their employment at a minimum salary rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

Pay increases are contingent on above average performance.

The City Manager may propose and the City Council may grant salary market adjustments from time to time, raising salaries of all positions by a specified

amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

All pay increase reviews will be conducted in August or September prior to the adoption of the City's annual budget. Any pay increases associated with the review will become

effective the first full pay period in October. Exceptions will include promotions and transfers, which warrant a higher rate of pay.

5.03 Car Allowances

Depending upon the employee's job classification and duties, an employee may be offered, extended, and made eligible for a car allowance as part of his/her compensation package. The car allowance amount will be determined by the City Manager and paid on an installment basis according to the City's pay periods. (Note: Car allowances may be considered income with the employee being responsible for all related tax consequences.)

5.04 Mileage Reimbursement

Occasionally employees may be required to perform job duties and/or official business travel using their own personal vehicle. In such cases, employees are eligible for reimbursement for any mileage incurred during the performance of job duties and/or official business travel. Request for mileage reimbursement should be submitted at the same time as the employee's official time sheet, with back up information including purpose on mileage, from and to addresses and printout of mileage. Reimbursement per mile will be at the amount allowed by the Internal Revenue Code for business travel. In the case of out-of-town travel, the most economical mode of transportation should be used according to the City's official travel policy, Chapter 25 Business Travel Policy.

5.05 Deductions

The City will withhold from an employee's earnings standard deductions required by law (including the standard federal withholding and Medicare withholding), employee retirement, court sanctioned deductions, and other deductions that are specifically authorized by the employee.

All debt deductions will require written authorization from the employee.

5.06 Pay Dates

Paychecks will be released to employees on a bi-weekly basis, every other Thursday. If a scheduled payday falls on a holiday, paychecks will be released the day preceding the holiday. As an option, employees may elect to have their paychecks deposited electronically.

If an employee is away from work on a payday due to illness, vacation, or other reasons, his/her paycheck will remain in the possession of the City Manager or designee. Written authorization from an employee is required if the employee wishes his/her check to be issued or delivered to a third party, who will be required to provide proof of identification.

5.07 Compensation Upon Termination

All employees who leave the service of the City for any reason shall receive all pay which legally may be due to them, including any accrued and eligible vacation leave time, compensatory time, and deductions. Any indebtedness to the City which the employee may have incurred during his/her employment shall be deducted from the final paycheck. All final payments will follow the normal pay schedule.

5.08 Advance Pay

No full or partial advance payment of salary will be made to any employee. All paychecks will be distributed on a scheduled payday.

5.09 Payroll and Records

The Official payroll records are kept by the Human Resource /Payroll Department or designee. Each employee shall turn in on a regular basis a signed work record noting hours worked, personal vehicle mileage incurred, leave taken and any overtime worked during the previous pay period. Payroll is processed on the next working day following the end of the payroll period. Supervisors are to review the accuracy of each employees time sheet and assure that the hours and totals are correct prior to signing off and delivering them to payroll. Time sheets including any time off sheets should be submitted to payroll by 9:30 on that morning. If a supervisor is out, the employee should give their time sheets to the next supervisor in the City organizational chart.

CHAPTER 6. BENEFITS

6.01 Retirement Benefits

The City participates in the Texas Municipal Retirement System (TMRS), which provides retirement benefits for eligible employees. Deductions from the employee's pay are supplemented by contributions from the City. The provisions of the City's plan can be viewed at http://www.tmr.org/city_plans.php.

Employees whose jobs require 1000 or more hours per year and are not classified as temporary participate in TMRS. Participation of every eligible employee is a condition of employment. Employees who are not eligible to participate in TMRS are required to participate in a deferred compensation plan and make a minimum contribution of 7.5%. The City does not match employee contributions to the deferred compensation plan.

The City does not participate in Social Security; however, the City does participate in the Medicare Program, which provides healthcare benefits upon retirement.

Employees intending to retire should notify the City Manager and Human Resources about their intent to retire at least three months prior to the date of retirement.

6.02 Workers' Compensation

The City is self-insured for workers' compensation coverage through the Texas Municipal League Intergovernmental Risk Pool (TMLIRP). This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, TMLIRP will pay medical expenses and benefits to the employee for work days lost resulting from job-related injuries or illnesses. **All job-related accidents should be reported immediately to the City Manager or immediate supervisor.**

When an employee incurs medical expenses or is absent for one or more days due to an on-the-job accident or illness, the City will report the injury to TMLIRP. If the employee misses time from work the City will continue to pay (by use of the employees' unused sick leave) the employees regular salary pending receipt of Worker's Compensation benefits. A member of the employee's immediate family may file the claim if the employee is unable to do so.

When the employee receives Workers' Compensation benefits, the employee is required to repay to the City the amount covered by Workers' Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than the employee would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

6.03 Insurance Benefits

Insurance benefits are available to eligible employees. Details of current coverage and eligibility criteria are provided at time of employment, during open enrollment, and upon request. The City reserves the right to make changes in insurance companies and provisions of these programs when deemed necessary or advisable.

Upon mutual agreement between the employee and the City, and in accordance with the terms and conditions of the insurance policy, insurance coverage may continue at the employee's expense during an approved unpaid leave of absence.

While an employee is receiving workers' compensation benefits, the City may continue to pay the employee's health insurance premiums for one (1) month, after which the employee may choose to use their COBRA rights and self-pay insurance premiums.

6.04 Group Health Continuation Coverage

COBRA is a federal law that requires most employers who sponsor group health plans to offer employees and their families the opportunity to temporarily extend their group coverage at group rates in certain instances where coverage under the employer's group health plan would otherwise terminate. The employee is responsible for paying for the cost of any such continuation coverage, plus a small administration fee.

Under COBRA, employees may elect COBRA continuation coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct), or if any employee's hours are reduced to such an extent that the employee no longer qualifies for participation in the group health plan. Under other circumstances COBRA coverage is available for up to thirty-six (36) months following a qualifying event. Employees must notify the City within sixty (60) days of the occurrence of the employee's legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to the employee when the employee becomes eligible for participation in the City's group health plan and again when a qualifying event occurs. For more complete information on COBRA and the health plan, review the plan description. A copy of the full health plan is available in City Manager's office.

6.05 Unemployment Compensation

City employees may qualify for the State of Texas unemployment compensation after termination from City employment, depending on the reason for termination and if certain qualifications are met.

CHAPTER 7. LEAVE AND TIME OFF

7.01 Holidays

A. Paid holidays are extended to all regular full-time employees. Regular part-time employees are extended paid holidays on a pro-rated basis. An employee shall receive holiday pay equivalent to their standard work day. The following official holidays will be observed:

1. New Year's Day (January 1);
2. Good Friday (April);
3. Memorial Day (Last Monday in May);
4. Independence Day (July 4);
5. Labor Day (first Monday in September);
6. Thanksgiving Day (fourth Thursday in November);
7. Day after Thanksgiving Day;
8. Christmas Eve;
9. Christmas Day;
10. Floating Holiday (To be determined by the City Manager at the beginning of the calendar year. ; and
11. Employee's Birthday.

B. The City Council, by vote and resolution, may adopt additional days. If such action is taken, it will be deemed as a paid holiday for all regular full-time and part-time employees. Any permanent addition or deletions to the paid holiday schedule shall be done by modification to this policy and adoption by resolution of the City Council.

C. When an official holiday occurs on a weekend, the following alternative schedule applies:

1. A holiday which occurs on a Saturday will be taken on the Friday before the holiday; and
2. A holiday which occurs on a Sunday will be taken on the Monday after the holiday.

D. An employee will not receive pay for a holiday if he/she is:

1. Absent without leave either the day before or the day following an official holiday; or
2. Absent without leave on a holiday on which the employee is normally scheduled to work.

E. An official holiday occurring while any eligible paid leave is being taken will be reflected as a holiday for payroll purposes and no deduction from such leave balance will be made for the holiday.

F. Employees wishing to observe religious or other holidays not listed herein shall, at their option, be given time off without pay or have the time charged to vacation, compensatory, or equivalent leave time, if available.

G. Fire Department employees who work 24 hr shifts will accrue 12 hrs of holiday leave for each holiday. Use of this accrued time will be subject to the same rules applied to use of vacation time. Holiday time must be used prior to the next occurrence of the holiday for which the time was accrued or holiday time will be forfeited.

7.02 Vacation Leave

A. The City offers vacation leave to all regular full-time employees, and regular part-time employees who work 20 or more hours per week. Vacation hours will be prorated for employees who work 20 or more hours per week but less than 40 hours per week. Overtime hours do not increase the accrual of vacation leave. Vacation leave is an earned benefit and will be viewed as such. The maximum accrual of vacation leave permitted is eighty (80) hours. Vacation leave is made available to eligible employees in order to provide vacation time, leave for illness if sick days have been exhausted, and leave for personal or family business without loss of compensation.

Vacation leave shall accrue according to the following schedule:

Regular full-time employees (40 Hour Work /Week)

Years of Service	Accrual Rate			Maximum Accrual Rate for Carryover
	Days (Hrs)/Yr.	Hrs. /Pay Period		
	Hours/Year	Hours/Week		
1 - 5 years	10 (80)	3.077	.03846	80 Hours128 Hours
5 – 10 years,	16 (128)	4.923	.06153	160 Hours
10 and more years	20 (160)	6.154	.07692	

Vacation leave shall accrue according to the following schedule:

Shift EMT/FIREFIGHTER employees

Years of Service	Accrual Rate			Maximum Accrual Rate for Carryover
	Hrs/Yr.	Hrs	Pay Period	
1 - 5 years	120	4.616		120 Hours
5 – 10 years,	192	7.3847		192 Hours
10 and more years	240	9.231		240 Hours

B. Vacation leave begins to accrue on the first day of employment. It is accrued based on hours per two (2) week pay period and credited to the employee each pay period. New and rehired employees on probationary period status accrue vacation leave but are not eligible to use it until successful completion of the probationary period. Unless given permission by City Manager and immediate Supervisor.

C. All vacation leave must be approved in advance in writing by the City Manager or employee's direct supervisor. No unauthorized absence from work will be compensated with vacation leave. Vacation leave may be taken as accrued after the successful completion of the probationary period.

D. Any regular full-time employee or regular part-time employee upon the end of service with the City, and who has completed six (6) full months of service with the City, will be paid for any accrued, but unused vacation leave upon termination with such accrual not to exceed eighty (80) hours.

E. Approval and usage of vacation leave must be taken in no less than two (2) hour increments.

F. Whenever possible, vacation leave will be scheduled as requested by the employee. However, the City Manager or Department Manager must give consideration to the ability of the remaining staff to perform the work needed.

G. An employee with a break in employment with the City of less than one year will receive credit for previous years of employment when determining the employee's vacation accrual rate. An employee with a break in service of more than one year will not receive credit for previous service.

H. Other types of leave such as holidays and military leave are not affected by this policy.

I. Vacation leave will not be advanced to employees.

J. An employee on disciplinary suspension or leave forfeits all claims to use or accrue personal leave for the duration of the disciplinary suspension period. In no case, shall personal leave time be granted to an employee during the course of a disciplinary suspension as a means to supplement pay lost as a result of the disciplinary suspension.

K. Temporary employees are not eligible for vacation leave.

L. An employee who fails to report to work for scheduled work hours during hazardous weather conditions, such as icy roads, may at his/her option use accrued vacation leave, in order to receive compensation for that time. The employee must phone his/her supervisor when they are going to be unable to report to work.

M. Absence from work due to physical limitations for three (3) or more consecutive days may require verification from a physician prior to returning to work.

7.03 Emergency Family Leave

All regular full -time employees and regular part -time employees on a pro-rated basis are eligible to receive up to three (3) days of emergency family leave with pay, within a calendar year, to tend to immediate family emergencies. Family Emergencies must be verifiable. If an employee's emergency family leave days have been utilized, the employee must use accrued personal time or compensatory time. Unused emergency family leave is not eligible for compensation at the end of employment, voluntary or involuntary.

7.04 Sick Leave

A. Eligibility:

All full-time and part-time employees receive an annual allotment of paid Sick Leave at the time they begin their employment with the City based on their start date the first year of employment. Temporary and seasonal employees are not eligible for Sick Leave. An employee who is released for and offered light duty by the City, but who elects not to accept such assignment, will be ineligible for paid Sick Leave benefits.

B. Designated Sick-Leave time:

Sick leave for all full-time employees shall be computed on the following basis:

1. All regular full-time employees will receive forty-eight (48) hours of Sick Leave on the first day of each calendar year.
2. All Fire Department Shift employees will receive seventy-two (72) hours of Sick Leave on the first day of each calendar year.
3. Sick leave for all part-time employees working less than 40 hours will receive prorated hours of Sick Leave on the first day of each calendar year based on the number of hrs worked per week..

C. Carryover of Sick-Leave time:

Employees may bank up to one year of accrued sick time (6 days). No sick time is paid out to employee upon termination.

D. Authorized Use of Sick Leave:

For the employee

Accrued Sick Leave may be used for absences due to the employee's personal illness, accident, injury that prevents him/her from working, or birth of a child (if the employee physically gave birth; otherwise. use of Sick Leave for child birth falls under the section below.)

For the employee's immediate family

Sick Leave may also be used for absences when the employee is needed to care for a member of his/her immediate family who is ill or injured. If additional time is needed, employees may use all accrued compensatory time, accrued holiday leave and accrued Vacation Leave. For purposes of this policy, "immediate family" is defined as the employee's spouse, children/stepchildren, parent, or step-parent, brother or sister, or step-brother or sister, mother or father-in-law, son or daughter-in-law, or any relative who may be residing in the same household with the employee. In the event of a life-threatening illness or injury of the employee's family member who does not meet the definition of "immediate family," the Department Heads (in the case of Department Heads, the City Manager) may allow the employee to use accrued Sick Leave time. Sick Leave may also be used by employees for their own and/or their immediate family's scheduled doctor and dentist appointments.

E. Minimum Increments:

Sick Leave may be taken in minimum increments of one hours.

F. Other Employment during Sick Leave:

Employees on Sick Leave, whether paid or unpaid, may not work a second job, including self-employment, or participate in volunteer work during the leave, even if they have written authorization from their Department Heads to work a second job.

G. Use of Other Leave:

If approved by the Department head (in the case of Department Heads, by the City Manager), employees may use accrued vacation leave, compensatory time, other accrued paid leave, or Leave of Absence without pay, but only if an employee has no remaining accrued Sick Leave time. Official holidays observed by the City while an eligible employee is on approved paid Sick Leave will be treated as a paid holiday, rather than a day of Sick Leave. Department Heads may approve the employee to flex his/her work schedule ("time management") to attend medical or dental appointments. This is acceptable provided that work time is accurately recorded on the time sheet for the week or work cycle in which time management was approved. Under no circumstances can time management extend beyond the affected workweek or work cycle.

H. Documentation:

Employees requesting paid Sick Leave must complete a Leave Request Form and submit it to their supervisor for approval. An employee must present satisfactory proof of illness/injury that prevents him/her from working whenever the employee uses Sick Leave for three (3) or more consecutive work days. An employee may also be required to present satisfactory proof of family relationship and/or satisfactory proof of a family member's illness, injury, and/or doctor/dentist appointment if the employee wishes to use accrued sick leave to care for a family member. If the employee fails to present such proof in a timely manner, use of Sick Leave will be disallowed and no other paid leave may be used for the absence.

I. Payment for Unused Sick Leave:

Employees are not entitled to payment of any unused portion of Sick Leave upon separation of employment with the City. Sick leave is available only for purposes outlined within this section.

7.05 Jury Duty and Witness Leave

All regular full time and regular part time employees may be granted time off with pay to serve on a jury, when duly summoned, or as a court witness. All jury duty requests require verification of summons. Jury duty leave is paid at the employee's base rate of pay at the time of leave and does not include overtime or any other special forms of compensation.

7.06 Voting

The City encourages all employees to fulfill their civic responsibilities by participating in elections. However, all employees should make every effort to vote outside normal working hours.

7.07 Military Leave

The City complies with all State and federal laws relating to employees in reserve or active military service, and does not discriminate against employees who serve in the military. Employees who are members of the National Guard or federal reserve military units, may be absent from their job duties with pay for a period of up to fifteen (15) days per calendar year when they are performing ordered military training duty and while going to and from that duty.

After an employee has exhausted all available paid military leave and any other paid leave time, the employee will be placed on leave without pay for the duration in accordance with USERRA.

7.08 Administrative Leave With Pay or Without Pay

On a case-by-case basis, the City may place an employee on administrative leave with, or without, pay for an indefinite period of time as determined by the City Manager to be in the best interests of the City during the pendency of an investigation concerning the violation of this policy or a federal, state, or local law or ordinance or other administrative proceeding.

7.09 Leave of Absence

A regular full-time and regular part-time employee may be granted a leave of absence without pay for a period not to exceed ninety (90) days. All requests for leave of absence must be approved by the City Manager.

CHAPTER 8. RULES OF CONDUCT

8.01 General Policy

The safety and welfare of the City's citizens shall at all times be held as a central mission of government. All City employees are expected to represent the City to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position.

Since the proper working relationship between employees and the City depends on each employee's on-going job performance, professional conduct and behavior, the City has established certain minimum standards of personal conduct. Among the City's expectations are: basic tact and courtesy towards the public and fellow employees; adherence to City policies and procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the City's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

8.02 Outside and Self-Employment and Conflicts of Interest

Employees should not, directly or indirectly, engage in any outside employment, self-employment, or financial interest which may conflict with the best interests of the City or interfere with the employee's ability to perform their assigned City duties. Examples include, but are not limited to, employment which:

1. Prevents the employee from being available for work beyond normal working hours such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
2. Is conducted during the employee's work hours;
3. Utilizes City telephones, computers, supplies, facilities, equipment, or any other resources;
4. Is with a firm that has contracts with or does business with the City (for example a firm that serves as a supplier of goods or services for the City); or
5. May reasonably be perceived by members of the public as a conflict of interest or may otherwise discredit public service.

Volunteers may be employed with a firm that has contracts with or does business with the City, provided that the contract or service has gone through the competitive bidding process.

Under no circumstances may an employee on medical leave of absence, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence engage in outside or self-employment unless expressly authorized to do so in writing by the Department Heads and City Manager.

8.03 Political Activity

City employees will not be appointed or retained on the basis of their political support or activities. City employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies. City employees shall not:

1. While on duty, publicly endorse or campaign in any manner for any person seeking a City public office;
2. Use his/her position or office to coerce political support from employees or citizens;
3. Use his/her official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office;
4. Make, solicit or receive any contribution to the campaign funds of any candidate, directly or indirectly through an organization or association, for the City Council or take any part in the management, affairs or political campaign of any such candidate; provided nothing herein shall infringe upon the constitutional rights of an employee to express his or her opinions and to cast his or her vote;
5. Use working hours or City property to be in any way concerned with soliciting or receiving any subscription, contribution or political service to circulate petitions or campaign literature on behalf of an election issue or candidate for public office in any jurisdiction;
6. Contribute money, labor, time or other valuable thing to any person for City election purposes; or
7. Hold an appointive or elective office of public trust where service would constitute a direct conflict of interest with City employment, e.g. City of Lucas City Council, Lovejoy ISD and Collin County. Upon becoming a candidate or otherwise deciding to seek or assume such an office, an employee must immediately resign or will be dismissed upon failure to do so.

8.04 No Smoking Policy

To promote the health and safety of all employees and the public, the City prohibits smoking by employees in all City facilities, including City-owned buildings, offices, vehicles, and other facilities rented or leased by the City, including individual employee offices (City of Lucas Ordinance 96-03-04.)

8.05 City Equipment and Property Use

The City attempts to provide employees with adequate tools, equipment, vehicles and facilities for the City job being performed, and the City requires all employees to observe safe work practices and lawful, careful and courteous operation of vehicles and equipment. Any City provided safety equipment must be used at all times. Failure to use safety equipment in the performance of job duties may result in disciplinary action, up to and including termination of employment.

From time to time, the City may issue equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, telephone cards, uniforms, mobile telephones, computers, and computer-related equipment. Employees are responsible for items formally issued to them by the City, as well as for items otherwise in their possession or control or used by them in the performance of their duties. At the time of issuance, employees may be required to sign certain forms or other documentation evidencing their receipt of property and/or equipment and authorizing a payroll deduction for the cost of lost, damaged, or unreturned items. In addition to payroll deductions, the City may take any other action it deems appropriate or necessary to recover and/or protect its property.

Employees must notify their supervisor immediately if any vehicle, equipment, machine, tool, etc. appears to be damaged or defective, or are in need of repair. The appropriate supervisor can answer questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment will likely result in disciplinary action, up to and including termination of employment.

Take-Home Vehicle: A take-home vehicle may be assigned to an employee who is subject to emergency call back during off duty hours. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City Vehicle is not to be used for personal business such as going to the bank, grocery store, etc., without prior written approval of the Department Head or City Manager. No alcoholic beverages are allowed in City vehicles. No passengers may be transported in take-home vehicles except as required by official duties.

Use of City Vehicles: City owned or leased vehicles may only be used for official City business. City owned or leased vehicles may only be driven by authorized City employees. If an employee drives his/her own, or a City owned, rented or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:

1. Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
2. Always observe all posted laws and speed limits.
3. Always wear seat belts when the vehicle is in operation.

4. No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Head.
5. No personal use of City-provided vehicles is allowed without the prior, specific approval of the Department Head.
6. All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor.
7. Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
8. All drivers must be eligible for coverage under the City's insurance policy.
9. Drivers covered by Department of Transportation regulations must comply with them at all times.
10. At no time may an employee under the influence of alcohol or illegal drugs drive a city vehicle or a personal vehicle while conducting City business.
11. An employee involved in an accident while operating a City vehicle or while operating a personal vehicle on City business, must immediately notify the proper law enforcement agency (if applicable) and the appropriate supervisor, Department Heads, and/or City Manager. Accident reports along with any law enforcement report must be filled by the employee with the Department Head and/or City Manager.

The above is not a complete and exhaustive list of vehicle use policies. Violations of any of the specific items listed as well as the improper, careless, negligent, destructive, or unsafe use or operation of a vehicle may result in disciplinary action, up to and including termination of employment.

Personal Property: All employees shall be solely responsible for their personal property at all times.

8.06 Telephone and Cell Phone Use

Use of City phones for local personal phone calls should be kept to a minimum. Personal long distance calls are prohibited without making prior arrangements for payment for such calls. It is recommended that all employees obtain a personal calling card to pay for all long distance personal calls.

The City recognizes that many employees have cell phones that they bring to work. Cell phones may belong to the employee or be provided for the employee's use by the City. The use of cell phones, including those with a camera or text messaging features, at work must not interfere with job duties or performance. Employees must not allow cell

phone use to become disruptive or interfere with their own or a co-worker's ability to do their jobs. Employees, who use cell phones to violate City policy, including the City's Sexual and Other Unlawful Harassment Policy, will be subject to disciplinary action, up to and including discharge.

8.07 Bulletin Boards

Information of special interest to all employees is posted regularly on the City bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the City Manager

8.08 Contact with the News Media

The Mayor or City Manager shall be responsible for all official contact with the news media during working hours, including answering of questions from the media. The City Manager may designate specific employees to give out procedural, factual or historical information on particular subjects.

8.09 Driver's License Requirements

As part of the requirements for certain specific City positions, an employee may be required to hold a valid Texas driver's license and have an insurable driving record. The City may, at any time, check the driving record of a City employee who drives as part of his/her job duties to determine that he/she maintains the necessary qualifications as a City driver. Employees agree that they will cooperate in giving the City whatever authorization is required for this purpose.

If any employee's driver's license is revoked, suspended, lost, or is in any other way not current or valid, the employee shall promptly notify the City Manager. The employee will then be immediately suspended from all driving duties, and may not resume driving until proof of a valid, current license is provided to the City Manager. Failure to report a revoked, suspended or lost driver's license to the City Manager may result in disciplinary action, up to and including termination of employment.

Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

8.10 Safety

Every employee is responsible for maintaining a safe work environment and following the City's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for disciplinary action, including termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to their immediate supervisor. The City will make every effort to remedy problems as quickly possible.

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their direct supervisor.

8.11 Drug Free Workplace Policy

It is the desire of the City to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory and safe manner.

Prohibition Against Alcohol and Illegal and Unauthorized Drugs: While on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment, no employee may use, possess, distribute, sell, or be under the influence of alcohol (except under the limited circumstances described below), inhalants, illegal drugs, including drugs which are legally obtainable but which were not legally obtained, and prescribed or over-the-counter drugs which are not being used as prescribed or as intended by the manufacturer.

Prohibition Against Illegal and Unauthorized Drug-Related Paraphernalia: This policy also prohibits the use, possession, distribution and sale of drug-related paraphernalia while on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment. Drug-related paraphernalia includes material and/or equipment designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing illegal or unauthorized drugs into the body.

Permissive Use of Prescribed and Over-The-Counter Drugs: The legal use of prescribed and over-the-counter drugs is permitted while on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment only if it does not impair an employee's ability to perform the essential functions of the job (or operate the vehicle, property or other equipment) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

Permissive Use of Alcohol: The use of alcohol by a City employee during a business lunch is prohibited even though the person with whom the employee is having lunch may be consuming alcohol. At no time may an employee under the influence of alcohol drive a City-owned or leased vehicle or operate or use other City-owned or leased property or equipment. Further, an employee on duty or conducting City business, including City-related business entertainment, may not drive his or her own personal vehicle while under the influence of alcohol. No employee in his or her work-related capacity should ever be impaired because of the excessive use of alcohol. Absent specific approval by the City Manager, City employees may not bring alcoholic beverages on City premises, including parking lots adjacent to City work areas, and may not store or transport alcohol in

a City-owned or leased vehicle.

Fire Department Employees: Certain City Fire Department employees may be required to be in possession supplies and/or drugs in carrying out their job duties. Such employees will be exempted from certain portions of this policy under certain limited conditions. Additional guidelines may be established by Fire Department operating procedures.

Mandatory Disclosure by Employees: Employees taking prescription medication and/or over-the-counter medication must report such use to either their Department Head or to the Director of Human Resources if there is a reasonable likelihood the medication will impair the employee's ability to perform the essential functions of his or her job (or operate a vehicle, property or other equipment, if applicable) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

On-Call Employees: Employees scheduled to be on call are expected to be fit for duty upon reporting to work. Any employee scheduled to be on call, who is called out, is governed by this policy. Sometimes an employee who is not scheduled to be on call may nevertheless be called out. If this or any other situation occurs where the employee called out is under the influence of drugs and/or alcohol, such that reporting to work would result in a violation of this policy, the employee must so advise the appropriate supervisor on duty. The employee will not be required to report to work.

Mandatory Reporting of Convictions: Employees must notify their immediate supervisor and the Director of Human Resources, in writing, of any criminal drug conviction (including a plea of nolo contendere) or deferred adjudication, for a violation occurring off duty and/or in the workplace no later than five calendar days after the conviction.

Off-Duty Conduct: The City may take disciplinary action, up to and including termination of employment, if an employee's off-duty use of or involvement with drugs or alcohol is damaging to the City's reputation or business, is inconsistent with the employee's job duties, or when such off-duty use or involvement adversely affects the employee's job performance.

Policy Violations: Violations of this policy will generally lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. The Fire Department may have stricter disciplinary rules regarding violation of this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the City Manager to receive assistance or referrals to appropriate resources in the community.

Testing:

Types of Tests: Testing may include one or more of the following: urinalysis, hair

testing, breathalyzer, intoxillizer, or other generally-accepted testing procedure.

Testing of Applicants: All applicants to whom a conditional offer of employment has been made will be required to submit to testing for alcohol and illegal and unauthorized drugs. A positive test result, refusal to test, or attempts to alter or tamper with a sample or any other part of the test, will render the applicant ineligible for consideration of employment or future employment with the City.

Testing of Employees:

1. Employees may be tested for alcohol and/or illegal and unauthorized drugs after a workplace injury or accident or “near miss,” when reasonable suspicion exists, or in connection with any required treatment or rehabilitation.
2. Fire Department employees are also subject to any applicable Departmental rules and regulations regarding illegal and unauthorized drug and alcohol testing.
3. For purposes of this policy, reasonable suspicion is a belief based on articulated observations (e.g., observation of alcohol or drug use, apparent physical state of impairment, incoherent mental state, changes in personal behavior that are otherwise unexplainable, deteriorating work performance that is not attributable to other factors, a work-related accident or injury, evidence of possession of substances or objects which appear to be illegal or unauthorized drugs or drug paraphernalia) sufficient to lead a supervisor to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Supervisors who refer an employee for reasonable suspicion testing must document the specific factors that support reasonable suspicion testing (e.g., the who, what, when, where of the employee’s behavior and other symptoms, statements from other employees or third parties, and other evidence supporting the reasonable suspicion testing).
4. Tests Will Be Paid for by City. To the extent possible, testing will normally be done during the employee’s normal work time.
5. Any employee who refuses to be tested, or who attempts to alter or tamper with a sample or any other part of the testing process, will be subject to disciplinary action up to and including termination.
6. A positive test result is a violation of the City’s Drug and Alcohol Use Policy and may result in disciplinary action up to and including termination

of employment. Any employee who is terminated for violation of the City’s Drug and Alcohol Use Policy is ineligible for future employment with the City.

7. The City has additional obligations when testing for controlled

substances and alcohol for those employees regulated by the U.S. Department of Transportation. Please see the City's Drug and Alcohol Policy for DOT Employees for additional information.

Testing Procedures:

1. All testing must normally be authorized in advance by both the employee's Department Head and the Director of Human Resources. If the Department Head is unavailable within a reasonable period of time, the Director of Human Resources may, in his or her sole discretion, authorize the testing of an employee. If the Director of Human Resources is unavailable within a reasonable period of time, the Department Head may, in his or her sole discretion, authorize the testing of an employee. For reasonable suspicion testing, testing may not be authorized without the supervisor's documentation of the articulated factors which led him or her to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Testing should be arranged as soon as possible after the supervisor's observations.
2. If an employee's conduct resulted in a work place accident, injury or "near miss," or reasonable suspicion exists to believe that the employee has violated the City's Drug and Alcohol Use Policy, the employee will be provided with transportation to the testing facility. A supervisor or other designated City representative may be required to stay with the employee during the testing process. The City may, in its discretion, reassign the employee or put him or her on administrative leave until the test results are received. The City will make arrangements to have the employee transported home after the testing.
3. All substance abuse testing will be performed by an approved laboratory or healthcare provider chosen by the City. All positive test results will be subject to confirmation testing.
4. Test results will be maintained in a confidential file separate and apart from the employee's personnel file. Any medical-related information will be confidential and accessible only by the Director of Human Resources; supervisors and managers on a need to know basis, including those who have a need to know about necessary restrictions on the work or duties of an employee and any necessary accommodation; first aid and safety personnel when appropriate; government officials; insurance companies as may be necessary to provide health or life insurance to employees; by court order or as otherwise legally mandated; and, as necessary to protect the interests of the City.

8.12 Sexual Harassment Policy

The City of Lucas is committed to providing a work environment which is free from sexual discrimination, intimidation, or harassment. Such harassment is illegal under provisions of the Civil Rights Act of 1964. The City will not tolerate any form of sexual

harassment. Prompt disciplinary action will be taken against an employee who commits or participates in any form of sexual harassment.

Sexual harassment is generally defined as unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the effect of creating an offensive, intimidating, degrading or hostile work environment, or adversely interferes or affects an employee's work performance. Sexual harassment of any type, including jokes, the exhibition of pictures, diagrams, and cartoons, is strictly prohibited and will not be tolerated.

Any employee who believes he or she is being sexually harassed by supervisors or co-workers should immediately notify the City Manager or a member of the governing body. The City will coordinate and conduct an appropriate investigation of the sexual harassment complaint. All sexual harassment complaints and actions and/or results of the investigation shall be treated and kept as a strictly confidential file. The City will not retaliate against an employee who complains of sexual harassment. However, disciplinary action will be imposed in situations where claims of prohibited conduct were fabricated or exaggerated.

8.13 Harassment Policy

It is the City's policy that all employees have a right to work in an environment free of discrimination, which includes freedom from harassment - whether that harassment is based on sex, age, race, national origin, religion, disability, marital status, or membership in other protected groups. The City prohibits harassment of its employees in any form by supervisors, co-workers, or the general public. Harassing conduct in the workplace is strictly prohibited. Any employee found in violation of this policy is subject to disciplinary action, up to and including termination.

Any employee who believes he or she is being harassed by supervisors or co-workers should immediately notify the City Manager or a member of the governing body. The City will coordinate and conduct an appropriate investigation of the harassment complaint. All complaints, actions and/or results of the investigation shall be treated and kept as a strict confidential file. The City will not retaliate against an employee who complains of harassment. However, disciplinary action will be imposed in situations where claims of prohibited conduct were fabricated or exaggerated.

8.14 Performance Standards

Every employee is expected to consistently maintain satisfactory performance standards. Continuing performance deficiencies, unlike the isolated violations noted in the subsequent sections of this chapter, should first be addressed by the mutual cooperative efforts of the supervisors and employee. Those efforts include, but are not limited to:

An analysis of the problem;

A determination of needed changes and assistance; and

Implementation of a corrective plan of action and establishment of achievement dates.

If performance standards are not met within a reasonable period of time, the employee, depending upon the reasons of failure, is subject to disciplinary action, up to and including termination. The specific action taken and the status of the employee determine what, if any, appeal rights are available to the employee.

The following types of conduct are unacceptable and may be cause for discipline in the form of an oral reprimand, written reprimand, suspension, or termination, depending upon the facts and circumstances of each case. The examples given below are typical, but not all-inclusive.

- A. Unsatisfactory attendance is exemplified by, but is not limited to, the following:
 - 1. Unexcused absence or tardiness;
 - 2. Failure to give notice of absence or tardiness within thirty (30) minutes after starting time, or as may be described by policy;
 - 3. Absence or tardiness without proper justification; or
 - 4. Excessive amounts of time off the job regardless of the reason.
- B. Abandonment of job duties or responsibilities occurs when an employee deliberately and without authorization is absent from the job, refuses a legitimate order to report to work for three (3) consecutive works days. Abandonment of job duties and responsibilities may be deemed as voluntary termination.
- C. Inability or unwillingness to perform assigned work satisfactorily.

This is exemplified by, but is not limited to, the following violations:

 - 1. Failure to follow routine verbal or written instruction;
 - 2. Arguing over instructions or assignments; or
 - 3. An accumulation of other deficiencies indicating the employee's failure to adequately perform in a productive, efficient, and competent manner.
- D. Indifference toward work is exemplified by, but is not limited to, the following violations:
 - 1. Inattention, inefficiency, loafing, sleeping, carelessness, or negligence, with the exception of shift personnel during assigned sleeping hours;
 - 2. Excessive failure to remain at one's work station without notification, leaving work without permission, taking

excessive time or more than time allowed for eating or break periods;

3. Performance of personal business during normal work hours;
4. Interference with the work of others; or
5. Discourteous or irresponsible treatment of the public or other employees.

E. Sabotage is exemplified by, but not limited to, the following violations

1. Deliberate damage to or destruction of City equipment or property;
2. Unauthorized alteration, removal, destruction, or disclosure of City records;
3. Unlawful trespass or seizure of City property;
4. Disobedience of these rules and regulations, the City Code of Ordinances, or other laws;
5. Interference with the public use or access of City services, properties, or buildings; or
6. Threats to commit any act of sabotage as defined in this section.

F. Safety Violations are exemplified by, but not limited to, the following violations:

1. Failure to follow City safety rules and regulations;
2. Failure to use required safety apparel;
3. Removal or circumvention of a safety device;
4. Lifting in a manner which may cause injury;
5. Operating a vehicle or equipment in an unsafe, negligent, or careless manner, or without a valid license;
6. Smoking in prohibited areas;
7. Endangering of one's own safety or that of others by careless, irresponsible actions or negligence;
8. Failure to report an on-the-job injury, vehicle accident, or unsafe working conditions;

9. Failure to remove from the workplace or to assist to a safe location an employee whose mental capabilities are impaired due to injury, illness, alcohol or drug use, or emotional distress; or
10. Failure to maintain an insurable driving record acceptable to the City.

G. Dishonesty is exemplified by, but not limited to, the following violations:

1. Acceptance of money or anything of value from a person subject to the regulatory decision or supervision of the employee;
2. Cheating, forging, or willful falsification of official City report or records; or
3. Any other falsifying action detrimental to the City, City employees, or other,

H. Theft, regardless of item value, is exemplified by, but not limited to, the following violations:

1. Unauthorized taking of City property, supplies, or the property of others;
2. Unauthorized use of City or employee funds; or
3. Using or authorizing the use of City equipment, supplies, or employee services for other than official City business, including the use of long distance or pay telephone services.

I. Insubordination is exemplified by, but not limited to, the following violations:

1. Willful failure or refusal to follow the specific orders or instructions of a supervisor.

J. Abuse of drugs or alcohol as described in Section 8.10 of this chapter.

K. Disturbance is exemplified by, but not limited to, the following violations:

1. Fighting or boisterous conduct;
2. Deliberate causing of physical injury to another employee or citizen

- 3 Harassment, as defined by the Texas Penal Code and Section 8.12 of this chapter, or intimidation;
 - 4 Unnecessary disruption of the work area;
 - 5 Use of profane, abusive, threatening, or loud and boisterous language;
 6. Sexual harassment;
 7. Spreading of false reports; or
 8. Other disruption of the harmonious relations among employees or between employees and the public.
- L. Misconduct, criminal or immoral, during or off working hours, which on becoming public knowledge, could have an adverse effect on the City or the public confidence in the City government. "Criminal offense" means any act constituting a violation of law and/or resulting in charges being filed, arrest, or confinement.
- M. Disregard of public trust, during or off working hours which on becoming public knowledge, could impair the public's confidence or trust in the operation of City government.
- N. Failure to report a violation described in, but not limited to, subsections D,E,F,G,H,I,J,K, or L.
- O. An employee shall maintain sufficient competence to properly perform his/her duties and to assume the responsibilities of his/her position. An employee shall direct and coordinate his/her efforts in a manner that will tend to establish and maintain the highest standards of efficiency in carrying out the functions and objectives of the City.
- P. No employee shall discriminate against any individual on the basis of race, color, creed, religion, sex, national origin, age, disability, or physical handicap.
- Q An employee shall maintain a neat, well-groomed appearance and style of hair, and wear his/her uniform (if furnished and required) in accordance with established guidelines.
- R. No employee of the City, whether licensed or not licensed by the State of Texas to carry a concealed handgun, shall carry a concealed handgun or any other firearm into any City building or portion of a building, or any City vehicle (Texas Penal Code 46.035) unless authorized by the City Manager.
- S. No employee shall make known any information concerning the progress of an investigation; a known or reported law violation; a condition against which action is to be taken at a future time; or,

any proposed law enforcement action to be taken at a future time, to any person not authorized to receive it.

- T. All employees shall treat the official business of the City as confidential and shall disseminate information regarding official business only to those for whom it is intended to in accordance with established City procedures and consistent with the Texas Open Records Act. An employee may remove or copy official records or reports from a City office only in accordance with established procedure and with the approval of the applicable supervisor.
- U. All employees shall not promise confidential or divulge the identity of a person giving confidential information except when authorized by proper authority and necessary in the performance of their work. Further, an employee shall not use information gained from any City information system for anything other than official City business.

CHAPTER 9. DISCIPLINE, RESIGNATION, AND TERMINATION PROCEDURES

9.01 Fair and Equitable Standards

It is the intent of the Discipline, Resignation, and Termination Procedures to safeguard the rights of all employees, to ensure that all employee actions are judged by fair and equitable standards, and to require that all rules are applied on an equitable basis.

9.02 Discipline Guidelines

All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient and economic delivery of services to the citizens of the City. Acts, errors, or omissions which discredit the public service or impair the orderly provision of services to the citizens of the City may result in discipline, including termination. The City Manager has full discretion and authority to impose disciplinary action in accordance with City policy and the circumstances of the particular case.

The following are examples of the types of behavior which may result in discipline:

1. Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances, with the exception if your job duties requires you to have these items in your possession;
2. Violation of a lawful duty;
3. Insubordination;
4. Absence from work without first notifying and securing permission from the supervisor;
5. Habitual absence or tardiness for any reason;
6. Unsatisfactory job performance;
7. Conviction of a felony or a misdemeanor involving a crime involving moral turpitude;
8. Acceptance of fees, gratuities or other valuable items in the performance of the employee official duties for the City;
9. Inability, refusal or failure to perform the duties of the assigned job;
or
10. Violation of duties or rules imposed by this manual, or by any other City rule, regulation or administrative order.

This list is not all-inclusive, and only serves as a general guide. The City may discipline or terminate employees for other reasons not stated above. (Please refer to the Chapter 8 Rules of Conduct, for a complete listing of behavior subject to disciplinary action).

9.03 Types of Disciplinary Action

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the type and severity of the offense or offenses, the employee's work record, and any mitigating circumstances which may be relative to the situation. The following list of disciplinary action types does not represent a sequence of their usage. Disciplinary action types may be used at the City Manager's sole discretion, depending on the severity of the violation.

1. Oral Reprimand

An oral reprimand is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or their failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's awareness, efficiency, and value to the City by changing the employee's conduct, attitude, habits or work methods. Following the counseling session the supervisor shall document the oral reprimand and place it in the employee's personnel file. The employee shall be given the opportunity to respond in written form to the oral reprimand.

2. Written Reprimand

A written reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. A written infraction may result in suspension or termination should the violation recur. Both the employee and City Manager should sign the written reprimand. Included in the written reprimand should be a statement of what changes in behavior are expected, when the next evaluation will be held, and what penalty will be imposed if no changes are made by the employee. Copies of the written reprimand and all supporting documentation, if any, will become part of the employee's personnel file. The employee shall be given the opportunity to respond in written form to the written reprimand.

3. Suspension

A suspension is to bring about change in behavior, and results in time off without pay. The employee should be encouraged to reflect on his/her behavior during the suspension and to decide whether he/she wishes to correct the offending behavior or terminate his/her employment. A suspension is a severe disciplinary action which becomes part of the employee's personnel file.

4. Termination

Termination for cause is the final disciplinary action and it results in involuntary termination from City employment. Termination for cause results after previous disciplinary actions fail to change an employee's misconduct, ill work behavior, and/or inadequate performance. The City reserves the right to terminate an employee at any time, without any previous disciplinary action or notice depending on the severity and circumstances of offense. (Please refer to Chapter 8, Rules of Conduct, for a complete listing of behavior subject to disciplinary action, up to and including termination.)

9.04 Resignation

An employee should provide at least ten (10) working days' notice of resignation. This time limit may be waived by the City Manager. An employee resigning without the required notice may be ineligible for reinstatement and accumulated leave pay, if applicable. The written notice shall include, but is not limited to, the following:

1. Date of letter;
2. Last day of employment;
3. Reason for resignation;
4. Forwarding address; and
5. Signature of the employee.

All records, property or other instruments, including this Personnel Policies and Administrative Procedures Manual, belonging to the City of Lucas in the possession of the resigned or terminated employee shall be returned before his/her final paycheck is released.

9.05 Termination

An employee may be terminated from City employment for any of the reasons listed below:

1. During or at the end of the employee's probationary period;
2. As a result of disciplinary action;
3. Due to loss of skills, certifications or other conditions which would make the employee unfit for service;
4. When the City Council or City Manager has made a determination that a lack of work or funding exists with respect to the employee's position;

5. If the employee has a physical or mental impairment that prevents the employee from performing the required duties of the employee's position and the employee cannot be reasonably accommodated. (Termination must be supported by medical evidence which establishes that the individual is unable to perform bona-fide job requirements. The City may require an examination at its expense performed by a physician of its choice. Failure to submit to such request may result in termination);
6. Whenever the City Manager determines to make changes deemed to be in the best interest of the City; and
7. Whenever a blatant violation of the duties or rules imposed by this manual, or by any other City rule, regulation, or administrative order occurs.

This list is not all inclusive, and only serves as a general guide. The City may terminate employees for other reasons not stated above. (Please refer to Chapter 8, Rules of Conduct, for a complete listing of behavior subject to disciplinary action, up to and including termination).

TITLE 3 - ADMINISTRATIVE PROCEDURES

CHAPTER 25. BUSINESS TRAVEL POLICY

25.01 Purpose

Because City employees are required to travel, attend local meetings, or otherwise incur expenses in the interest of the City, it is the policy of the City of Lucas to provide necessary funding for approved conventions, educational meetings, business trips, and other business and related activities. This policy is established to provide guidelines for reimbursement for travel expenses and consistent procedures for travel authorization, documentation, and accounting.

25.02 Applicability

This policy applies to all regular employees, full-time and part-time, and any other authorized persons traveling on official City of Lucas business, including volunteers, where City funds are used in such travel. Any questions regarding procedures should be directed to the City Manager.

The City Council will determine its own rules and procedures for the travel of its members and members of the City's boards and commissions.

25.03 General Provisions

1. Decisions regarding employee training should be made during the annual budget preparation process. Conferences and educational meetings may be substituted for one originally planned and budgeted, or a person may be substituted for a person originally planned to attend, provided that the total dollars budgeted are not exceeded. In addition, any training opportunities that become available during the year may be allowed if budgetary resources exist.
2. Employees, or other authorized persons, are expected to exercise good judgment and proper regard for economy in incurring travel expenses.
3. There is no objection to a spouse and/or other immediate family members accompanying an employee on an official out-of-town trip, provided that their presence does not detract from the performance of duty. Expenses attributable to the family, such as conference registration or special event charges for spouses, will not be reimbursable by the City.
4. In situations where extraordinary travel expenses are expected to be incurred, or where this regulation does not cover the situation, or would work a significant hardship if strictly applied, the City Manager may authorize exceptions.
5. Any request for out-of-state travel will only be considered if such travel is in the best interest of the City, and must be authorized by the City Manager.

25.04 Approval of Travel

Prior to making any travel arrangements, an employee shall complete a Travel Request Form and have it approved by the City Manager. The Travel Request approval is contingent on available funds for payment of registration fees, travel, lodging, travel advance, per diems, etc.

25.05 Allowable Expenses

The City will pay all reasonable expenses for employee travel, food, lodging, conference registration, tips, parking, taxis, and other associated expenses, provided that the employee submits appropriate documentation. All expenses must be accompanied by receipts (except per diem and mileage costs.)

A. Transportation: Employees may use the mode of transportation he/she prefers and should be reimbursed on the basis outlined in subsections 1-5 below. Ordinarily, when traveling other than by car, round trip tickets should be purchased for travel, but going by one mode and returning by another is allowed if schedules so dictate or if there is not a disadvantage to the City. Employees shall use the City's designated travel agent(s) when making travel arrangements, except when the employee is able to secure lower rates through other means, e.g., contracted travel arrangements with convention/seminar hosts, or other.

1. **Air Travel.** Reimbursements shall be limited to "tourist or coach class" utilizing the most direct route where such services are available. Employees who extend their travel to qualify for reduced airfares will be reimbursed for additional meals, lodging, rental cars, parking, etc., if two conditions are met:

- a. The combined cost of the additional expenses and discount airfare is less than the non-discount airfare and related costs; and
- b. It is in the City's best interest to allow the employee to be absent the additional time.

2. **Personal Vehicle.** Employees who use their personal vehicle to travel to official City business functions or to attend approved seminars, courses, or conferences, will be reimbursed for mileage at the rate allowed by the Internal Revenue Code for business travel. When an employee chooses to drive his/her car on a trip longer than 250 miles, reimbursement shall be limited to the fare for air travel, or the mileage rate per mile, whichever is lower.

For those employees with a car allowance the mileage reimbursement will only apply when traveling outside the Collin County area.

The City does not provide insurance coverage for any employee who uses his/her personal vehicle for business purposes. It is the employee's responsibility to protect against damage to his/her vehicle and legal liability in such form and amount as the employee deems adequate.

3. **Rail Travel.** Reimbursement shall be limited to coach fares.

4. **Car Rental.** Rental cars should not be used except when taxis are inconvenient due to distance or number of local trips to be taken. In the event an employee should rent a car, the City will reimburse the fee for an economy type

vehicle. An employee should decline the liability/collision damage waiver offered on the rental contract, as this coverage is provided by the City.

5. **Other.** Travel to and from airports should be by bus or hotel shuttle where such services are in operation, and by taxi as a last resort.

6. **Lodging.** The City will pay accommodations through the duration of the event, plus the day prior and/after, if required to meet arrival/departure times or restrictions. If an employee chooses to arrive earlier or stay later, additional lodging and other expenses related to such choice will be at the employee's personal expense. Reservations should be made at the single room rate (unless double is the same rate or lower), taking advantage government, seminar, or other group discounts.

7. **Meals.** The City will pay all reasonable meal costs when directly related to City business. The per diem for meals is \$50, including meal tips. Meals which are paid for in advance (e.g., as part of registration, ticketed separately as a conference event) may not be considered as part of the per diem reimbursement. The per diem rate may be adjusted on an individual basis when travel is to a high cost area. Any adjustment must be approved by the City Manager.

8. **Conferences and Seminars.** All conference and seminar registration fees will be paid in full by the City subject to the approval of the City Manager.

9. **Miscellaneous Expenses**

a. **Airport Parking.** Receipts shall be submitted for airport parking at D/FW Airport or Love Field Airport. Long-term parking should be used whenever possible.

b. **Personal Phone Calls.** One long distance phone call to an employee's home is allowed for each day of the trip, not to exceed \$5.00 in cost. Calls in excess of one per day and \$5.00 in cost shall be paid by the employee.

c. **Business Phone Calls.** Reimbursement will be made for calls to City offices. An employee may call collect or bill his/her hotel room

for any business calls made. Prudence is suggested regarding the length of conversation.

d. **Non-Allowable Expenses.** Expenses for the following shall not be paid by the City:

- (1) In-hotel pay television or videos;
- (2) Health clubs or spas;
- (3) Alcoholic beverages;
- (4) Entertainment unrelated to City business (attending a play or movie with friends);
- (5) Calls to 900 numbers; or
- (6) Dry cleaning or laundry.

25.06 Spouse/Family Travel

When accompanied by a family member, an employee shall pay all incremental costs related to having the member along on the trip. Examples of incremental costs include the difference in lodging costs between single and double occupancy, and all meal, and incremental costs of the family member. Spouses may accompany a City employee on official business with such expenses reimbursed by the City only when the spouse has specific duties to perform for the benefit of the City and such expenses are approved in advance by the City Manager. Estimated costs of spouse travel must be clearly identified on the Travel Request form and approved by the City Manager.

25.07 Requesting Payment and Reporting Travel Expenses

A. **Airfare, Lodging, and Conference/Seminar Fees.** A Travel Request form should be approved and hotel reservations made prior to submitting it for payment of travel costs. Indicate clearly whether conference/ and/or seminar fees should be mailed directly. If so, attach the original registration form to be mailed and a copy for accounting and record keeping purposes.

In addition, checks payable to the conference and/or seminar or hotel may be cut and given to the employee for on-sight payment and delivery.

B. **Advances for Meals and Incidental.** Cash advances for anticipated travel expenses shall be requested by indicating so on the portion of the Travel Request form. Advances are intended to cover the costs of meals, taxis, and similar incidental out-of-pocket expenses, generally not airfare, lodging, or conference fees, which should be paid directly to the travel agency, hotel, or conference sponsor.

25.08 Submitting Expense Report

All employees who use City funds for authorized trips shall submit the expense report form with the accurate summary of all travel expenses within five (5) working days of the return of the trip.

All prepaid amounts should be listed on the "expenses not reimbursed" page of the expense report form.

An amount due to the employee will arise if the employee receives an advance less than the amount he/she paid for trip costs, or if the employee chooses not to request an advance. Upon approval by the City Manager, a check will be written to the employee in accordance with the paycheck processing schedule.

An amount due to the City will arise if the employee receives an advance greater than the amount he/she paid for trip costs. The employee should submit the expense report form and any monies owned the City to the City Manager for approval. It is recommended that the employee reimburse the City by check as his/her proof of payment.

The employee should attach all receipts to the expense report form. Conference registration receipts, airline ticket stubs, and detail hotel receipts should be included, although already paid by the City. Meal receipts paid from the employee's meal per diem are not required for submittal.

The completed expense report form must then be reviewed and approved by the City Manager for final authorization for payment. Employees are responsible for accurately completing the expense report form in accordance with the City's Travel Policy.

25.09 Local/One Day Travel Expenses

- A. **Mileage.** Mileage reimbursement is available for local events directly related to City business, from City Hall or normal work station to the event and back. For those employees receiving car allowances, mileage will be reimbursed only for travel outside the Collin County area and back.
- B. **Meals.** Breakfast, lunch, and dinner expenses incurred while attending local seminars or events will be reimbursed by the City provided the meals are an integral part of the seminar or event and is billed accordingly.

If the local travel consists of an all-day event, employees are encouraged to request and use the travel per diem.

Other food expenses for working lunches, work place meetings, or other business purpose is reimbursable provided that documentation of the expense and business purpose is submitted and the expense has been approved by the City Manager.

- C. **Miscellaneous.** The City will reimburse the employee for expenses incurred for parking, tolls, and calls to City Hall while on local City business.
- D. **Obtaining reimbursement.** An employee shall submit a completed expense report form as outlined in Section 25.08 of this chapter.



TRAVEL REQUEST FORM

Date Submitted: _____

Employee Name: _____

Traveling to: _____

Purpose of Trip: _____

Date of Trip: From _____ To _____

Budget Codes: _____

I estimate total expenses below, for which sufficient funds have been budgeted or available.

Estimated Expenses

Personal Auto _____ miles @ \$.565 per mile	\$
Air Travel	
Taxi, Shuttle, bus, etc.	\$
Car Rental	\$
Parking	
Registration Fees	\$
Lodging	\$
Meals per diem (\$50 per each full day of travel, \$8-Brkfst / \$15-Lunch / \$27-Dinner)	\$
TOTAL	\$

I will require an advance of \$ _____ by (date) _____

Please allow at least five (5) full working days for check processing.

Required airline reservations should be made through the authorized travel agency.

Requesting Employee's signature: _____

City Manager's signature: _____

EXHIBIT A

RESOLUTION # R-2013-09-00400 AMENDMENT TO PERSONNEL POLICY MANUAL

APPROVED: SEPTEMBER 19, 2013

Note: Please attach any relevant information pertaining to the requested travel. If prepayment of registration fee is required, please indicate so.



City of Lucas Council Agenda Request

Council Meeting: September 19, 2013

Requestor: _____

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: _____

Budgeted Amount: \$ N/A

Exhibits: ☐ Yes ☒ No

AGENDA SUBJECT:

The City Council pursuant to Section 551.074 of the Texas Government Code may convene into Executive Session to conduct the annual review of the City Manager.

RECOMMENDED ACTION:

SUMMARY:

MOTION:

APPROVED BY: _____ Initial/Date

Department Director: /

City Manager: /



City of Lucas Council Agenda Request

Council Meeting: September 19, 2013

Requestor: _____

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: _____

Budgeted Amount: \$ N/A

Exhibits: ☐ Yes ☒ No

AGENDA SUBJECT:

Take any action as necessary from the Executive Session.

RECOMMENDED ACTION:

SUMMARY:

MOTION:

I make a Motion to....

APPROVED BY: _____

Initial/Date

Department Director: /

City Manager: /



City of Lucas Council Agenda Request

Council Meeting: September 19, 2013

Requestor: _____

Prepared by: Kathy Wingo

Account Code #: N/A

Date Prepared: _____

Budgeted Amount: \$ N/A

Exhibits: ☐ Yes ☒ No

AGENDA SUBJECT:

Adjournment.

RECOMMENDED ACTION:

SUMMARY:

MOTION:

I make a Motion to adjourn the meeting at _____ p.m.

APPROVED BY: _____ Initial/Date

Department Director: _____ /

City Manager: _____ /