



**City of New Fairview
Regular City Council Meeting
999 Illinois Lane
Monday, April 15, 2024, at 7:00 pm**

WORK SESSION

1. **Call to Order and Determination of Quorum**
2. **Receive a report and hold a discussion regarding revisions to the Personnel Policy and Procedure Manual.**
3. **Adjournment**

REGULAR SESSION

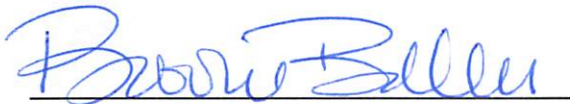
1. **Call to Order and Determination of Quorum**
2. **Pledge to the Flags.**
 - A. **United States of America**
 - B. **Texas Flag Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.**
3. **Announcements & Special Recognitions:** The agenda shall provide a time when proclamations, recognitions, general reports, and updates may be presented by the City Council.
4. **City Administrator's Report:** The City Administrator's Report may provide information on status of current city projects and other projects affecting the City, meetings and actions of the city's boards and commissions, upcoming local community events, including but not limited to departmental operations and capital improvement project status. No action will be taken with respect to this report.
5. **Public Comment:** The City Council invites persons with comments or observations related to city issues, projects, or policies to briefly address the City Council. Anyone wishing to speak should sign in with the City Secretary before the beginning of the City Council Meeting. In order to expedite the flow of business and to provide all citizens with the opportunity to speak, there is a three-minute limit on any person addressing the City Council. State law prohibits the City Council from discussing or taking action on any item not listed on the posted agenda.
6. **Consent Agenda:** All matters as Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. An item can be removed from the consent agenda by the City Administrator, Mayor, or any member of the City Council and will be considered after approval of the consent agenda.

- A. **Approve the City Council Meeting minutes for April 1, 2024.**
 - B. **Approve the October, November and December 2023 Financial Reports.**
 - C. **Approve the FY 2023-24 2nd Quarter Investment Report**
7. **New Business:** All matters listed in New Business will be discussed and considered separately.
- A. **Receive, consider, and act on a Joint Resolution with the City of Justin expressing a desire to pursue regional water and wastewater services.**
 - B. **Receive, consider, and act on appointing member(s) to the Planning and Zoning Commission.**
 - C. **Receive, consider, and act on appointing member(s) to the Parks and Recreation Board and the Keep New Fairview Beautiful Committee.**
 - D. **Receive, consider, and act on a Resolution adopting guidelines and procedures relating to the naming and renaming of City facilities.**
8. **Executive Session:** Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; discuss IT network or critical infrastructure security pursuant to §551.089, Texas Government Code; and to consult with the City Attorney pursuant to §551.071, Texas Government Code. The Council may go into closed session at any time when permitted by Chapter 551, Texas Government Code or Chapter 418, Texas Tax Code. Before going into closed session, a quorum of the Council must be present, the meeting must be convened as an open meeting pursuant to proper notice, the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551 or 418, Texas Government Code authorizing the closed session.
- A. **§ 551.071(2): Consultation with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act regarding:**
 - 1. **Employment Agreement for John Cabrales, Jr.**
 - 2. **Possible property acquisition that is east of South County Line, West of FM 407 and North of Dove Hollow Lane.**
 - B. **§551.074: (a) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:**
 - 1. **Employment Agreement for John Cabrales, Jr.**
 - C. **Section 551.072: to deliberate the purchase, exchange, lease, or value of real property.**
 - 1. **Possible property acquisition that is east of South County Line, West of FM 407 and North of Dove Hollow Lane.**
9. **Return to Open Session:** Discuss and take appropriate action, if any, resulting from the discussions conducted in Executive Session.

10. Mayor & Council Member Announcements: The City Council may hear or make reports of community interest provided no action is taken or discussed. Community interest items may include information regarding upcoming schedules of events, honorary recognitions, and announcements involving imminent public health and safety threats to the city. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

11. Adjournment

I, the undersigned authority, do hereby certify the above notice of the meeting of the City Council of New Fairview, is a true and correct copy of the said notice that I posted on the official posting place at New Fairview City Hall, FM 407, New Fairview, Texas, a place of convenience and readily accessible to the general public at all times, and on its website, said notice being posted this 12th day of April, 2024 at 5:00 PM at least 72 hours proceeding the meeting time.



Brooke Boller, City Secretary

SEAL:



This facility is wheelchair accessible; parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at City Hall 817-638-5366 or fax 817-638-5369 or by email at citysecretary@newfairview.org for further information.

CITY COUNCIL AGENDA MEMO

Prepared By: John Cabrales Jr, City Administrator

April 15, 2024

Employee Policy and Procedure Manual

DESCRIPTION:

Receive a report and hold a discussion regarding revisions to the Personnel Policy and Procedure Manual.

BACKGROUND INFORMATION:

On June 1, 2020, the City Council adopted the current Personnel Policy and Procedure Manual (Resolution 2020-15-105). Many changes in state and federal law have occurred since this policy was adopted. Also, our current policy does not address certain issues that are common in municipal operations, so staff have undertaken some revisions to the policy.

The purpose of a Personnel Policy and Procedure Manual is to provide managers, supervisors, and employees with a written source of information about the policies, procedures, and administrative directives of the City of New Fairview. The policy manual allows for good and uniform practices and administration in the management of the City's employees. It promotes high morale by the consistent administration of policies and procedures through consideration of the rights and interests of all employees.

To ensure that policies and procedures are kept current, periodic updates of the policy manual. Staff have been reviewing other cities personnel policies for comparison to our existing policy manual. Staff has also kept the organization's Core Values (Integrity, Service, Trust, Transparency, Respectful, Accountable, and fiscally responsible) in mind while considering revisions to the policy manual. Staff are still working with the City Attorney on the recommended revisions of this document, but we are ready to discuss the highlighted sections of the attached reline document. Any text in red with a strike through line indicates current wording that is being removed. Any text in blue is wording that is being added to the policy manual, and in the comments section you will find the reference to the source of the wording.

There have been work session discussions between staff and the council at the March 18, and April 1, 2024 meeting and the input from the consensus of the council was taken on the topics below. This will be the last work session discussion and staff will bring a revised Personnel Policy and Procedure Manual for City Council consideration at the May 6 meeting.

- Conflicts of Interest

- Hiring the New Employee
- Probationary Period
- Compensation and Overtime
- Work Schedules and Time Worked
- On-Call and On Standby
- Jury Duty
- Holiday Leave
- Bereavement Leave
- Flex Time
- Certification Pay
- Regular Part Time
- Temp/Seasonal
- Performance Evaluations
- Longevity Pay
- Jury Duty
- Time Keeping
- Vacation Leave Benefits
- Holiday Leave
- Sick Leave Benefits
- Exempt Leave Benefits
- Bereavement Leave Benefits
- COBRA
- Smoking
- Emergency Closings
- Absenteeism and Tardiness
- Dress Code
- Travel and Education
- Tuition Reimbursement
- Certification Pay

Staff is ready to continue the discuss regarding recommended revisions to other sections of the Personnel Policy and Procedure Manual, including:

- Pregnancy accommodations
- Technology
- Social Media
- Weapons
- Substance and Alcohol
- Personal phones
- Family Medical Leave
- City equipment/vehicles
- Employee work rules

FINANCIAL CONSIDERATION:

None, discussion only.

RECOMMENDED MOTIONS:

None, discussion only.

ATTACHMENT(S):

1. Employee Policy and Procedure Manual Sections (Redline)

and will be paid at the employee's straight time rate.

Commented [KS10]: Source: City of Decatur

MEDICAL AND FAMILY LEAVE

For qualifying employees, the City may grant an unpaid medical or disability leave to employees disabled on account of a serious health condition of the employee, the employee's spouse, child or parent.

For purposes of this policy, these definitions apply:

A. Serious Health Condition:

As serious health condition is an illness, injury, impairment, or physical or mental condition that involves: inpatient care in a hospital, hospice, or medical care facility; or continuing treatment by a health care provider.

Examples of a serious health condition include:

- 1) conditions requiring an overnight stay in a hospital or other medical care facility;
- 2) conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than three consecutive days and require ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);
- 3) chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
- 4) pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

B. Family members

1) Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents-in-law. Son or Daughter Son or daughter (or child) means a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that leave is to commence.

2) Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law marriage or same-sex marriage.

3) In Loco Parentis A person stands in loco parentis if that person provides day-to-day care or financial support for a child. Employees with no biological or legal relationship to a child can stand in loco parentis to that child, and are entitled to leave (for example, an uncle who cares for his sister's children while she serves on active military duty, or a person who is co-parenting a child with his or her same-sex partner). Also, an eligible employee is entitled to leave to care for a person who stood in loco parentis to that employee when the employee was a child.

C. Leave Available

A full-time employee who has worked for a minimum of twelve months or at least 1250 hours within a rolling twelve-month period may be granted up to a maximum of 12 weeks of leave. As an alternative, the City may transfer the employee to a less strenuous or hazardous position if the employee so requests, with the advice of her physician, if the transfer can be reasonably accommodated.

Leave taken under this policy runs concurrently with any other leave as required by law.

a. Notice and Documentation Requirements

Employees requesting to take leave must provide the City with documentation confirming that the employee or employee's family member is suffering from a serious health condition as defined by this policy from a health-care provider.

b. Compensation During Leave

Leave granted under this policy is without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

It is understood that you will not obtain other employment or apply for unemployment insurance while you are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at the City.

Vacation, holidays and other benefits will not accrue while you are on unpaid leaves of absence. Upon return from a leave of absence, you will be credited with the full employment status which existed prior to the start of the leave. You will not receive credit for the time during the leave, except that you will retain your original date of hire.

An employee returning from a medical and family leave will be offered the same position held at the time of leaving, if available. If this position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. There are no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

Employees are responsible for ensuring that their share of insurance or any other benefit premiums are paid during any unpaid medical or family leave.

MILITARY LEAVE

An employee who is a member of the State or National Guard or the Armed Forces of the United States will be entitled to a leave of absence from assigned City duties for up to fifteen (15) days in any one calendar year to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Such employees shall furnish their Department Head with certification, normally copies of official military orders, that they were called to duty by proper authority..

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing

- **On Call/ On Stand-By-** if an employee is called in under this section then the City Administrator may adjust this employees work schedule, preferably within the work week.

SECTION 6: CITY PROPERTY & EQUIPMENT AND VEHICLES

USE OF EQUIPMENT AND VEHICLES

~~Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using city property employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.~~

~~Employees must notify the supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or are in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.~~

~~The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles as well as excessive or avoidable traffic and parking violations may result in disciplinary action up to and including termination of employment.~~

~~Employees with an assigned vehicle may use the vehicle to drive to and from work if they live within a 15-mile radius of City Hall. Certain vehicles are considered to be a benefit to the employee when used to commute to and from work. Employees will be taxed in accordance with IRS rules for the use of a City vehicle to commute between work and home.~~

CITY PROPERTY AND EQUIPMENT:

Each employee is responsible for the proper use and maintenance of equipment, tools, vehicles or motorized equipment and other City property assigned to the employee for use in City operations. Employee negligence that leads to lost or damaged equipment may result in the employee reimbursing the City the cost of said equipment., with such costs withheld from the employee's paycheck, subject to federal and state law.

Use of City equipment, tools, vehicles, motorized equipment, or supplies for private or political purposes is strictly prohibited.

City property, including but not limited to facilities, desks, files, vehicles, motorized equipment, telephones, and computers is subject to City inspection and removal of illegal or unauthorized items.

VALID DRIVER'S LICENSE:

Operators of vehicles and motorized equipment used in City business are required to have a valid State of Texas driver's license necessary for legal operations of that vehicle or equipment and to

notify their Department Director of any changes of status or suspensions in licenses immediately. Failure to maintain a safe driving record may be grounds for disciplinary action including termination. .

Suspension, revocation, or lapse in the validity of the required driver's license of an employee who operates vehicles or motorized equipment in the conduct of City business may result in termination or re-assignment of the employee.

ACCIDENT REPORTING:

Any accident on City property, at a City worksite, or involving a City vehicle or motorized equipment must be reported immediately to the employee's supervisor, including an accident report

Any employee involved in a motor vehicle accident on a public roadway must also immediately notify the appropriate law enforcement authorities

An employee witnessing or involved in an accident must stay on the accident scene (unless medical treatment is needed) until released by law enforcement.

CITY OWNED VEHICLE AND EQUIPMENT USE

The purpose of this policy is to define and describe the usage parameters related to the operation of City vehicles and motor-driven equipment by City employees.

- A. Ensure the safety and well-being of City employees
- B. Facilitate the efficient and effective usage of City vehicle and motor-driven equipment use.
- C. Minimize liability to the City and set standardized disciplinary procedures.
- D. Establish standard requirements and procedures for all City employees who drive a City-owned vehicle or motor driven equipment in the course of City business.

City-owned vehicles and equipment must meet certain standards and following the requirements outlined in this policy. Some departments have additional vehicle use policies, and in the case of conflict, the most restrictive provision shall apply unless specifically stated herein.

Supervisors and Department Directors are responsible for implementing and enforcing this policy. All employees who operate City vehicles and equipment shall be briefed by their immediate supervisor. On this policy and shall be informed that violation of this policy can result in suspension, demotion, and termination.

Definitions

The items defined within this section of this policy shall apply only to this section of the policy.

- **“City owned Vehicle or Piece of Equipment** – A vehicle or piece of equipment owned or leased by the City.
- **“De Minimis”** – Latin for “of minimum importance.” Essentially refers to something that is so little, small, miniscule, or tiny that the law does not refer to it and will not consider it.

- **“Driver”** – Operator of a motor vehicle, motor driven equipment or equipment attached to a vehicle or motor driven equipment.
- **“Preventable”** – The employee failed to exercise every reasonable precaution to prevent an accident
- **“Chargeable”** – The employee violated a state traffic law; violated an established department safety policy or practice or both. The employee was at fault or contributed to the cause of the accident.
- **“Employee”** – means a person who is paid by the City, but does not include an independent contractor, an agent or employee of an independent contractor or a person who performs tasks the details which the City does not have the legal right to control.
- **“Take home vehicle”** – A City owned or leased vehicle which may be stored at an assigned employee’s residence who resides in the City or has received approval from their Department Director if the employee resides outside of the City limits.
- **“Scope of Employment”** – means the performance for the City of the duties of an employee’s office or employment and includes being in or about performance of a task lawfully assigned to an employee by their supervisor or Department Director.
- **“Vehicle accident”** – includes all accidents or incidents involving personal injury or property damage to or caused by a City vehicle, motor driven equipment, or equipment attached to a vehicle or motor driven equipment.

UTILIZATION OF VEHICLES AND EQUIPMENT

City-owned vehicles and motor-driven equipment shall not be used for personal reasons or personal business. This prohibits the hauling of personal property from one place to another, personal shopping trips, and non-business-related transportation of family members.

Only City employees, the City Administrator and City Council members are authorized to travel in a City vehicle and use equipment unless authorized by City Administrator.

TAKE HOME VEHICLES

Generally, the IRS considers de minimis (personal use) of City-owned vehicles as a non-taxable Benefit. The IRS regulations do not consider use of City vehicles for commuting as de minimis, if it occurs more than once monthly. More than de minimis use of as required on the employee’s W2. The Supervisor or Department Director will provide to Human Resources a listing of Employees who have been authorized to take a City vehicle home with the number of days in any given month that the City vehicle has been taken home so that those employees driving a City vehicle home will have the correct income added to their pay-check period.

Calculation: Usage will be recorded in the payroll system by multiplying the daily dollar amount of \$3.00 times the number of days driven home. Example \$3.00/day X 10 days = \$30.00 entered in the employee record.

Department Directors and/or supervisors are responsible for ensuring that employees properly log the correct days when vehicles were taken home.

Vehicles assignments shall be evaluated based on department provided services, special/critical needs, special skills, emergency status, and frequency of recall after hours. The Department Director will consider the following criteria in approving an employee to be permitted to take a City vehicle home after normal work hours:

- The employee is the primary operator of the vehicle.
- The employee meets the City driving requirements.
- The employee has not had his or her driving privileges revoked or suspended within the last five (5) years.
- The vehicle is to be used to respond to emergencies or as a part of on-call responsibilities.
- The vehicle is used to contribute to the efficiency and/or effectiveness of City operations.
- Has been approved by the City Administrator.

Take home authorization may be revoked by :

- The employee uses the vehicle for personal reasons
- The employee violates any federal or state law
- The employee allows any non-employee or City official to travel in the vehicle or motor-driven equipment without authority.
- The employee fails to comply with the provisions of this policy.
- The employee has a change in job assignment, duties, or responsibilities such as that a take home vehicle is no longer justified or
- When it is in the best interest of the City.

Employees operating take-home City owned or leased vehicles who submit leave notices for three (3) or more consecutive workdays must make arrangements with their supervisor to leave the vehicle and keys for use by other City personnel during such period.

ELIGIBILITY FOR OPERATING A CITY OWNED/LEASED VEHICLES AND EQUIPMENT

No employee shall operate a City vehicle or a piece of equipment without first being trained, instructed, licensed, or certified as may be applicable in its proper operation and use. An employee that knowingly operates a City vehicle or a piece of equipment without the proper license or does not notify their supervisor of their suspended or expired license, will be subject to disciplinary action up to and including termination

To be eligible to operate a City- owned vehicle or piece of equipment, employees shall:

- Be a minimum of 18 years of age
- Maintain a valid Texas driver's license of the type that is required for the vehicle/equipment being operated.
- Have an acceptable driving record. An acceptable driving record shall mean that the employee or applicant has:
 - A. No more than three (3) moving violations within the preceding two years.

- B. No more than two (2) moving violations within the preceding twelve (12) month period resulting in conviction. (Evidence of traffic violations includes, but is not limited to convictions, “no contest pleas,” dismissal for defensive driving purposes, deferred adjudication and any current charges pending adjudication).
- C. No convictions of driving while intoxicated or within the preceding three (3) years.

By applying for, or continuing employment, in a position that may involve driving a City owned or leased vehicle or operating City-owned equipment, an employee thereby consents to checks of his/her driving record.

Employees who drive City owned vehicles on City business must notify their supervisor immediately of any change in driver’s license status, including State suspension, revocation, or restriction. These violations may result in the immediate suspension of the employee’s privilege to operate a City owned vehicle or equipment. Additionally, the employee may be subject to disciplinary action up to and including termination.

If an employee is charged with DWI/DUI, City driving privileges shall be immediately suspended pending the final disposition of the charge. If convicted, the employee may be subject to termination. Additionally, an employee who normally drives a City vehicle for business purposes, who has their driving privileges suspended, may not drive their personal vehicle to conduct City business, unless such personal use is approved by the employee’s Department Director, and they obtain a State Occupational license, as necessary. A copy of the State Occupational license will need to be given to both the employee’s Department Director as well as Human Resources to be placed in the employee’s personnel file. It is the responsibility of the employee to pay for all state occupation licensing cost.

GENERAL MAINTENANCE AND CONDITION OF VEHICLES

Assigned employees are responsible for the overall condition of the vehicles assigned to their department. Supervisors and Department Directors shall ensure that all vehicles are maintained in optimum running condition for maximum fuel economy and life span. Vehicles will be always kept clean, inside, and out.

Employees shall not:

- Smoke or utilize any tobacco products, electronic cigarettes or any electronic vapes inside City owned vehicles or motor driven equipment.
- Employees shall not possess, purchase or be under the influence of drugs or alcoholic beverages while operating City vehicles or motor driven equipment.
- Alter the body, design, appearance, or markings of the vehicle.
- Use fuel, oil, or other substances not approved by the department director or
- Perform mechanical repairs unless authorized by the department director.

Each day, employees who operate City owned vehicles or motor driven equipment shall ensure the vehicle or equipment is in a safe, clean, and operable condition by checking the fuel, fluid

levels, tires, and overall condition of the vehicle. Employees shall immediately report deficiencies to their supervisor who will take appropriate action to allow a vehicle or piece of equipment to remain in service or remove it for repair. Under no circumstances shall a vehicle or piece of equipment be allowed to remain in service that a serious safety defect such as slick tires, leaking fuel lines, exhaust entering passenger compartment, or defective brakes.

Vehicles shall be kept sufficiently fueled for emergency responses. City personnel shall only keep authorized City equipment and authorized personal equipment in the assigned vehicle.

VEHICLE AND EQUIPMENT ACCIDENTS

If an employee is involved in an accident, while driving a City or personal vehicle in the course of performing their duties, the employee should follow the specific accident-reporting procedure below.

- Stop the vehicle at the scene of the accident without obstructing traffic more than necessary and stay at the scene of the accident.
- Activate warning/safety lights
- Contact the applicable law enforcement authorities as applicable
- Contact supervisor
- Exchange drivers' license and insurance information, as required by law
- Give a statement of facts of the sequence of events to the investigating officer.
- The driver of the City Vehicle will be drug tested as soon as practicable but not later than 32 hours after the accident.

The employee's supervisor will investigate all accidents involving a City vehicle that is a part of their departmental fleet. The supervisor and employee will complete and submit a **City Incident Investigation Report** within 48 hours of the accident to the City Administrator.

An employee that fails to report an accident or injury within eight (8) hours of the accident, or who falsifies any information pertaining to an accident, may be subject to disciplinary action up to and including termination.

Responsibilities of Vehicle and Equipment Operators

- A. Employees shall always operate City vehicles and equipment in a safe and courteous manner. Unsafe, negligent, or reckless driving is prohibited. Drivers must obey all traffic laws.
- B. When unattended, City vehicles shall be legally parked and properly locked
- C. Employees who operate City vehicles or motor driven equipment shall keep vehicle doors and trunk always locked with the ignition turned off and keys in their possession upon every exit of vehicle or motor driven equipment. At no time should a vehicle be left

unattended with engine running and/or keys in or on the vehicle. (An exemption to this may be when City vehicles are being used as a cooling station for employees during heat advisory days, and as authorized by the department director.)

- D. Employees utilizing City owned vehicles or motor driven equipment are strongly encouraged to find a safe and secure location and stop their vehicles to use cellular phones and lap top computers.
- E. Employees must immediately report damage or vandalism to their supervisor.
- F. When stopped on any roadway or on the shoulder of a roadway, the driver of the City vehicle shall activate warning/safety lights except when lawfully parked at the curb or street side.
- G. Employees who use City owned vehicles and motor driven equipment should be aware that the operation and appearance of such vehicles reflects on the professionalism of the driver, their respective department, and the City. Accordingly, personnel must be constantly aware of their actions and ensure that their behavior, appearance, and operation exhibit the highest level of professionalism and courtesy.

DISCIPLINARY ACTION

Supervisors will use the following guidelines to decide regarding disciplinary action after a thorough review of all circumstances.

The following shall be grounds for disciplinary action. Such disciplinary action may include suspension or revocation of the use of an assigned vehicle, suspension, or termination.

- Negligence, abuse or misuse-Negligence, abuse, or misuse on the part of an employee in the care or operation of City owned vehicles or equipment.
- Failure to follow procedures and regulations. Failure of an employee to follow the procedures and regulations governing the use of the individually assigned vehicle established herein.
- Traffic law violation. Violations of any traffic law pertaining to the use and operation of a motor vehicle while operating a City vehicle.
- Criminal law violations. Violations of any criminal law in the use or operation of the assigned vehicle pursuant to any law of the State of Texas, City Ordinance, or Federal Law.
- Operating vehicle while possessing/under the influence of drugs or alcohol. Operating a City vehicle while possessing or being under the influence of alcohol or drugs, or consuming alcoholic beverages or using drugs in a City vehicle (immediate termination).
- Excessive accidents. Employees having a combination of two or more Preventable or Chargeable accidents within thirty-six (36) months.

The first preventable vehicle or equipment incident may result in a written reprimand. The supervisor will create a corrective action notice, which will outline a corrective action plan to rectify the problem. The supervisor will inform the employee of possible consequences if the problem is not corrected.

The second preventable vehicle or equipment incident within three (3) years of the first preventable incident may result in suspension and three (3) month probation. The supervisor will create a corrective action notice, which will outline a corrective action plan to rectify the problem. The Supervisor will inform the employee of the possible consequences if the problem is not corrected.

The third preventable vehicle or equipment incident within three (3) years of the first preventable incident will result in immediate termination.

As an additional countermeasure leading to reduced driver error and ticketed incidents, employees may be required to take a Defensive Driving, or a Municipal Vehicle Operations course offered through Texas Municipal League. Employees may also be required to complete additional operation training if it is identified as a contributing factor in the incident.

Employees who fail to report incidents in accordance with department policy may be disciplined up to and including termination.

PERSONAL PHONE

Use of a personal phone for personal business during city work hours should be minimized.

With approval of the City Administrator and the Department Director, an employee may be permitted to use their personal phone for city work instead of a City-issued phone. The phone and phone service must be equal in quality to that provided by the City. The City will pay the employee up to \$35.00 a month if they elect to use their personal phone. To qualify for this benefit, the employee ~~must~~ will be required to have a phone for City business purposes.

An employee permitted to participate in this option understands and acknowledges that under the Texas Public Information Act, they are considered “temporary custodians” of public information. Accordingly, they are responsible for maintaining all texts and emails received on their personal devices (cellphones, tablets, computers, etc.) related to City business or transfer those documents to the City. If pertinent documents have not been transferred to the City, employees would have to maintain the documents received on their personal devices during their tenure even if they left district employment. This includes call information, ~~texting~~ text messages, ~~and~~ web sites and data downloaded to the phone.

CITY ISSUED CELLULAR PHONES

Where job needs demand immediate access to an employee, the City may issue a City owned cellular telephone to an employee for work-related communications. These phones are intended to be used for business purposes and incidental personal calls should be as brief as possible. It is

recognized that employees will use City issued cellular phones for personal use. Abuse of City issued cellular phones can result in disciplinary actions up to and including termination.

Employees shall make no changes to City issued phones as it relates to passcodes and phone identification. Returned cell phones that have been altered that cause the phone to be inoperable upon separation of employment shall be the responsibility of the employee.

Maintenance: Each employee who is assigned a City cell phone is responsible for good care and maintenance of the assigned device. Reasonable precautions should be made to prevent theft of or damage to the cell phone and related equipment.

Replacement: Any person who loses or causes a cellular phone to be disabled or no-repairable may request a replacement phone, if the event that caused the damage can be justified as work related. If an employee requires a replacement phone. Multiple replacements may lead to disciplinary action.

Commented [KS11]: Source: City of Lake Dallas Handbook

RETURN OF PROPERTY

Employees are responsible for all property, materials or written information issued to them or in their possession or control. Employees must return all City of New Fairview property immediately upon request or upon termination of employment. ~~the City of New Fairview may withhold from the employee's check or final paycheck the cost of any items that are not returned when required~~ Failure to return City property or equipment may result in the cost of the depreciated equipment being charged to the employee. The City of New Fairview may take all action necessary to recover or protect its property. All employees are responsible for all city issued property.

I. POLICY OVERVIEW

The City of New Fairview provides computer networks, personal computers and other electronic devices, internet access, email, telephones, cell phones, pagers, digital cameras, voice mail, and fax communication systems for use by City employees in the performance of their job duties. These communication devices are referred to collectively in this policy as “electronic communications systems” or “systems.” These electronic communications systems are designed to support and enhance the communication, research and information capabilities of City employees and to encourage work-related communication and sharing of information resources within the City. The City’s electronic communications systems access must be used in a professional, responsible, efficient, ethical and legal manner. The City will provide employees who need computers to work with computer and communications resources, when City management determines that these resources are appropriate considering the person's job responsibilities. City computer and communication resources provided to a computer user are solely the property of the City and are provided by the City to assist in the conduct of City business only

A. ACCEPTABLE USES OF ELECTRONIC COMMUNICATIONS SYSTEMS INCLUDE:

leased and issued devices, including but not limited to, IT/security system reports. Violations of this policy will result in coaching and repeat offenses may result in disciplinary action up to and including termination of employment.

6. If the underlying statute, Texas Government Code §§620.001-.006, is declared unconstitutional, enforceable or vacated by a court of competent jurisdiction, this policy is void.

III. DIR-Certified Cybersecurity Training

Texas Government Code § 2054.5191 requires all City employees, elected officials, and appointed officials who have access to a local government computer system/ database and who use a computer to perform at least 25 percent of their duties, to complete an annual cybersecurity training that has been certified by the Texas Department of Information Resources (DIR). New and existing employees must be informed about their responsibilities and applicable policies regarding cyber-security.

SOCIAL MEDIA POLICY

~~Purpose: This policy establishes guidelines for the establishment and use of social media sites by the City of New Fairview (including but not limited to Facebook and Twitter) as a means of conveying City information to the public.~~

~~The intended purpose behind establishing City of New Fairview social media sites is to disseminate information from the City, about the City, to its citizens.~~

~~The City of New Fairview has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on City social media sites.~~

~~For purposes of this policy: "social media" is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include, but are not limited to Facebook, blogs, RSS, YouTube, Twitter, LinkedIn, Pinterest, Delicious, Foursquare and Flickr. For purposes of this policy: "comments" include information, articles, pictures, videos or any other form of communication content posted on a City of New Fairview social media site.~~

General Policy:

~~1. The establishment and use by any City department of City social media sites is subject to approval by the City Administrator or his/her designee. All City of New Fairview social media sites shall be administered by City Secretary, department directors, or department director's designee.~~

~~2.— City social media sites should make clear that they are maintained by the City of New Fairview and that they follow the City's Social Media Policy.~~

~~3.— Wherever possible, City social media sites should link back to the official City of New Fairview website for forms, documents, online services and other information necessary to conduct business with the City of New Fairview.~~

~~4.— The Public Information Officer will monitor content on City social media sites to ensure adherence to both the City's Social Media Policy and the interest and goals of the City of New Fairview.~~

~~5.— The City reserves the right to restrict or remove content that violates its Social Media Policy or any applicable law. Any content removed based upon these guidelines must be retained by the City Secretary for a reasonable period of time, including the time, date and identity of the poster, when available.~~

~~6. These policies must be displayed to users or made available by hyperlink.~~

~~7.— The City will approach the use of social media tools as consistently as possible, entity wide.~~

~~8.— The City of New Fairview's website at www.newfairview.org will remain the City's primary and predominant internet presence.~~

~~9.— All City social media sites shall adhere to applicable federal, state and local laws, regulations and policies.~~

~~10.— City social media sites are subject to the Texas Public Information Act. Any content maintained in a social media format, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure.~~

~~11.— Comments on topics or issues not within the jurisdictional purview of the City of New Fairview may be removed.~~

~~12.— Employees representing the City government via City social media sites must conduct~~

~~themselves at all times as a representative of the City and in accordance with all City policies.~~

~~13. This Social Media Policy may be revised at any time.~~

~~Comment Policy:~~

~~1. As a public entity the City must abide by certain standards to serve all its constituents in a civil and unbiased manner.~~

~~2. The intended purpose for establishing City of New Fairview social media sites is to disseminate information from the City, about the City, to its citizens.~~

~~3. Comments containing any of the following inappropriate forms of content shall **not** be permitted on City of New Fairview social media sites and are subject to removal and/or restriction by the Public Information Officer or his/her designee.~~

- ~~• Comments not related to the original topic, including random or unintelligible comments.~~
- ~~• Profane, obscene, violent, or pornographic content and/or language.~~
- ~~• Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin.~~
- ~~• Defamatory or personal attacks.~~
- ~~• Threats to any person or organization.~~
- ~~• Comments in support of, or in opposition to, any political campaigns or ballot measures.~~
- ~~• Solicitation of commerce, including but not limited to advertising of any business or product for sale.~~

- ~~• Conduct in violation of any federal, state or local law.~~

 - ~~• Encouragement of illegal activity.~~
 - ~~• Information that may tend to compromise the safety or security of the public or public systems.~~

 - ~~• Content that violates a legal ownership interest, such as a copyright, of any party.~~
- ~~4. A comment posted by a member of the public on any City of New Fairview social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of New Fairview, nor do such comments necessarily reflect the opinions or policies of the City of New Fairview.~~

 - ~~5. The City of New Fairview reserves the right to deny access to City of New Fairview social media sites for any individual, who violates the City of New Fairview's Social Media Policy, at any time and without prior notice.~~

 - ~~6. Departments shall monitor their social media sites for comments requesting responses from the City and for comments in violation of this policy.~~

 - ~~7. When a City of New Fairview employee responds to a comment, in his/her capacity as a City of New Fairview employee, the employee's name and title should be made available, and the employee shall not share personal information about himself or herself, or other City employees.~~

 - ~~8. All comments posted to any City of New Fairview Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the City of New Fairview reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.~~

The purpose of the City's social media presence is to establish a greater level of transparency of City government and services, to build a one-on-one connection that creates an open dialogue with residents and other interested parties, to be able to publish time sensitive information to residents and media quickly. This policy establishes procedures for the City's participation in various social media venues and to establish the standards for posting, allowing, or forbidding certain content and commentary on social media sites which include but not limited to Facebook, YouTube, and Twitter. The City encourages the use of social media to convey information from the City to its citizens, to facilitate a sense of community for residents and to allow businesses to communicate

with and obtain information about the City. The City's website will remain the primary avenue for release of information to reach a broader audience and encourage citizen participation. Nothing contained in any social media site constitutes a binding representation, view, position, opinion, agreement, or endorsement on behalf of the City.

All Department Directors are responsible for their subordinates' compliance with the provisions of this policy and for investigation non-compliance.

DEFINITIONS

Social Media- Third party websites containing information that is intended to facilitate communications, influence interaction with peers and with public audiences about some topic, typically via the Internet and mobile communication networks. Types of social media include but are not limited to, Facebook, Twitter, Instagram, and any other social media outlet that serves the purpose of information sharing.

City Social Media Sites- are pages, sections or posting on Social Media websites that are established or maintained by an employee of the City who is authorized to do so as part of the employee's job. City Social Media Sites are intended to be used for City business, to communicate with office holders or City staff, and/or communicate or gather feedback from the residents and other interested parties.

City Social Media Content- is the practice of engaging in business and/or social contacts by making connections via interactive Web-based applications.

Social Networking- is the practice of engaging in business and/or social contacts by making connections via interactive Web based applications.

Blog- is a web site that contains an online personal journal with reflections, comments, and often hyperlinks provided by the writer.

Post- is to display an announcement in a place for public view on social media outlet.

Comment- means a response to a City article or social media content submitted by any person or entity.

Link- is short for hyperlink which connects a hypertext file to another location or file typically activated by clicking on the highlighted word or icon at a particular location on the screen.

Public Information- is any information collected, assembled, or maintained by the City in the transaction of official business pursuant to chapter 552 of the Texas Government Code.

GUIDELINES:

General Regulations of City Social Media Sites

All official City presences on social media sites or services are considered an extension of the City's computer information network and are governed by the policies.

Respect copyrights and fair use.

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All postings must comply with the applicable federal, state, and local laws and regulations and be maintained in accordance with the City's retention schedules and the Texas State Library and Archives Commission records retention schedule

Information collected on the City's Social Media site, becomes a public record that may be subject to inspection and copying by members of the public

When possible, links to more information should direct users back to the City's official website for more information, forms, documents, or online services necessary to conduct business with the City.

It is preferred that only one social media account per platform exists for the City. This is to create a singular source of free-flowing information that City residents will be able to always access easily.

Employees wishing to launch new City Social Media sites, add site pages, or add content to the City's site should their request in writing or via email to the City Administrator. If the request is approved, any login and passwords to the information must be shared with the City Administrator's office.

Employees posting information on a City Social Media Site must always conduct themselves in a professional manner as a representative of the City in accordance with all City policies.

The City Administrator may disable a City Social Media site or prohibit posting of City social media content to a site at any time for any reason, including but not limited to violation of this policy, improper content, lack of use or disinterest by the public, or department's failure to properly maintain the site. The City reserves the right to remove any content that is not within these guidelines while retaining said content of the appropriate records retention according to state law.

Remember that your postings are ultimately your responsibility.

EMPLOYEE GUIDELINES FOR SOCIAL MEDIA USE:

A. Employees using social media sites should follow these principles:

- Keep posts factual and accurate. If a mistake is made, admit to it, and post a correction as soon as possible
- Reply to comments in a timely manner, when a response is appropriate. Avoid arguments with a citizen on a City maintained social media site. Do not respond with opinion or conjecture – only respond with complete facts.
- Understand that postings are widely accessible, not retractable, and will be around for a long time, so consider content carefully.
- Ensure your comments do not violate City's privacy, confidentiality, and applicable legal guidelines for external communication.
- Ensure you have the legal right to publish others' material including photos and articles pulled from other sites.
- Remember that your postings are ultimately your responsibility.

EMPLOYEE SOCIAL MEDIA USE

While the City encourages its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a problem if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile work environment for any employee; disrupting the smooth and orderly flow of work within the City; or harming the goodwill and reputation of the City in the community at large. In the area of social media (print, broadcast, digital, and online), employees may use such media in any way they choose during non-working hours as long as such use does not produce the adverse consequences noted above. For this reason, the City reminds its employees that the following guidelines apply in their off-duty use of social media:

- Employees should avoid publishing personal information about themselves, another employee of the City, or a customer in any public medium (print, broadcast, digital, or online) that:
 - has the potential or effect of involving the employee, their co-workers, or the City in any kind of dispute or conflict with other employees or third parties.
 - interferes with the work of any employee.
 - potentially disrupts the smooth and orderly flow of work within the office, or the delivery of services to the City's customers.
 - harms the goodwill and reputation of the City among its customers or the community at large.
 - tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information.
 - reveals proprietary or confidential information.
- Should an employee decide to create a personal blog, the employee should be sure to provide a clear disclaimer that the views expressed in the blog are the author's alone and do not represent the views of the City.
- Employees should refrain from discussing the City's customers, or finances
- Not use any City logos or trademarks.
- Avoid unauthorized references to former employees of the City on social media sites.

Commented [KS12]: Source: City of Rhome Handbook

SECTION 7: WORK ENVIRONMENT SAFETY

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or with another supervisor. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or where appropriate, remedy such situations may be subject to disciplinary action up to

to attempt to come to work. If the City has not announced a closing and you will be late or absent from work due to the severe weather, you must notify your supervisor as soon as possible.

A nonexempt employee scheduled to work on a day on which the City is officially closed, opens late, or closes early, will receive his/her normal pay for the day. If an employee has previously scheduled vacation or called in with an excused absence, he/she will be charged with the time off as originally scheduled.

When the City is not officially closed, nonexempt employees will not be paid for time missed due to severe weather unless they use available personal time. Based upon individual circumstances, the supervisor may allow an employee to make up any missed time due to severe weather if the time is made up within the same workweek.

Commented [KS13]: Source: City of Rhome Handbook

VISITORS IN THE WORKPLACE

To ensure the completion of assigned work, the safety and security of employees and visitors, and to protect City resources and facilities, only authorized visitors are allowed for any extended period of time in the workplace. An extended period of time is defined as longer than five (5) minutes. Restricting unauthorized visitors helps to maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguard employee welfare and avoid potential distractions and disturbances.

The employee or visitor must speak with the employee's director or supervisor and obtain permission prior to visiting the employee. Visitors are not authorized to enter a construction work site where safety is a concern. Visitors are not allowed to enter an employee workspace or behind a desk or area where sensitive information is managed, or financial resources are controlled. If necessary, the employee shall leave the work site to meet with and speak with a visitor.

Employees who endanger themselves, other employees or visitors, who endanger city equipment or resources, or who allow assigned work to be stopped for an extended period of time by not following these guidelines may be subject to personnel action.

DRUG AND ALCOHOL POLICY

PURPOSE

It is our responsibility to our citizens to assure that we deliver the highest degree of service, which can only be delivered by drug-free employees. For this reason, the City will seek to prevent drug use/abuse during an employee's course of employment with the City.

The City is dedicated to providing and maintaining a safe, healthy, and productive working environment free from drugs, alcohol, and other controlled substances, in compliance of the 1988 Drug Free Workplace Act. It is a violation of the City's policy for an employee to:

- report for work or perform work duties under the influence of alcohol, illegal drugs or inhalants, or other controlled substances.
- manufacture, sell, distribute, dispense, possess, purchase, or use alcohol, illegal drugs or inhalants, or other controlled substances in the workplace.
- use legal drugs in an improper manner.

Improper use of legal drugs includes the use of prescription medication not prescribed for personal treatment by a licensed medical professional, or the use of prescription or nonprescription medication such that impairs the employee’s ability to perform job duties is impaired.

Drug and/or alcohol testing will be conducted based on reasonable suspicion, following accidents, prior to employment and randomly for certain employees. The City of New Fairview retains the right to perform drug tests when reasonable suspicion exists that an employee is in violation of this policy. Such testing may be implemented in any of the following circumstances:

- Upon consideration of an applicant for employment
- Following a work-related accident (at the discretion of management)
- If an employee has been observed using a prohibited substance on the job

If management has reasonable suspicion for testing In the case of a test required under this policy, testing will occur at a testing facility of the City’s choosing. Failure to comply with instructions to report and submit to a drug test ordered because of reasonable suspicion will be considered insubordination and may constitute grounds for disciplinary action up to and including termination. Drivers subject to Department of Transportation Guidelines may be subject to random testing consistent with those requirements.

The City has and may, within its sole discretion, conduct inspections at any time of any and all City property which may include lockers, gloveboxes of City vehicles, desks, and computers.

CITY OF NEW FAIRVIEW PERSONNEL POLICY WEAPONS CONTROL

A. STATEMENT OF PURPOSE:

The purpose of this policy is to establish the rules and procedures governing the carrying of handguns and firearms by City of New Fairview employees in the course and scope of their employment. This policy is designed to help protect employees from workplace violence by providing policies for employees carrying firearms on City property.

B. SCOPE:

This policy applies to all City of New Fairview employees.

This policy governs the open or concealed carry of “handguns,” and “firearms” as defined in Section 46.01 of the Texas Penal Code

C. DEFINITIONS:

- “Handgun” means any firearm that is designed, made, or adapted to be fired with one hand,

as defined in Section 46.01 of the Texas Penal Code.

- “Firearm” means any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use, as defined in Section 46.01 of the Texas Penal Code. The term Firearm includes a handgun.
- “Licensed Handgun Holder” means a person who is licensed pursuant to Subchapter H, Chapter 411 of the Texas Government Code.
- “City Premises” means a building or a portion of a city, buildings and facilities, entrances, exits, break areas, parking lots and surrounding areas, recreation areas and parks.
- For the purposes of this policy only, an “employee” includes all City of New Fairview employees including all full-time, part-time, and temporary employees, and contract employees.

D. EMPLOYEE WEAPONS, FIREARM AND HANDGUN POLICY:

1. City Premises:

a. A City employee is prohibited from carrying a firearm onto City premises unless otherwise authorized by the City Administrator or as permitted below in paragraph b(1).

b. Vehicles:

1. A City employee may transport or store a firearm in his/her personal vehicle in a City parking lot and/or space so long as the vehicle is locked.

2. The City Administrator may specifically authorize an employee to carry a handgun in accordance with this policy. Employees authorized to carry a handgun on City property under this subsection may only carry in a concealed manner after receiving written approval from the City Administrator.

- To be eligible to carry a concealed handgun on City property the employee must be full-time, whose position duties require that they work frequently in the field, with a high degree of public contact
- The employee must also be a State of Texas [CHL holder](#), licensed to carry a handgun, who
 - Must provide a copy of the current license to carry to the City Administrator, and
 - Thereafter present a new license to the City Administrator in the month the license is renewed, and then by January 31st each year thereafter.
- While on City property, employees are solely responsible for concealing and carrying and securing their handgun in a safe and secure manner so that it is not accessible by other employees or members of the public.
- The City Administrator shall confirm the validity of an employee's license to carry and place a copy in the employee's personnel file.
- The City Administrator may require an employee to receive additional firearm training prior to being authorized to carry a concealed handgun on City property.

- The City Administrator has discretion to withdraw an employee's authorization to carry a concealed handgun at any time and without cause.

3. Unless specifically authorized by the City Administrator in accordance with this policy, no employee, shall ~~carry or possess a firearm or other~~ be in possession of a prohibited weapon on City property, in a City-owned vehicle, while on duty, or at any time while engaging in City-related business. Prohibited weapons include, but are not limited to, ~~firearms~~, clubs, explosive devices, knives with blades exceeding ~~5-1/2~~ inches, switchblades, etc. Employees do not have an expectation of privacy and the City retains the right to inspect City property for ~~firearms or other~~ the presence of prohibited weapons on City property.

D. Areas Prohibited by Law:

It is a violation for a City employee when performing City duties or functions to carry a firearm in any location where the carrying of the firearm is not authorized by law. In accordance with the Texas Penal Code, Section 46.0, no weapons may be carried onto City premises on Election Day or during Early Voting, as clarified by the Texas Election Code and Secretary of State issued regulations and/or election official advisories.

E. Restricted Access:

Employees who have meetings with the public must be aware that those persons may openly carry handguns in public areas. If you have meetings with members of the public, the meetings should be conducted in spaces that are not designated for restricted access. Restricted access areas are any portions of the premises that the public is prohibited from accessing.

F. Intervention:

1. City employees are prohibited from questioning the public regarding whether a person holds a proper license. (Only peace officers may question a person who is carrying a handgun license as to whether the person holds the proper license under Chapter 411 of the Texas Government Code).

G. Mandatory Reporting of Weapon Restriction Policy Violations

Anytime another City employee carries a firearm onto City premises or in a City vehicle without authorization to do so, the observing employee should notify a supervisor and the supervisor will take the appropriate action necessary to resolve the situation.

H. If any person carrying any firearm displays erratic/concerning behavior or appears intoxicated, the City employee (regardless of location), should:

1. Move to a safe location;
2. Dial 911 to alert police so that they may dispatch assistance to the site; and
3. Notify a supervisor immediately.

I. Enforcement: A violation of this policy may result in adverse employment action, up to and including termination. Violations may also incur criminal penalties.

Certification/License	Amount	Pay Frequency
Code Enforcement I+	\$75 per month	Annually
Bilingual Pay	\$25 per month	Annually
Class B CDL	\$75 per month	Annually
Class A CDL	\$100 per month	Annually
Certified Public Manager	\$125 per month	Annually
Certified Records Manager	\$75 per month	Annually

An employee eligible for certification should be paid only for the highest level of certification and education required beyond the hiring qualifications for their assigned position. The amount paid will be for the highest level of certification achieved; it is not cumulative. An employee assigned responsibilities to more than one department will receive the highest level of certification pay according to their work assignment. All employees responsibilities and required certifications are listed in the job description. Certification pay is paid bi-weekly.

Commented [KS16]: Source: City of Decatur Handbook

SECTION 9: EMPLOYEE DISCIPLINE AND GRIEVANCE PROCEDURE

EMPLOYEE WORK RULES, CONDUCT AND POLICY CONDUCT WARRANTING

DISCIPLINARY ACTION

Disciplinary action may be taken based upon any of the items listed below. This list is not intended to be all-inclusive; it is however representative of the kinds of conduct and incidents which warrant disciplinary action.

- Failure to perform assigned work.
- Failure to perform work in a satisfactory manner.
- Failure to observe safety policies, procedures, rules, regulations or standards.
- Engaging in behavior that threatens the safety of self, co-workers or the general public.
- Possessing a record or pattern of unsafe work behavior as evidenced by multiple preventable accidents.
- Carelessness or negligence in performing work.
- Failure to call in to notify supervisor of tardiness or absence.
- Misrepresentation or failure to adequately document the need to be off work.
- Failure to maintain or operate equipment, tools or vehicle in appropriate manner.
- Misrepresenting or omitting information for the benefit of self or others.
- Engaging in behavior which is inappropriate or disruptive in the workplace.
- Discourteous treatment of others.
- Violation of the City's ~~Alcohol Misuse and Drug Abuse~~ Drug and Alcohol
- Insubordination
- Possession of unauthorized firearms, weapons, illegal drugs, alcohol or any other

inappropriate item in the workplace (i.e., jobsite, vehicle or any location while engaged in city business).

- Reporting to work or working under the influence of drugs or alcohol and/or consuming such items during work hours.
- Giving or accepting gifts, money or favors in exchange for some benefit to self or others, in violation of state law.
- Failure to maintain confidentiality.
- Violation of written city, departmental or division work rules, procedures or policies.
- Horseplay in the workplace.
- Misuse or misrepresentation of one's position or authority.
- Sexual, racial, ethnic, and religious harassment in the workplace and/or while conducting city business.
- Engaging in behavior while off duty which reflects adversely upon the City.
- Continued absenteeism or tardiness.
- Poor performance appraisals.
- **Absence without approval** - Employees who exhaust all appropriate leave benefits and are unable to return to full duty status work may be terminated. In those instances where an employee fails to report to work and management has no knowledge of his/her whereabouts, an automatic termination for being absent without leave may be appropriate. ~~The City Administrator must be consulted before exercising this action. The City Administrator must be consulted before exercising this action.~~
-
- **Off the Job Conduct** - In order to maintain the trust of the public, it is of utmost importance that employees not engage in conduct which could be detrimental to that trust, including public intoxication, criminal activity, illegal drug activity, appointees or staff and any other conduct which could damage/harm the public's perception and/or trust of the City and any of its officials, appointees or staff.

DISMISSAL/TERMINATION

The City may terminate an employee's employment as a result of unsatisfactory performance or conduct and/or violation of City policies or procedures, including a new hire who fails the orientation period. City employees who are terminated, or who resign in lieu of termination, due to unsatisfactory performance, pending results of an investigation, or conduct and/or violation of City policies or procedures, are not eligible for rehire.

Commented [KS17]: Source: City of Decatur Employee Handbook

PROGRESSIVE DISCIPLINE

The City of New Fairview's own best interests lie in ensuring fair treatment of all employees and making certain that disciplinary action is prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Although employment with the City of New Fairview is based on the choice of the employee to
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work for the City and the "at will" employment policy of the City, the City of New Fairview may use progressive discipline at its discretion.

Disciplinary action may call for any of the following four steps: verbal warning, written warning, suspension with or without pay, or termination of employment, depending on a variety of factors.

The City of New Fairview recognizes that there are certain types of employee behavior or performances that are serious enough to justify either a suspension, or termination of employment, without going through the usual progressive discipline steps.

~~While it is impossible to list every type of behavior that may be deemed a serious offense, the EMPLOYEE CONDUCT AND WORK RULES policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.~~

The following employee actions may result in immediate termination without progressive discipline:

- Theft of money, equipment, supplies, time, etc.
- Misuse or misappropriation of City monies and/or property.
- Falsifying documentation.
- Job Abandonment
- Reduction-in-force/Reorganization

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employees and the City of New Fairview.

PROBLEM RESOLUTION

The City of New Fairview is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the City of New Fairview supervisors and management.

The City of New Fairview strives to ensure fair and honest treatment of all employees. All employees regardless of position are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies or practices they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the City of New Fairview in a reasonable, businesslike manner or for using the problem resolution procedure.

If a situation occurs when an employee believes that a condition of employment or decision affecting them is unjust or inequitable, they are encouraged to make use ~~of the following steps of~~

the problem resolution procedure: (The employee may discontinue the procedure at any step).

PROBLEM RESOLUTION PROCEDURE

1. Employee presents the problem to the immediate supervisor and/or Department Director after the incident occurs.
2. Supervisor responds to problems during discussion or after consulting with appropriate management when necessary. The supervisor must document the discussion.
3. Employee presents the problem to the City Administrator if the problem is unresolved.
4. City Administrator counsels and advises employees, assists in putting problems in writing, visits with employee's supervisor if necessary.
5. If an employee feels the problem is still not resolved, the employee presents the problem to the City Administrator in writing including why he or she feels it is not resolved.
6. The City Administrator reviews and considers the problem. The City Administrator informs the employee of the decision and forwards a copy of the written response to the employee's file. The City Administrator has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's satisfaction but only through understanding and discussion of problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

HARASSMENT/DISCRIMINATION COMPLAINTS

The following procedures are to be used for reporting and investigating harassment/discrimination complaints:

- A. Any employee who feels victimized by harassment/discrimination should report, verbally or in writing, the harassment/discrimination to his or her Supervisor immediately. If the employee's immediate Supervisor is the source of the alleged harassment, or is so closely associated with the source of the harassment that the employee does not feel comfortable reporting to that person, the employee may report the complaint to their Director, City Secretary, or the City Administrator. The employee is not required to follow his or her chain of command when reporting harassment/discrimination.
- B. Any Supervisor or Director that learns of or receives a complaint of harassment/discrimination is required to report it to the City Secretary or the City Administrator's office.
- C. If the complaint alleges harassment/discrimination, the City Secretary will contact the City Attorney's Office or their designee and they will conduct a prompt and impartial investigation.
- D. Management, upon being informed about a harassment/discrimination complaint, shall take immediate and appropriate action when necessary to ensure any inappropriate behavior is not repeated during the investigation. Depending on the nature and severity of the complaint, the City reserves the right to take any immediate action necessary to address the complaint including, but not limited to, immediate suspension without pay of the employee against whom a complaint has been made. If, at the conclusion of the investigation, no discipline is imposed, the City may award back pay for the period of the unpaid suspension, except for any unpaid periods imposed as discipline.
- E. The investigation may include, but is not limited to, obtaining all factual evidence, conducting interviews and obtaining witness statements, determining whether a reasonable basis exists for the allegations of harassment, determining if there has been a violation of Federal or state law and/or City policy, and affording the accused the opportunity to respond verbally or in writing to the allegations. If harassment is found to have occurred, recommendations for remedial action shall be made.
- F. The investigator shall conduct the investigation carefully and discreetly to protect all employees questioned and all information gathered. Confidentiality during an investigation is not guaranteed, but the investigator, to the extent possible, shall conduct the investigation to protect the privacy of those involved and relate facts only on a need-to-know basis. Every effort shall be made to conduct the investigation promptly so as to

respect the rights of all individuals involved.

- G. Upon completion of the investigation and based upon the findings of the investigation and the conclusions of the investigator, City Secretary or the designee shall promptly relay the results of the investigation to the accused, ~~and~~ the complainant, and the city administrator.
- H. If the investigation finds that harassment/discrimination has occurred, the City shall take appropriate corrective disciplinary action, which may include but not be limited to oral reprimand, written reprimand, suspension, demotion and/or termination. The City shall take all steps necessary to effectively remedy the harassment/discrimination that was found during an investigation.
- I. No employee shall be subject to any form of retaliation or discipline for pursuing or participating in a harassment/discrimination complaint. The City shall insure that complainants and witnesses shall suffer no retaliation as a result of their involvement in the investigation.
- J. If the investigation does not find that harassment/discrimination occurred or that the alleged incident(s) did not constitute harassment/discrimination, the matter shall be referred back to the Department Director to be addressed.

GRIEVANCE PROCEDURE

The City of New Fairview has a grievance procedure for work or discipline related concerns and complaints. The first level of grievance is with the immediate supervisor. If the immediate supervisor is not able to resolve the issue, then the next level is with the Department Director. If the Department Director is not able to resolve the issue then the next level is with the City Administrator, or in his or her absence, with the City Secretary. The decision of the City Administrator is the final step in the grievance process.

An employee should file a grievance in a timely manner. No limitation is placed on the time that may elapse, but a grievance should normally be filed within 30 days of the issue arising. The Supervisor, Department Director and City Administrator should also respond in a timely manner. No limitation is placed on the time that may elapse in order to ensure a thorough evaluation, but generally a response should be given within 15 workdays of the hearing or meeting with the employee.

The employee should document the grievance in writing. A letter or an email is sufficient. Dates and times and other relevant details should be included as necessary.

No employee, supervisor, department director or other administrator will take any retaliatory action as a result of a grievance being filed.

DRAFT

Reasonable Accommodations for Pregnant Employees Policy

Purpose

As required by the federal Pregnant Workers Fairness Act (PWFA), the City provides reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to business operations.

Policy

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to [the Human Resources Director/City Administrator/City Secretary]. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation requested and any alternative accommodation(s) that might be reasonable. Depending on the nature of the requested accommodation, the individual may be instructed to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, the [Human Resources Director/City Administrator/City Secretary] will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship. Departmental human resources will consult with the [City Administrator/Mayor] before denying any request for an accommodation.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations may include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, employees are not required to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Retaliation due to a request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy is subject to discipline, up to and including discharge.



**City of New Fairview
City Council
Special Called Meeting
999 Illinois Lane
Monday, April 1, 2024, at 7:00 pm**

**CITY COUNCIL
Mayor John Taylor
Mayor Pro Tem Steven King
Place 1 Councilman Harvey Lynn Burger
Place 2 Councilman Peter Kozlowski
Place 3 Councilwoman Sarah Adams
Place 5 Councilman Richard Greene**

**City Staff
John Cabrales Jr, City Administrator
Brooke Boller, City Secretary
Roberta (Robin) Cross, City Attorney – Virtual**

WORK SESSION

- 1. Call to Order and Determination of Quorum (Work Session called to order by Mayor John Taylor at 8:24 pm; Roll Call with the above-mentioned names.)**
- 2. Receive a report and hold a discussion regarding revisions to the Personnel Policy and Procedure Manual.
The council heard from City Administrator John Cabrales and City Attorney Robin Cross regarding changes to the Personnel Policy and Procedures. The consensus of the council advised staff to move forward with the changes to sections 4,5,6,10,13,14,15,16,21,22,25,26 & 27.**
- 3. Adjournment
Motion: Councilman Richard Greene
Second: Councilwoman Sarah Adams
Vote: All in Favor
Result: Council work session was adjourned at 10:55pm.**

REGULAR SESSION

- 1. Call to Order and Determination of Quorum (Regular Session called to order by Mayor John Taylor at 7:26 pm; Roll Call with the above-mentioned names.)**
- 2. Pledge to the Flags.
A. United States of America
B. Texas Flag Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.**

3. Announcements & Special Recognitions: The agenda shall provide a time when proclamations, recognitions, general reports, and updates may be presented by the City Council.
4. City Administrator's Report: The City Administrator's Report may provide information on status of current city projects and other projects affecting the City, meetings and actions of the city's boards and commissions, upcoming local community events, including but not limited to departmental operations and capital improvement project status. No action will be taken with respect to this report.
5. Public Comment: The City Council invites persons with comments or observations related to city issues, projects, or policies to briefly address the City Council. Anyone wishing to speak should sign in with the City Secretary before the beginning of the City Council Meeting. In order to expedite the flow of business and to provide all citizens with the opportunity to speak, there is a three-minute limit on any person addressing the City Council. State law prohibits the City Council from discussing or taking action on any item not listed on the posted agenda.
6. Consent Agenda: All matters as Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. An item can be removed from the consent agenda by the City Administrator, Mayor, or any member of the City Council and will be considered after approval of the consent agenda.
 - A. Approve the City Council Meeting minutes for March 18, 2024.
Motion: Councilman Richard Greene
Second: Mayor Pro Tem Steven King
Vote: All in Favor
Result: Council approved the City Council Meeting minutes for March 18, 2024.
 - B. Approve the September 2023 Financial Report.
Motion: Councilwoman Sarah Adams
Second: Councilman Richard Greene
Vote: All in Favor
Result: Council approved the September 2023 Financial Report.
7. New Business: All matters listed in New Business will be discussed and considered separately.
 - A. Receive, consider, and act on the approval of a final plat for Lots 260A and 260B, Hills of Oliver Creek Phase Two, 2.0 acres in M.E.O & P.R.R. Co. Survey, Abstract No. 633 generally located in the 200 block of Private Road No. 4440.
Motion: Councilwoman Sarah Adams
Second: Councilman Richard Greene
Vote: All in Favor
Result: Council approved with conditions, of the request to final plat Lots 260A and 260B, Hills of Oliver Creek Phase Two, 2.0 acres in M.E.O & P.R.R. Co. Survey, Abstract No. 633 generally located in the 200 block of Private Road 4440.
 - B. Consider adoption of an ordinance approving a negotiated settlement between the Atmos Cities Steering Committee ("ACSC") and Atmos Energy Corp., Mid-Tex Division regarding the company's 2024 Rate Review Mechanism filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; approving an attachment establishing a benchmark for pensions and retiree medical benefits; requiring the company to reimburse ACSC's reasonable ratemaking expenses;

determining that this ordinance was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this ordinance to the company and the ACSC's legal counsel.

Motion: Councilman Peter Kozlowski

Second: Councilman Richard Greene

Vote: All in Favor

Result: Council approved an ordinance of the City of New Fairview, Texas approving a negotiated settlement between the Atmos Cities Steering Committee ("ACSC") and Atmos Energy Corp., Mid-Tex Division regarding the Company's 2023 rate review mechanism filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; approving an attachment establishing a benchmark for pensions and retiree medical benefits; requiring the Company to reimburse ACSC's reasonable ratemaking expenses; determining that this ordinance was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this ordinance to the Company and the ACSC's legal counsel.

- C. Receive, consider, and act on a Resolution for the First Amended and Restated Pre-Development and Professional Services Agreement with Bloomfield Homes, L.P. and Royal Crest Properties, LLC for the sharing of costs related to engineering services for an alignment study for a connection point with the City of Justin and providing a water model for sizing of infrastructure for this connection.

Motion: Councilman Richar Greene

Second: Councilman Peter Kozlowski

Vote: All in Favor

Result: Council approved a Resolution for the First Amended and Restated Pre-Development and Professional Services Agreement with Bloomfield Homes, L.P. and Royal Crest Properties, LLC for the sharing of costs related to engineering services for an alignment study for a connection point with the City of Justin and providing a water model for sizing of infrastructure for this connection.

- D. Receive, consider, and act on a Resolution for the First Amended and Restated Pre-Development and Professional Services Agreement with Rockhill Capital & Investments, LLC for the sharing of costs related to engineering services for an alignment study for a connection point with the City of Justin and providing a water model for sizing of infrastructure for this connection.

Motion: Councilman Peter Kozlowski

Second: Councilwoman Sarah Adams

Vote: All in Favor

Result: Council approved a Resolution for the First Amended and Restated Pre-Development and Professional Services Agreement with Rockhill Capital & Investments, LLC for the sharing of costs related to engineering services for an alignment study for a connection point with the City of Justin and providing a water model for sizing of infrastructure for this connection.

- E. Receive, consider, and act on a Resolution awarding the roadway reconstruction project for Sky Way and Skyview Court, to Peachtree Construction, LTD for a total of \$48,713.50, and pursuant to Tex. Loc. Gov't. Code §271.060(d) and authorize the City Administrator a not-to-exceed project contingency of \$5,286.50, for a budget total of \$54,000.

Motion: Councilman Richard Greene

Second: Councilman Peter Kozlowski

Vote: For- Councilman Harvey Burger, Councilman Peter Kozlowski, Mayor Pro Tem Steven King, Councilman Richard Greene

Against- Councilwoman Sarah Adams

Result: Council approved a Resolution awarding the roadway reconstruction project for Sky Way and Skyview Court, to Peachtree Construction, LTD for a total of \$48,713.50, and pursuant to Tex. Loc. Gov't Code §271.060(d) and authorize the City Administrator a contingency of \$5,286.50, for a not-to-exceed project budget total of \$54,000.

8. Executive Session: Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; discuss IT network or critical infrastructure security pursuant to §551.089, Texas Government Code; and to consult with the City Attorney pursuant to §551.071, Texas Government Code. The Council may go into closed session at any time when permitted by Chapter 551, Texas Government Code or Chapter 418, Texas Tax Code. Before going into closed session, a quorum of the Council must be present, the meeting must be convened as an open meeting pursuant to proper notice, the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551 or 418, Texas Government Code authorizing the closed session.
 1. § 551.071(2): Consultation with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act regarding:
 1. Employment Agreement for John Cabrales, Jr. - **Tabled**
 2. Possible property acquisition that is east of South County Line, West of FM 407 and North of Dove Hollow Lane. - **Tabled**
 2. §551.074: (a) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:
 1. Employment Agreement for John Cabrales, Jr. - **Tabled**
 3. Section 551.072: to deliberate the purchase, exchange, lease, or value of real property.
 1. Possible property acquisition that is east of South County Line, West of FM 407 and North of Dove Hollow Lane. - **Tabled**
9. Return to Open Session: Discuss and take appropriate action, if any, resulting from the discussions conducted in Executive Session.
10. Mayor & Council Member Announcements: The City Council may hear or make reports of community interest provided no action is taken or discussed. Community interest items may include information regarding upcoming schedules of events, honorary recognitions, and announcements involving imminent public health and safety threats to the city. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.
11. Adjournment

Motion: Councilman Richard Greene
Second: Councilwoman Sarah Admas
Vote: All in Favor
Result: Council Regular Session adjourned at 8:17pm.

MINUTES APPROVED ON THIS, THE 15TH DAY OF APRIL 2024

John Taylor, Mayor

Brooke Boller, City Secretary

City of New Fairview
 Revenue And Expense Report
 As of October 31, 2023

4/12/2024 1:19 PM

01 - General Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
Revenue Summary					
-	206,194.34	206,194.34	1,929,895.16	1,723,700.82	89.32%
Revenue Totals	<u>206,194.34</u>	<u>206,194.34</u>	<u>1,929,895.16</u>	<u>1,723,700.82</u>	<u>89.32%</u>
Expense Summary					
2001-City Council	1,174.86	1,174.86	24,620.00	23,445.14	95.23%
2002-Administration	55,040.47	55,040.47	402,940.04	347,899.57	86.34%
2003-City Secretary	20,352.46	20,352.46	151,879.02	131,526.56	86.60%
2007-Municipal Court	25,819.50	25,819.50	224,613.70	198,794.20	88.50%
2008-Planning & Development	14,664.88	14,664.88	335,250.00	320,585.12	95.63%
2009-Public Works	63,477.39	63,477.39	580,949.24	517,471.85	89.07%
2010-Code Enforcement	2,689.15	2,689.15	31,275.00	28,585.85	91.40%
2011-Public Safety	4,733.83	4,733.83	176,849.00	172,115.17	97.32%
2013-Parks & Recreation	3,340.06	3,340.06	51,465.00	48,124.94	93.51%
Expense Totals	<u>191,292.60</u>	<u>191,292.60</u>	<u>1,979,841.00</u>	<u>1,788,548.40</u>	<u>90.34%</u>
Revenues Over(Under) Expenditures	<u>14,901.74</u>	<u>14,901.74</u>	<u>(49,945.84)</u>	<u>0.00</u>	<u>0.00%</u>

City of New Fairview
 Revenue and Expense Report
 As of October 31, 2023

4/12/2024 1:19 PM

01 - General Fund Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
<hr/>					
Property Tax					
-4101 Current Property Tax	15,252.94	15,252.94	513,495.16	498,242.22	97.03%
Total Property Tax	15,252.94	15,252.94	513,495.16	498,242.22	97.03%
Sales and Mixed Beverage Tax					
-4201 Sales/ Beverage Tax	42,246.68	42,246.68	440,000.00	397,753.32	90.40%
Total Sales and Mixed Beverage Tax	42,246.68	42,246.68	440,000.00	397,753.32	90.40%
Franchise Fees					
-4301 Franchise Fees	1,232.75	1,232.75	80,000.00	78,767.25	98.46%
Total Franchise Fees	1,232.75	1,232.75	80,000.00	78,767.25	98.46%
Permits					
-4401 Construction Permits	32,800.25	32,800.25	500,000.00	467,199.75	93.44%
-4402 Septic Permits	1,640.00	1,640.00	16,400.00	14,760.00	90.00%
-4403 Contractor Registration	500.00	500.00	5,000.00	4,500.00	90.00%
Total Permits	34,940.25	34,940.25	521,400.00	486,459.75	93.30%
Fines and Fees					
-4501 Court Fines	9,776.00	9,776.00	150,000.00	140,224.00	93.48%
-4510 Mun Court Svc Fee Retained	1,067.58	1,067.58	0.00	(1,067.58)	0.00%
-4530 Local Truancy Prevention and Diversion Fund	282.41	282.41	0.00	(282.41)	0.00%
-4535 Time Payment Reimbursement Fee	15.00	15.00	0.00	(15.00)	0.00%
Total Fines and Fees	11,140.99	11,140.99	150,000.00	138,859.01	92.57%
Other Revenue					
-4800 Interest Income	0.00	0.00	60,000.00	60,000.00	100.00%

City of New Fairview
 Revenue and Expense Report
 As of October 31, 2023

01 - General Fund Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
Total Other Revenue	0.00	0.00	60,000.00	60,000.00	100.00%
<u>Other Revenues</u>					
-4901 Other Revenue	100,380.73	100,380.73	85,000.00	(15,380.73)	(18.09%)
-4906 Sponsorship	1,000.00	1,000.00	5,000.00	4,000.00	80.00%
-4907 Boyd Municipal Court	0.00	0.00	75,000.00	75,000.00	100.00%
Total Other Revenues	101,380.73	101,380.73	165,000.00	63,619.27	38.56%
Total	206,194.34	206,194.34	1,929,895.16	1,723,700.82	89.32%
Total Revenue	206,194.34	206,194.34	1,929,895.16	1,723,700.82	89.32%

City of New Fairview
 Revenue and Expense Report
 As of October 31, 2023

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2001-City Council					
<u>Contract Labor</u>					
2001-5108 Legal Expenses	0.00	0.00	10,000.00	10,000.00	100.00%
Total Contract Labor	0.00	0.00	10,000.00	10,000.00	100.00%
<u>Supplies</u>					
2001-5201 Office Supplies	0.00	0.00	1,500.00	1,500.00	100.00%
2001-5299 Miscellaneous Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	0.00	0.00	2,000.00	2,000.00	100.00%
<u>Other Expense</u>					
2001-5307 Election Expense	0.00	0.00	3,000.00	3,000.00	100.00%
Total Other Expense	0.00	0.00	3,000.00	3,000.00	100.00%
<u>Services</u>					
2001-5310 Software	0.00	0.00	120.00	120.00	100.00%
2001-5322 Training/Dues	974.86	974.86	8,000.00	7,025.14	87.81%
2001-5323 Membership	200.00	200.00	1,500.00	1,300.00	86.67%
Total Services	1,174.86	1,174.86	9,620.00	8,445.14	87.79%
Total City Council	1,174.86	1,174.86	24,620.00	23,445.14	95.23%
2002-Administration					
<u>Salaries & Payroll</u>					
2002-5001 Salaries	9,230.76	9,230.76	126,000.00	116,769.24	92.67%
2002-5004 Longevity Pay	0.00	0.00	136.00	136.00	100.00%
2002-5005 TMRS	588.92	588.92	10,557.58	9,968.66	94.42%
2002-5006 Health Insurance	856.28	856.28	10,813.32	9,957.04	92.08%

City of New Fairview
Revenue and Expense Report
As of October 31, 2023

4/12/2024 1:19 PM

01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2002-5007 FICA - Payroll Taxes	706.16	706.16	9,649.40	8,943.24	92.68%
2002-5008 Worker's Comp	4.95	4.95	517.16	512.21	99.04%
2002-5010 Unemployment	0.00	0.00	3,780.00	3,780.00	100.00%
2002-5011 Deferred Compensation	0.00	0.00	8,000.00	8,000.00	100.00%
2002-5012 LTD, STD and Life	0.00	0.00	2,411.58	2,411.58	100.00%
Total Salaries & Payroll	<u>11,387.07</u>	<u>11,387.07</u>	<u>171,865.04</u>	<u>160,477.97</u>	<u>93.37%</u>
<u>Contract Labor</u>					
2002-5101 Contract Labor	480.00	480.00	8,400.00	7,920.00	94.29%
2002-5108 Legal Expenses	0.00	0.00	55,000.00	55,000.00	100.00%
2002-5111 Information Technology	605.36	605.36	7,265.00	6,659.64	91.67%
Total Contract Labor	<u>1,085.36</u>	<u>1,085.36</u>	<u>70,665.00</u>	<u>69,579.64</u>	<u>98.46%</u>
<u>Supplies</u>					
2002-5201 Office Supplies	841.39	841.39	2,000.00	1,158.61	57.93%
2002-5299 Miscellaneous Supplies	82.32	82.32	500.00	417.68	83.54%
Total Supplies	<u>923.71</u>	<u>923.71</u>	<u>2,500.00</u>	<u>1,576.29</u>	<u>63.05%</u>
<u>Services</u>					
2002-5310 Software	3,797.25	3,797.25	11,000.00	7,202.75	65.48%
2002-5315 Electric / Trash	138.78	138.78	1,700.00	1,561.22	91.84%
2002-5320 Equipment Rental	111.75	111.75	6,500.00	6,388.25	98.28%
2002-5322 Training/Dues	888.98	888.98	4,260.00	3,371.02	79.13%
2002-5335 Internet/Telephone	71.53	71.53	1,500.00	1,428.47	95.23%
2002-5340 Auditor	0.00	0.00	16,500.00	16,500.00	100.00%
2002-5350 Professional Services	0.00	0.00	5,000.00	5,000.00	100.00%

City of New Fairview
 Revenue and Expense Report
 As of October 31, 2023

01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2002-5355 Miscellaneous Expense	0.00	0.00	2,000.00	2,000.00	100.00%
2002-5360 Prop Tax Collection Fees	0.00	0.00	11,200.00	11,200.00	100.00%
2002-5361 Credit Card Fees	1,982.92	1,982.92	0.00	(1,982.92)	0.00%
2002-5375 Chapter 380	34,653.12	34,653.12	85,000.00	50,346.88	59.23%
2002-5380 TML Insurance	0.00	0.00	13,250.00	13,250.00	100.00%
Total Services	<u>41,644.33</u>	<u>41,644.33</u>	<u>157,910.00</u>	<u>116,265.67</u>	<u>73.63%</u>
Total Administration	<u>55,040.47</u>	<u>55,040.47</u>	<u>402,940.04</u>	<u>347,899.57</u>	<u>86.34%</u>
2003-City Secretary					
<u>Salaries & Payroll</u>					
2003-5001 Salaries	4,641.99	4,641.99	65,637.50	60,995.51	92.93%
2003-5002 Part Time	1,533.43	1,533.43	20,000.00	18,466.57	92.33%
2003-5004 Longevity Pay	0.00	0.00	244.00	244.00	100.00%
2003-5005 TMRS	296.16	296.16	7,188.28	6,892.12	95.88%
2003-5006 Health Insurance	856.16	856.16	10,813.32	9,957.16	92.08%
2003-5007 FICA - Payroll Taxes	463.23	463.23	6,569.93	6,106.70	92.95%
2003-5008 Worker's Comp	4.94	4.94	352.11	347.17	98.60%
2003-5010 Unemployment	0.00	0.00	2,569.13	2,569.13	100.00%
2003-5012 LTD, STD and Life	0.00	0.00	1,266.75	1,266.75	100.00%
Total Salaries & Payroll	<u>7,795.91</u>	<u>7,795.91</u>	<u>114,641.02</u>	<u>106,845.11</u>	<u>93.20%</u>
<u>Contract Labor</u>					
2003-5108 Legal Expenses	0.00	0.00	6,000.00	6,000.00	100.00%
Total Contract Labor	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>100.00%</u>
<u>Supplies</u>					

City of New Fairview
Revenue and Expense Report
As of October 31, 2023

4/12/2024 1:19 PM

01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2003-5201 Office Supplies	473.05	473.05	1,500.00	1,026.95	68.46%
2003-5202 Equipment	0.00	0.00	500.00	500.00	100.00%
2003-5207 Postage	0.00	0.00	400.00	400.00	100.00%
2003-5299 Miscellaneous Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	<u>473.05</u>	<u>473.05</u>	<u>2,900.00</u>	<u>2,426.95</u>	<u>83.69%</u>
<u>Services</u>					
2003-5305 Legal Notices	0.00	0.00	1,500.00	1,500.00	100.00%
2003-5310 Software	11,271.64	11,271.64	12,278.00	1,006.36	8.20%
2003-5315 Electric / Trash	138.78	138.78	2,000.00	1,861.22	93.06%
2003-5320 Equipment Rental	111.75	111.75	6,000.00	5,888.25	98.14%
2003-5322 Training/Dues	489.80	489.80	4,300.00	3,810.20	88.61%
2003-5323 Membership	0.00	0.00	1,260.00	1,260.00	100.00%
2003-5335 Internet/Telephone	71.53	71.53	1,000.00	928.47	92.85%
Total Services	<u>12,083.50</u>	<u>12,083.50</u>	<u>28,338.00</u>	<u>16,254.50</u>	<u>57.36%</u>
Total City Secretary	<u>20,352.46</u>	<u>20,352.46</u>	<u>151,879.02</u>	<u>131,526.56</u>	<u>86.60%</u>
<u>2007-Municipal Court</u>					
<u>Salaries & Payroll</u>					
2007-5001 Salaries	5,577.58	5,577.58	105,125.52	99,547.94	94.69%
2007-5002 Part Time	3,034.68	3,034.68	0.00	(3,034.68)	0.00%
2007-5003 Overtime	601.66	601.66	1,500.00	898.34	59.89%
2007-5004 Longevity Pay	0.00	0.00	236.00	236.00	100.00%
2007-5005 TMRS	383.44	383.44	8,818.76	8,435.32	95.65%
2007-5006 Health Insurance	856.16	856.16	21,626.64	20,770.48	96.04%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2007-5007 FICA - Payroll Taxes	695.69	695.69	8,060.16	7,364.47	91.37%
2007-5008 Worker's Comp	4.96	4.96	431.98	427.02	98.85%
2007-5010 Unemployment	0.00	0.00	3,153.77	3,153.77	100.00%
2007-5012 LTD, STD and Life	0.00	0.00	2,032.87	2,032.87	100.00%
Total Salaries & Payroll	<u>11,154.17</u>	<u>11,154.17</u>	<u>150,985.70</u>	<u>139,831.53</u>	<u>92.61%</u>
<u>Contract Labor</u>					
2007-5106 Municipal Judge	600.00	600.00	9,600.00	9,000.00	93.75%
2007-5108 Legal Expenses	500.00	500.00	10,800.00	10,300.00	95.37%
2007-5115 Boyd Court	0.00	0.00	1,500.00	1,500.00	100.00%
Total Contract Labor	<u>1,100.00</u>	<u>1,100.00</u>	<u>21,900.00</u>	<u>20,800.00</u>	<u>94.98%</u>
<u>Supplies</u>					
2007-5201 Office Supplies	866.57	866.57	2,500.00	1,633.43	65.34%
2007-5202 Equipment	901.45	901.45	0.00	(901.45)	0.00%
2007-5207 Postage	0.00	0.00	1,000.00	1,000.00	100.00%
2007-5222 Signs	171.67	171.67	0.00	(171.67)	0.00%
2007-5299 Miscellaneous Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	<u>1,939.69</u>	<u>1,939.69</u>	<u>4,000.00</u>	<u>2,060.31</u>	<u>51.51%</u>
<u>Services</u>					
2007-5310 Software	6,875.00	6,875.00	5,513.00	(1,362.00)	(24.71%)
2007-5315 Electric / Trash	138.78	138.78	2,000.00	1,861.22	93.06%
2007-5320 Equipment Rental	111.75	111.75	6,000.00	5,888.25	98.14%
2007-5322 Training/Dues	748.44	748.44	4,215.00	3,466.56	82.24%
2007-5323 Membership	0.00	0.00	1,000.00	1,000.00	100.00%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2007-5335 Internet/Telephone	71.53	71.53	1,000.00	928.47	92.85%
2007-5350 Professional Services	0.00	0.00	3,000.00	3,000.00	100.00%
2007-5355 Miscellaneous Expense	3,680.14	3,680.14	25,000.00	21,319.86	85.28%
Total Services	<u>11,625.64</u>	<u>11,625.64</u>	<u>47,728.00</u>	<u>36,102.36</u>	<u>75.64%</u>
Total Municipal Court	<u>25,819.50</u>	<u>25,819.50</u>	<u>224,613.70</u>	<u>198,794.20</u>	<u>88.50%</u>
2008-Planning & Development					
Contract Labor					
2008-5105 Building Inspector	9,289.88	9,289.88	260,000.00	250,710.12	96.43%
2008-5109 City Engineer	0.00	0.00	25,000.00	25,000.00	100.00%
2008-5110 City Planner	0.00	0.00	35,000.00	35,000.00	100.00%
Total Contract Labor	<u>9,289.88</u>	<u>9,289.88</u>	<u>320,000.00</u>	<u>310,710.12</u>	<u>97.10%</u>
Supplies					
2008-5201 Office Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>	<u>100.00%</u>
Services					
2008-5305 Legal Notices	0.00	0.00	500.00	500.00	100.00%
2008-5310 Software	5,375.00	5,375.00	4,250.00	(1,125.00)	(26.47%)
2008-5350 Professional Services	0.00	0.00	10,000.00	10,000.00	100.00%
Total Services	<u>5,375.00</u>	<u>5,375.00</u>	<u>14,750.00</u>	<u>9,375.00</u>	<u>63.56%</u>
Total Planning & Development	<u>14,664.88</u>	<u>14,664.88</u>	<u>335,250.00</u>	<u>320,585.12</u>	<u>95.63%</u>
2009-Public Works					
Salaries & Payroll					
2009-5001 Salaries	8,763.72	8,763.72	153,262.72	144,499.00	94.28%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2009-5002 Part Time	2,793.61	2,793.61	40,425.00	37,631.39	93.09%
2009-5003 Overtime	622.96	622.96	5,000.00	4,377.04	87.54%
2009-5004 Longevity Pay	0.00	0.00	272.00	272.00	100.00%
2009-5005 TMRS	591.09	591.09	16,652.93	16,061.84	96.45%
2009-5006 Health Insurance	1,711.71	1,711.71	32,439.96	30,728.25	94.72%
2009-5007 FICA - Payroll Taxes	916.50	916.50	15,220.42	14,303.92	93.98%
2009-5008 Worker's Comp	4.96	4.96	11,823.78	11,818.82	99.96%
2009-5010 Unemployment	0.00	0.00	5,810.63	5,810.63	100.00%
2009-5012 LTD, STD and Life	0.00	0.00	2,963.16	2,963.16	100.00%
Total Salaries & Payroll	<u>15,404.55</u>	<u>15,404.55</u>	<u>283,870.60</u>	<u>268,466.05</u>	<u>94.57%</u>
<u>Supplies</u>					
2009-5201 Office Supplies	473.06	473.06	1,000.00	526.94	52.69%
2009-5202 Equipment	0.00	0.00	5,500.00	5,500.00	100.00%
2009-5203 Uniforms	0.00	0.00	3,500.00	3,500.00	100.00%
2009-5222 Signs	0.00	0.00	6,000.00	6,000.00	100.00%
2009-5299 Miscellaneous Supplies	412.70	412.70	3,500.00	3,087.30	88.21%
Total Supplies	<u>885.76</u>	<u>885.76</u>	<u>19,500.00</u>	<u>18,614.24</u>	<u>95.46%</u>
<u>Services</u>					
2009-5301 Fuel	906.18	906.18	11,000.00	10,093.82	91.76%
2009-5302 Tractor/ Truck Repairs	981.16	981.16	7,000.00	6,018.84	85.98%
2009-5303 Tolls	0.00	0.00	200.00	200.00	100.00%
2009-5305 Legal Notices	0.00	0.00	175.00	175.00	100.00%
2009-5310 Software	27.07	27.07	125.00	97.93	78.34%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2009-5315 Electric / Trash	1,039.27	1,039.27	10,500.00	9,460.73	90.10%
2009-5320 Equipment Rental	111.75	111.75	9,200.00	9,088.25	98.79%
2009-5322 Training/Dues	682.36	682.36	5,000.00	4,317.64	86.35%
2009-5335 Internet/Telephone	0.00	0.00	360.00	360.00	100.00%
2009-5345 Street Lights	700.37	700.37	6,000.00	5,299.63	88.33%
2009-5385 Building Repairs	1,974.99	1,974.99	13,000.00	11,025.01	84.81%
2009-5395 Road Maintenance	2,281.62	2,281.62	40,000.00	37,718.38	94.30%
Total Services	<u>8,704.77</u>	<u>8,704.77</u>	<u>102,560.00</u>	<u>93,855.23</u>	<u>91.51%</u>
<u>Capital Outlay</u>					
2009-6010 Vehicles - Capital	0.00	0.00	85,000.00	85,000.00	100.00%
2009-6030 Buildings - Capital	3,350.00	3,350.00	54,800.00	51,450.00	93.89%
2009-7010 Principal	28,409.85	28,409.85	28,004.28	(405.57)	(1.45%)
2009-7020 Interest	6,722.46	6,722.46	7,214.36	491.90	6.82%
Total Capital Outlay	<u>38,482.31</u>	<u>38,482.31</u>	<u>175,018.64</u>	<u>136,536.33</u>	<u>78.01%</u>
Total Public Works	<u>63,477.39</u>	<u>63,477.39</u>	<u>580,949.24</u>	<u>517,471.85</u>	<u>89.07%</u>
<u>2010-Code Enforcement</u>					
<u>Contract Labor</u>					
2010-5103 Septic Inspector	0.00	0.00	2,500.00	2,500.00	100.00%
2010-5104 Animal Control	0.00	0.00	700.00	700.00	100.00%
2010-5108 Legal Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
2010-5112 Abatement	0.00	0.00	2,000.00	2,000.00	100.00%
Total Contract Labor	<u>0.00</u>	<u>0.00</u>	<u>6,200.00</u>	<u>6,200.00</u>	<u>100.00%</u>
<u>Supplies</u>					

City of New Fairview
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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2010-5201 Office Supplies	0.00	0.00	500.00	500.00	100.00%
2010-5207 Postage	0.00	0.00	500.00	500.00	100.00%
2010-5299 Miscellaneous Supplies	154.99	154.99	200.00	45.01	22.51%
Total Supplies	<u>154.99</u>	<u>154.99</u>	<u>1,200.00</u>	<u>1,045.01</u>	<u>87.08%</u>
<u>Services</u>					
2010-5300 KNFB	34.16	34.16	5,000.00	4,965.84	99.32%
2010-5310 Software	2,500.00	2,500.00	2,100.00	(400.00)	(19.05%)
2010-5322 Training/Dues	0.00	0.00	1,875.00	1,875.00	100.00%
2010-5323 Membership	0.00	0.00	200.00	200.00	100.00%
2010-5350 Professional Services	0.00	0.00	12,000.00	12,000.00	100.00%
2010-5390 Cleanup Days	0.00	0.00	2,700.00	2,700.00	100.00%
Total Services	<u>2,534.16</u>	<u>2,534.16</u>	<u>23,875.00</u>	<u>21,340.84</u>	<u>89.39%</u>
Total Code Enforcement	<u>2,689.15</u>	<u>2,689.15</u>	<u>31,275.00</u>	<u>28,585.85</u>	<u>91.40%</u>
<u>2011-Public Safety</u>					
<u>Contract Labor</u>					
2011-5101 Contract Labor	4,400.00	4,400.00	73,800.00	69,400.00	94.04%
2011-5107 Contract Deputies	333.83	333.83	12,000.00	11,666.17	97.22%
2011-5116 Boyd Law Enforcement	0.00	0.00	70,000.00	70,000.00	100.00%
Total Contract Labor	<u>4,733.83</u>	<u>4,733.83</u>	<u>155,800.00</u>	<u>151,066.17</u>	<u>96.96%</u>
<u>Services</u>					
2011-5310 Software	0.00	0.00	2,049.00	2,049.00	100.00%
2011-5385 Building Repairs	0.00	0.00	2,500.00	2,500.00	100.00%
Total Services	<u>0.00</u>	<u>0.00</u>	<u>4,549.00</u>	<u>4,549.00</u>	<u>100.00%</u>

City of New Fairview
Revenue and Expense Report
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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
<u>Capital Outlay</u>					
2011-6030 Buildings - Capital	0.00	0.00	16,500.00	16,500.00	100.00%
Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>16,500.00</u>	<u>16,500.00</u>	<u>100.00%</u>
Total Public Safety	<u>4,733.83</u>	<u>4,733.83</u>	<u>176,849.00</u>	<u>172,115.17</u>	<u>97.32%</u>
<u>2013-Parks & Recreation</u>					
<u>Supplies</u>					
2013-5201 Office Supplies	0.00	0.00	250.00	250.00	100.00%
2013-5202 Equipment	0.00	0.00	1,000.00	1,000.00	100.00%
2013-5299 Miscellaneous Supplies	83.57	83.57	0.00	(83.57)	0.00%
Total Supplies	<u>83.57</u>	<u>83.57</u>	<u>1,250.00</u>	<u>1,166.43</u>	<u>93.31%</u>
<u>Services</u>					
2013-5304 Special Events	3,036.79	3,036.79	7,000.00	3,963.21	56.62%
2013-5320 Equipment Rental	0.00	0.00	3,500.00	3,500.00	100.00%
2013-5322 Training/Dues	31.91	31.91	2,815.00	2,783.09	98.87%
2013-5323 Membership	0.00	0.00	500.00	500.00	100.00%
2013-5350 Professional Services	0.00	0.00	20,000.00	20,000.00	100.00%
2013-5355 Miscellaneous Expense	63.44	63.44	4,000.00	3,936.56	98.41%
2013-5385 Building Repairs	0.00	0.00	4,500.00	4,500.00	100.00%
Total Services	<u>3,132.14</u>	<u>3,132.14</u>	<u>42,315.00</u>	<u>39,182.86</u>	<u>92.60%</u>
2013-5316 Water	124.35	124.35	600.00	475.65	79.28%
Total	<u>124.35</u>	<u>124.35</u>	<u>600.00</u>	<u>475.65</u>	<u>79.28%</u>
<u>Capital Outlay</u>					

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2013-6020 Equipment - Capital	0.00	0.00	7,300.00	7,300.00	100.00%
Total Capital Outlay	0.00	0.00	7,300.00	7,300.00	100.00%
Total Parks & Recreation	3,340.06	3,340.06	51,465.00	48,124.94	93.51%
Total Expense	191,292.60	191,292.60	1,979,841.00	1,788,548.40	90.34%

City of New Fairview
 Revenue And Expense Report
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01 - General Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
Revenue Summary					
-	282,311.82	488,506.16	1,929,895.16	1,441,389.00	74.69%
Revenue Totals	<u>282,311.82</u>	<u>488,506.16</u>	<u>1,929,895.16</u>	<u>1,441,389.00</u>	<u>74.69%</u>
Expense Summary					
2001-City Council	190.05	1,364.91	24,620.00	23,255.09	94.46%
2002-Administration	27,972.77	83,013.24	402,940.04	319,926.80	79.40%
2003-City Secretary	12,411.82	32,764.28	151,879.02	119,114.74	78.43%
2007-Municipal Court	12,684.61	38,504.11	224,613.70	186,109.59	82.86%
2008-Planning & Development	24,243.63	38,908.51	335,250.00	296,341.49	88.39%
2009-Public Works	25,928.66	89,406.05	580,949.24	491,543.19	84.61%
2010-Code Enforcement	25.00	2,714.15	31,275.00	28,560.85	91.32%
2011-Public Safety	7,900.00	12,633.83	176,849.00	164,215.17	92.86%
2013-Parks & Recreation	2,651.78	5,991.84	51,465.00	45,473.16	88.36%
Expense Totals	<u>114,008.32</u>	<u>305,300.92</u>	<u>1,979,841.00</u>	<u>1,674,540.08</u>	<u>84.58%</u>
Revenues Over(Under) Expenditures	<u>168,303.50</u>	<u>183,205.24</u>	<u>(49,945.84)</u>	<u>0.00</u>	<u>0.00%</u>

City of New Fairview
 Revenue and Expense Report
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01 - General Fund Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
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Property Tax					
-4101 Current Property Tax	70,557.96	85,810.90	513,495.16	427,684.26	83.29%
Total Property Tax	70,557.96	85,810.90	513,495.16	427,684.26	83.29%
Sales and Mixed Beverage Tax					
-4201 Sales/ Beverage Tax	37,040.83	79,287.51	440,000.00	360,712.49	81.98%
Total Sales and Mixed Beverage Tax	37,040.83	79,287.51	440,000.00	360,712.49	81.98%
Franchise Fees					
-4301 Franchise Fees	2,464.62	3,697.37	80,000.00	76,302.63	95.38%
Total Franchise Fees	2,464.62	3,697.37	80,000.00	76,302.63	95.38%
Permits					
-4401 Construction Permits	50,532.10	83,332.35	500,000.00	416,667.65	83.33%
-4402 Septic Permits	2,610.00	4,250.00	16,400.00	12,150.00	74.09%
-4403 Contractor Registration	900.00	1,400.00	5,000.00	3,600.00	72.00%
Total Permits	54,042.10	88,982.35	521,400.00	432,417.65	82.93%
Fines and Fees					
-4501 Court Fines	7,329.00	17,105.00	150,000.00	132,895.00	88.60%
-4510 Mun Court Svc Fee Retained	673.93	1,741.51	0.00	(1,741.51)	0.00%
-4530 Local Truancy Prevention and Diversion Fund	202.27	484.68	0.00	(484.68)	0.00%
-4535 Time Payment Reimbursement Fee	45.00	60.00	0.00	(60.00)	0.00%
Total Fines and Fees	8,250.20	19,391.19	150,000.00	130,608.81	87.07%
Other Revenue					
-4800 Interest Income	0.00	0.00	60,000.00	60,000.00	100.00%

City of New Fairview
 Revenue and Expense Report
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01 - General Fund Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
Total Other Revenue	0.00	0.00	60,000.00	60,000.00	100.00%
<u>Other Revenues</u>					
-4901 Other Revenue	95,190.20	195,570.93	85,000.00	(110,570.93)	(130.08%)
-4906 Sponsorship	2,750.00	3,750.00	5,000.00	1,250.00	25.00%
-4907 Boyd Municipal Court	12,015.91	12,015.91	75,000.00	62,984.09	83.98%
Total Other Revenues	109,956.11	211,336.84	165,000.00	(46,336.84)	(28.08%)
Total	282,311.82	488,506.16	1,929,895.16	1,441,389.00	74.69%
Total Revenue	282,311.82	488,506.16	1,929,895.16	1,441,389.00	74.69%

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Revenue and Expense Report
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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2001-City Council					
<u>Contract Labor</u>					
2001-5108 Legal Expenses	0.00	0.00	10,000.00	10,000.00	100.00%
Total Contract Labor	0.00	0.00	10,000.00	10,000.00	100.00%
<u>Supplies</u>					
2001-5201 Office Supplies	0.00	0.00	1,500.00	1,500.00	100.00%
2001-5299 Miscellaneous Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	0.00	0.00	2,000.00	2,000.00	100.00%
<u>Other Expense</u>					
2001-5307 Election Expense	0.00	0.00	3,000.00	3,000.00	100.00%
Total Other Expense	0.00	0.00	3,000.00	3,000.00	100.00%
<u>Services</u>					
2001-5310 Software	0.00	0.00	120.00	120.00	100.00%
2001-5322 Training/Dues	190.05	1,164.91	8,000.00	6,835.09	85.44%
2001-5323 Membership	0.00	200.00	1,500.00	1,300.00	86.67%
Total Services	190.05	1,364.91	9,620.00	8,255.09	85.81%
Total City Council	190.05	1,364.91	24,620.00	23,255.09	94.46%
2002-Administration					
<u>Salaries & Payroll</u>					
2002-5001 Salaries	8,769.22	17,999.98	126,000.00	108,000.02	85.71%
2002-5004 Longevity Pay	136.00	136.00	136.00	0.00	0.00%
2002-5005 TMRS	559.47	1,148.39	10,557.58	9,409.19	89.12%
2002-5006 Health Insurance	974.42	1,830.70	10,813.32	8,982.62	83.07%

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2002-5007 FICA - Payroll Taxes	670.85	1,377.01	9,649.40	8,272.39	85.73%
2002-5008 Worker's Comp	627.29	632.24	517.16	(115.08)	(22.25%)
2002-5010 Unemployment	0.00	0.00	3,780.00	3,780.00	100.00%
2002-5011 Deferred Compensation	0.00	0.00	8,000.00	8,000.00	100.00%
2002-5012 LTD, STD and Life	406.40	406.40	2,411.58	2,005.18	83.15%
Total Salaries & Payroll	<u>12,143.65</u>	<u>23,530.72</u>	<u>171,865.04</u>	<u>148,334.32</u>	<u>86.31%</u>
<u>Contract Labor</u>					
2002-5101 Contract Labor	480.00	960.00	8,400.00	7,440.00	88.57%
2002-5108 Legal Expenses	0.00	0.00	55,000.00	55,000.00	100.00%
2002-5111 Information Technology	0.00	605.36	7,265.00	6,659.64	91.67%
Total Contract Labor	<u>480.00</u>	<u>1,565.36</u>	<u>70,665.00</u>	<u>69,099.64</u>	<u>97.78%</u>
<u>Supplies</u>					
2002-5201 Office Supplies	64.14	905.53	2,000.00	1,094.47	54.72%
2002-5299 Miscellaneous Supplies	295.55	377.87	500.00	122.13	24.43%
Total Supplies	<u>359.69</u>	<u>1,283.40</u>	<u>2,500.00</u>	<u>1,216.60</u>	<u>48.66%</u>
<u>Services</u>					
2002-5310 Software	775.61	4,572.86	11,000.00	6,427.14	58.43%
2002-5315 Electric / Trash	102.90	241.68	1,700.00	1,458.32	85.78%
2002-5320 Equipment Rental	0.00	111.75	6,500.00	6,388.25	98.28%
2002-5322 Training/Dues	130.00	1,018.98	4,260.00	3,241.02	76.08%
2002-5335 Internet/Telephone	71.53	143.06	1,500.00	1,356.94	90.46%
2002-5340 Auditor	0.00	0.00	16,500.00	16,500.00	100.00%
2002-5350 Professional Services	0.00	0.00	5,000.00	5,000.00	100.00%

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2002-5355 Miscellaneous Expense	115.48	115.48	2,000.00	1,884.52	94.23%
2002-5360 Prop Tax Collection Fees	0.00	0.00	11,200.00	11,200.00	100.00%
2002-5361 Credit Card Fees	1,059.55	3,042.47	0.00	(3,042.47)	0.00%
2002-5375 Chapter 380	0.00	34,653.12	85,000.00	50,346.88	59.23%
2002-5380 TML Insurance	12,734.36	12,734.36	13,250.00	515.64	3.89%
Total Services	<u>14,989.43</u>	<u>56,633.76</u>	<u>157,910.00</u>	<u>101,276.24</u>	<u>64.14%</u>
Total Administration	<u>27,972.77</u>	<u>83,013.24</u>	<u>402,940.04</u>	<u>319,926.80</u>	<u>79.40%</u>
2003-City Secretary					
<u>Salaries & Payroll</u>					
2003-5001 Salaries	4,708.84	9,350.83	65,637.50	56,286.67	85.75%
2003-5002 Part Time	2,486.37	4,019.80	20,000.00	15,980.20	79.90%
2003-5004 Longevity Pay	244.00	244.00	244.00	0.00	0.00%
2003-5005 TMRS	300.44	596.60	7,188.28	6,591.68	91.70%
2003-5006 Health Insurance	1,121.75	1,977.91	10,813.32	8,835.41	81.71%
2003-5007 FICA - Payroll Taxes	160.84	624.07	6,569.93	5,945.86	90.50%
2003-5008 Worker's Comp	1,254.60	1,259.54	352.11	(907.43)	(257.71%)
2003-5010 Unemployment	0.00	0.00	2,569.13	2,569.13	100.00%
2003-5012 LTD, STD and Life	194.92	194.92	1,266.75	1,071.83	84.61%
Total Salaries & Payroll	<u>10,471.76</u>	<u>18,267.67</u>	<u>114,641.02</u>	<u>96,373.35</u>	<u>84.07%</u>
<u>Contract Labor</u>					
2003-5108 Legal Expenses	0.00	0.00	6,000.00	6,000.00	100.00%
Total Contract Labor	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>100.00%</u>
<u>Supplies</u>					

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2003-5201 Office Supplies	81.64	554.69	1,500.00	945.31	63.02%
2003-5202 Equipment	0.00	0.00	500.00	500.00	100.00%
2003-5207 Postage	66.00	66.00	400.00	334.00	83.50%
2003-5299 Miscellaneous Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	<u>147.64</u>	<u>620.69</u>	<u>2,900.00</u>	<u>2,279.31</u>	<u>78.60%</u>
<u>Services</u>					
2003-5305 Legal Notices	0.00	0.00	1,500.00	1,500.00	100.00%
2003-5310 Software	21.64	11,293.28	12,278.00	984.72	8.02%
2003-5315 Electric / Trash	102.88	241.66	2,000.00	1,758.34	87.92%
2003-5320 Equipment Rental	0.00	111.75	6,000.00	5,888.25	98.14%
2003-5322 Training/Dues	1,226.37	1,716.17	4,300.00	2,583.83	60.09%
2003-5323 Membership	370.00	370.00	1,260.00	890.00	70.63%
2003-5335 Internet/Telephone	71.53	143.06	1,000.00	856.94	85.69%
Total Services	<u>1,792.42</u>	<u>13,875.92</u>	<u>28,338.00</u>	<u>14,462.08</u>	<u>51.03%</u>
Total City Secretary	<u>12,411.82</u>	<u>32,764.28</u>	<u>151,879.02</u>	<u>119,114.74</u>	<u>78.43%</u>
<u>2007-Municipal Court</u>					
<u>Salaries & Payroll</u>					
2007-5001 Salaries	5,109.56	10,687.14	105,125.52	94,438.38	89.83%
2007-5002 Part Time	2,269.55	5,304.23	0.00	(5,304.23)	0.00%
2007-5003 Overtime	30.50	632.16	1,500.00	867.84	57.86%
2007-5004 Longevity Pay	136.00	136.00	236.00	100.00	42.37%
2007-5005 TMRS	326.00	709.44	8,818.76	8,109.32	91.96%
2007-5006 Health Insurance	1,047.41	1,903.57	21,626.64	19,723.07	91.20%

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2007-5007 FICA - Payroll Taxes	205.76	901.45	8,060.16	7,158.71	88.82%
2007-5008 Worker's Comp	1,254.60	1,259.56	431.98	(827.58)	(191.58%)
2007-5010 Unemployment	0.00	0.00	3,153.77	3,153.77	100.00%
2007-5012 LTD, STD and Life	231.05	231.05	2,032.87	1,801.82	88.63%
Total Salaries & Payroll	<u>10,610.43</u>	<u>21,764.60</u>	<u>150,985.70</u>	<u>129,221.10</u>	<u>85.58%</u>
<u>Contract Labor</u>					
2007-5106 Municipal Judge	600.00	1,200.00	9,600.00	8,400.00	87.50%
2007-5108 Legal Expenses	500.00	1,000.00	10,800.00	9,800.00	90.74%
2007-5115 Boyd Court	0.00	0.00	1,500.00	1,500.00	100.00%
Total Contract Labor	<u>1,100.00</u>	<u>2,200.00</u>	<u>21,900.00</u>	<u>19,700.00</u>	<u>89.95%</u>
<u>Supplies</u>					
2007-5201 Office Supplies	21.98	888.55	2,500.00	1,611.45	64.46%
2007-5202 Equipment	0.00	901.45	0.00	(901.45)	0.00%
2007-5207 Postage	198.00	198.00	1,000.00	802.00	80.20%
2007-5222 Signs	0.00	171.67	0.00	(171.67)	0.00%
2007-5299 Miscellaneous Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	<u>219.98</u>	<u>2,159.67</u>	<u>4,000.00</u>	<u>1,840.33</u>	<u>46.01%</u>
<u>Services</u>					
2007-5310 Software	0.00	6,875.00	5,513.00	(1,362.00)	(24.71%)
2007-5315 Electric / Trash	102.88	241.66	2,000.00	1,758.34	87.92%
2007-5320 Equipment Rental	0.00	111.75	6,000.00	5,888.25	98.14%
2007-5322 Training/Dues	0.00	748.44	4,215.00	3,466.56	82.24%
2007-5323 Membership	255.00	255.00	1,000.00	745.00	74.50%

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2007-5335 Internet/Telephone	71.53	143.06	1,000.00	856.94	85.69%
2007-5350 Professional Services	147.90	147.90	3,000.00	2,852.10	95.07%
2007-5355 Miscellaneous Expense	176.89	3,857.03	25,000.00	21,142.97	84.57%
Total Services	<u>754.20</u>	<u>12,379.84</u>	<u>47,728.00</u>	<u>35,348.16</u>	<u>74.06%</u>
Total Municipal Court	<u>12,684.61</u>	<u>38,504.11</u>	<u>224,613.70</u>	<u>186,109.59</u>	<u>82.86%</u>
<u>2008-Planning & Development</u>					
<u>Salaries & Payroll</u>					
2008-5007 FICA - Payroll Taxes	732.32	732.32	0.00	(732.32)	0.00%
Total Salaries & Payroll	<u>732.32</u>	<u>732.32</u>	<u>0.00</u>	<u>(732.32)</u>	<u>0.00%</u>
<u>Contract Labor</u>					
2008-5105 Building Inspector	18,577.62	27,867.50	260,000.00	232,132.50	89.28%
2008-5109 City Engineer	3,733.10	3,733.10	25,000.00	21,266.90	85.07%
2008-5110 City Planner	1,200.59	1,200.59	35,000.00	33,799.41	96.57%
Total Contract Labor	<u>23,511.31</u>	<u>32,801.19</u>	<u>320,000.00</u>	<u>287,198.81</u>	<u>89.75%</u>
<u>Supplies</u>					
2008-5201 Office Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>	<u>100.00%</u>
<u>Services</u>					
2008-5305 Legal Notices	0.00	0.00	500.00	500.00	100.00%
2008-5310 Software	0.00	5,375.00	4,250.00	(1,125.00)	(26.47%)
2008-5350 Professional Services	0.00	0.00	10,000.00	10,000.00	100.00%
Total Services	<u>0.00</u>	<u>5,375.00</u>	<u>14,750.00</u>	<u>9,375.00</u>	<u>63.56%</u>
Total Planning & Development	<u>24,243.63</u>	<u>38,908.51</u>	<u>335,250.00</u>	<u>296,341.49</u>	<u>88.39%</u>

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2009-Public Works					
<u>Salaries & Payroll</u>					
2009-5001 Salaries	8,652.14	17,415.86	153,262.72	135,846.86	88.64%
2009-5002 Part Time	2,822.34	5,615.95	40,425.00	34,809.05	86.11%
2009-5003 Overtime	32.92	655.88	5,000.00	4,344.12	86.88%
2009-5004 Longevity Pay	272.00	272.00	272.00	0.00	0.00%
2009-5005 TMRS	554.12	1,145.21	16,652.93	15,507.72	93.12%
2009-5006 Health Insurance	1,948.84	3,660.55	32,439.96	28,779.41	88.72%
2009-5007 FICA - Payroll Taxes	866.58	1,783.08	15,220.42	13,437.34	88.28%
2009-5008 Worker's Comp	3,136.49	3,141.45	11,823.78	8,682.33	73.43%
2009-5010 Unemployment	0.00	0.00	5,810.63	5,810.63	100.00%
2009-5012 LTD, STD and Life	177.79	177.79	2,963.16	2,785.37	94.00%
Total Salaries & Payroll	<u>18,463.22</u>	<u>33,867.77</u>	<u>283,870.60</u>	<u>250,002.83</u>	<u>88.07%</u>
<u>Contract Labor</u>					
2009-5102 Public Infrastructure	100.00	100.00	0.00	(100.00)	0.00%
Total Contract Labor	<u>100.00</u>	<u>100.00</u>	<u>0.00</u>	<u>(100.00)</u>	<u>0.00%</u>
<u>Supplies</u>					
2009-5201 Office Supplies	0.00	473.06	1,000.00	526.94	52.69%
2009-5202 Equipment	2,207.60	2,207.60	5,500.00	3,292.40	59.86%
2009-5203 Uniforms	232.66	232.66	3,500.00	3,267.34	93.35%
2009-5222 Signs	0.00	0.00	6,000.00	6,000.00	100.00%
2009-5299 Miscellaneous Supplies	227.70	640.40	3,500.00	2,859.60	81.70%
Total Supplies	<u>2,667.96</u>	<u>3,553.72</u>	<u>19,500.00</u>	<u>15,946.28</u>	<u>81.78%</u>
<u>Services</u>					

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2009-5301 Fuel	902.74	1,808.92	11,000.00	9,191.08	83.56%
2009-5302 Tractor/ Truck Repairs	1,099.61	2,080.77	7,000.00	4,919.23	70.27%
2009-5303 Tolls	0.00	0.00	200.00	200.00	100.00%
2009-5305 Legal Notices	0.00	0.00	175.00	175.00	100.00%
2009-5310 Software	48.70	75.77	125.00	49.23	39.38%
2009-5315 Electric / Trash	721.54	1,760.81	10,500.00	8,739.19	83.23%
2009-5320 Equipment Rental	0.00	111.75	9,200.00	9,088.25	98.79%
2009-5322 Training/Dues	80.00	762.36	5,000.00	4,237.64	84.75%
2009-5335 Internet/Telephone	0.00	0.00	360.00	360.00	100.00%
2009-5345 Street Lights	238.43	938.80	6,000.00	5,061.20	84.35%
2009-5355 Miscellaneous Expense	19.98	19.98	0.00	(19.98)	0.00%
2009-5385 Building Repairs	470.48	2,445.47	13,000.00	10,554.53	81.19%
2009-5395 Road Maintenance	1,116.00	3,397.62	40,000.00	36,602.38	91.51%
Total Services	<u>4,697.48</u>	<u>13,402.25</u>	<u>102,560.00</u>	<u>89,157.75</u>	<u>86.93%</u>
<u>Capital Outlay</u>					
2009-6010 Vehicles - Capital	0.00	0.00	85,000.00	85,000.00	100.00%
2009-6030 Buildings - Capital	0.00	3,350.00	54,800.00	51,450.00	93.89%
2009-7010 Principal	0.00	28,409.85	28,004.28	(405.57)	(1.45%)
2009-7020 Interest	0.00	6,722.46	7,214.36	491.90	6.82%
Total Capital Outlay	<u>0.00</u>	<u>38,482.31</u>	<u>175,018.64</u>	<u>136,536.33</u>	<u>78.01%</u>
Total Public Works	<u>25,928.66</u>	<u>89,406.05</u>	<u>580,949.24</u>	<u>491,543.19</u>	<u>84.61%</u>
2010-Code Enforcement					
<u>Contract Labor</u>					

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2010-5103 Septic Inspector	0.00	0.00	2,500.00	2,500.00	100.00%
2010-5104 Animal Control	25.00	25.00	700.00	675.00	96.43%
2010-5108 Legal Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
2010-5112 Abatement	0.00	0.00	2,000.00	2,000.00	100.00%
Total Contract Labor	<u>25.00</u>	<u>25.00</u>	<u>6,200.00</u>	<u>6,175.00</u>	<u>99.60%</u>
<u>Supplies</u>					
2010-5201 Office Supplies	0.00	0.00	500.00	500.00	100.00%
2010-5207 Postage	0.00	0.00	500.00	500.00	100.00%
2010-5299 Miscellaneous Supplies	0.00	154.99	200.00	45.01	22.51%
Total Supplies	<u>0.00</u>	<u>154.99</u>	<u>1,200.00</u>	<u>1,045.01</u>	<u>87.08%</u>
<u>Services</u>					
2010-5300 KNFB	0.00	34.16	5,000.00	4,965.84	99.32%
2010-5310 Software	0.00	2,500.00	2,100.00	(400.00)	(19.05%)
2010-5322 Training/Dues	0.00	0.00	1,875.00	1,875.00	100.00%
2010-5323 Membership	0.00	0.00	200.00	200.00	100.00%
2010-5350 Professional Services	0.00	0.00	12,000.00	12,000.00	100.00%
2010-5390 Cleanup Days	0.00	0.00	2,700.00	2,700.00	100.00%
Total Services	<u>0.00</u>	<u>2,534.16</u>	<u>23,875.00</u>	<u>21,340.84</u>	<u>89.39%</u>
Total Code Enforcement	<u>25.00</u>	<u>2,714.15</u>	<u>31,275.00</u>	<u>28,560.85</u>	<u>91.32%</u>
<u>2011-Public Safety</u>					
<u>Contract Labor</u>					
2011-5101 Contract Labor	7,900.00	12,300.00	73,800.00	61,500.00	83.33%
2011-5107 Contract Deputies	0.00	333.83	12,000.00	11,666.17	97.22%

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2011-5116 Boyd Law Enforcement	0.00	0.00	70,000.00	70,000.00	100.00%
Total Contract Labor	7,900.00	12,633.83	155,800.00	143,166.17	91.89%
<u>Services</u>					
2011-5310 Software	0.00	0.00	2,049.00	2,049.00	100.00%
2011-5385 Building Repairs	0.00	0.00	2,500.00	2,500.00	100.00%
Total Services	0.00	0.00	4,549.00	4,549.00	100.00%
<u>Capital Outlay</u>					
2011-6030 Buildings - Capital	0.00	0.00	16,500.00	16,500.00	100.00%
Total Capital Outlay	0.00	0.00	16,500.00	16,500.00	100.00%
Total Public Safety	7,900.00	12,633.83	176,849.00	164,215.17	92.86%
2013-Parks & Recreation					
<u>Supplies</u>					
2013-5201 Office Supplies	0.00	0.00	250.00	250.00	100.00%
2013-5202 Equipment	0.00	0.00	1,000.00	1,000.00	100.00%
2013-5299 Miscellaneous Supplies	0.00	83.57	0.00	(83.57)	0.00%
Total Supplies	0.00	83.57	1,250.00	1,166.43	93.31%
<u>Services</u>					
2013-5304 Special Events	2,651.78	5,688.57	7,000.00	1,311.43	18.73%
2013-5320 Equipment Rental	0.00	0.00	3,500.00	3,500.00	100.00%
2013-5322 Training/Dues	0.00	31.91	2,815.00	2,783.09	98.87%
2013-5323 Membership	0.00	0.00	500.00	500.00	100.00%
2013-5350 Professional Services	0.00	0.00	20,000.00	20,000.00	100.00%
2013-5355 Miscellaneous Expense	0.00	63.44	4,000.00	3,936.56	98.41%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2013-5385 Building Repairs	0.00	0.00	4,500.00	4,500.00	100.00%
Total Services	<u>2,651.78</u>	<u>5,783.92</u>	<u>42,315.00</u>	<u>36,531.08</u>	<u>86.33%</u>
2013-5316 Water	0.00	124.35	600.00	475.65	79.28%
Total	<u>0.00</u>	<u>124.35</u>	<u>600.00</u>	<u>475.65</u>	<u>79.28%</u>
<u>Capital Outlay</u>					
2013-6020 Equipment - Capital	0.00	0.00	7,300.00	7,300.00	100.00%
Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>7,300.00</u>	<u>7,300.00</u>	<u>100.00%</u>
Total Parks & Recreation	<u>2,651.78</u>	<u>5,991.84</u>	<u>51,465.00</u>	<u>45,473.16</u>	<u>88.36%</u>
Total Expense	<u><u>114,008.32</u></u>	<u><u>305,300.92</u></u>	<u><u>1,979,841.00</u></u>	<u><u>1,674,540.08</u></u>	<u><u>84.58%</u></u>

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01 - General Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
Revenue Summary					
-	472,489.73	960,995.89	1,929,895.16	968,899.27	50.20%
Revenue Totals	<u>472,489.73</u>	<u>960,995.89</u>	<u>1,929,895.16</u>	<u>968,899.27</u>	<u>50.20%</u>
Expense Summary					
2001-City Council	1,306.50	2,671.41	24,620.00	21,948.59	89.15%
2002-Administration	21,763.13	104,776.37	402,940.04	298,163.67	74.00%
2003-City Secretary	7,315.43	40,079.71	151,879.02	111,799.31	73.61%
2007-Municipal Court	14,939.27	53,443.38	224,613.70	171,170.32	76.21%
2008-Planning & Development	46,630.23	85,538.74	335,250.00	249,711.26	74.49%
2009-Public Works	108,227.48	197,633.53	580,949.24	383,315.71	65.98%
2010-Code Enforcement	0.00	2,714.15	31,275.00	28,560.85	91.32%
2011-Public Safety	6,150.00	18,783.83	176,849.00	158,065.17	89.38%
2013-Parks & Recreation	5,251.06	11,242.90	51,465.00	40,222.10	78.15%
Expense Totals	<u>211,583.10</u>	<u>516,884.02</u>	<u>1,979,841.00</u>	<u>1,462,956.98</u>	<u>73.89%</u>
Revenues Over(Under) Expenditures	<u>260,906.63</u>	<u>444,111.87</u>	<u>(49,945.84)</u>	<u>0.00</u>	<u>0.00%</u>

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01 - General Fund Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
<hr/>					
Property Tax					
-4101 Current Property Tax	248,456.87	334,267.77	513,495.16	179,227.39	34.90%
Total Property Tax	248,456.87	334,267.77	513,495.16	179,227.39	34.90%
Sales and Mixed Beverage Tax					
-4201 Sales/ Beverage Tax	34,054.44	113,341.95	440,000.00	326,658.05	74.24%
Total Sales and Mixed Beverage Tax	34,054.44	113,341.95	440,000.00	326,658.05	74.24%
Franchise Fees					
-4301 Franchise Fees	6,408.27	10,105.64	80,000.00	69,894.36	87.37%
Total Franchise Fees	6,408.27	10,105.64	80,000.00	69,894.36	87.37%
Permits					
-4401 Construction Permits	17,338.50	100,670.85	500,000.00	399,329.15	79.87%
-4402 Septic Permits	4,100.00	8,350.00	16,400.00	8,050.00	49.09%
-4403 Contractor Registration	600.00	2,000.00	5,000.00	3,000.00	60.00%
Total Permits	22,038.50	111,020.85	521,400.00	410,379.15	78.71%
Fines and Fees					
-4501 Court Fines	5,675.00	22,780.00	150,000.00	127,220.00	84.81%
-4510 Mun Court Svc Fee Retained	468.60	2,210.11	0.00	(2,210.11)	0.00%
-4530 Local Truancy Prevention and Diversion Fund	140.00	624.68	0.00	(624.68)	0.00%
-4535 Time Payment Reimbursement Fee	45.00	105.00	0.00	(105.00)	0.00%
Total Fines and Fees	6,328.60	25,719.79	150,000.00	124,280.21	82.85%
Other Revenue					
-4800 Interest Income	0.00	0.00	60,000.00	60,000.00	100.00%

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01 - General Fund Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
Total Other Revenue	0.00	0.00	60,000.00	60,000.00	100.00%
<u>Other Revenues</u>					
-4901 Other Revenue	151,703.05	347,273.98	85,000.00	(262,273.98)	(308.56%)
-4906 Sponsorship	3,500.00	7,250.00	5,000.00	(2,250.00)	(45.00%)
-4907 Boyd Municipal Court	0.00	12,015.91	75,000.00	62,984.09	83.98%
Total Other Revenues	155,203.05	366,539.89	165,000.00	(201,539.89)	(122.15%)
Total	472,489.73	960,995.89	1,929,895.16	968,899.27	50.20%
Total Revenue	472,489.73	960,995.89	1,929,895.16	968,899.27	50.20%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2001-City Council					
<u>Contract Labor</u>					
2001-5108 Legal Expenses	0.00	0.00	10,000.00	10,000.00	100.00%
Total Contract Labor	0.00	0.00	10,000.00	10,000.00	100.00%
<u>Supplies</u>					
2001-5201 Office Supplies	0.00	0.00	1,500.00	1,500.00	100.00%
2001-5299 Miscellaneous Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	0.00	0.00	2,000.00	2,000.00	100.00%
<u>Other Expense</u>					
2001-5307 Election Expense	0.00	0.00	3,000.00	3,000.00	100.00%
Total Other Expense	0.00	0.00	3,000.00	3,000.00	100.00%
<u>Services</u>					
2001-5310 Software	0.00	0.00	120.00	120.00	100.00%
2001-5322 Training/Dues	0.00	1,164.91	8,000.00	6,835.09	85.44%
2001-5323 Membership	651.00	851.00	1,500.00	649.00	43.27%
2001-5355 Miscellaneous Expense	655.50	655.50	0.00	(655.50)	0.00%
Total Services	1,306.50	2,671.41	9,620.00	6,948.59	72.23%
Total City Council	1,306.50	2,671.41	24,620.00	21,948.59	89.15%
2002-Administration					
<u>Salaries & Payroll</u>					
2002-5001 Salaries	11,076.91	29,076.89	126,000.00	96,923.11	76.92%
2002-5004 Longevity Pay	0.00	136.00	136.00	0.00	0.00%
2002-5005 TMRS	706.70	1,855.09	10,557.58	8,702.49	82.43%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2002-5006 Health Insurance	148.62	1,979.32	10,813.32	8,834.00	81.70%
2002-5007 FICA - Payroll Taxes	847.39	2,224.40	9,649.40	7,425.00	76.95%
2002-5008 Worker's Comp	0.00	632.24	517.16	(115.08)	(22.25%)
2002-5010 Unemployment	0.00	0.00	3,780.00	3,780.00	100.00%
2002-5011 Deferred Compensation	0.00	0.00	8,000.00	8,000.00	100.00%
2002-5012 LTD, STD and Life	30.00	436.40	2,411.58	1,975.18	81.90%
Total Salaries & Payroll	<u>12,809.62</u>	<u>36,340.34</u>	<u>171,865.04</u>	<u>135,524.70</u>	<u>78.86%</u>
<u>Contract Labor</u>					
2002-5101 Contract Labor	640.00	1,600.00	8,400.00	6,800.00	80.95%
2002-5108 Legal Expenses	0.00	0.00	55,000.00	55,000.00	100.00%
2002-5111 Information Technology	640.36	1,245.72	7,265.00	6,019.28	82.85%
Total Contract Labor	<u>1,280.36</u>	<u>2,845.72</u>	<u>70,665.00</u>	<u>67,819.28</u>	<u>95.97%</u>
<u>Supplies</u>					
2002-5201 Office Supplies	65.39	970.92	2,000.00	1,029.08	51.45%
2002-5299 Miscellaneous Supplies	0.00	377.87	500.00	122.13	24.43%
Total Supplies	<u>65.39</u>	<u>1,348.79</u>	<u>2,500.00</u>	<u>1,151.21</u>	<u>46.05%</u>
<u>Services</u>					
2002-5310 Software	150.00	4,722.86	11,000.00	6,277.14	57.06%
2002-5315 Electric / Trash	109.20	350.88	1,700.00	1,349.12	79.36%
2002-5320 Equipment Rental	176.00	287.75	6,500.00	6,212.25	95.57%
2002-5322 Training/Dues	0.00	1,018.98	4,260.00	3,241.02	76.08%
2002-5335 Internet/Telephone	0.00	143.06	1,500.00	1,356.94	90.46%
2002-5340 Auditor	0.00	0.00	16,500.00	16,500.00	100.00%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2002-5350 Professional Services	0.00	0.00	5,000.00	5,000.00	100.00%
2002-5355 Miscellaneous Expense	1,047.26	1,162.74	2,000.00	837.26	41.86%
2002-5360 Prop Tax Collection Fees	5,361.98	5,361.98	11,200.00	5,838.02	52.13%
2002-5361 Credit Card Fees	763.32	3,805.79	0.00	(3,805.79)	0.00%
2002-5375 Chapter 380	0.00	34,653.12	85,000.00	50,346.88	59.23%
2002-5380 TML Insurance	0.00	12,734.36	13,250.00	515.64	3.89%
Total Services	<u>7,607.76</u>	<u>64,241.52</u>	<u>157,910.00</u>	<u>93,668.48</u>	<u>59.32%</u>
Total Administration	<u>21,763.13</u>	<u>104,776.37</u>	<u>402,940.04</u>	<u>298,163.67</u>	<u>74.00%</u>
2003-City Secretary -----					
<u>Salaries & Payroll</u>					
2003-5001 Salaries	5,886.05	15,236.88	65,637.50	50,400.62	76.79%
2003-5002 Part Time	0.00	4,019.80	20,000.00	15,980.20	79.90%
2003-5004 Longevity Pay	0.00	244.00	244.00	0.00	0.00%
2003-5005 TMRS	375.55	972.15	7,188.28	6,216.13	86.48%
2003-5006 Health Insurance	148.60	2,126.51	10,813.32	8,686.81	80.33%
2003-5007 FICA - Payroll Taxes	750.06	1,374.13	6,569.93	5,195.80	79.08%
2003-5008 Worker's Comp	0.00	1,259.54	352.11	(907.43)	(257.71%)
2003-5010 Unemployment	0.00	0.00	2,569.13	2,569.13	100.00%
2003-5012 LTD, STD and Life	30.00	224.92	1,266.75	1,041.83	82.24%
Total Salaries & Payroll	<u>7,190.26</u>	<u>25,457.93</u>	<u>114,641.02</u>	<u>89,183.09</u>	<u>77.79%</u>
<u>Contract Labor</u>					
2003-5108 Legal Expenses	0.00	0.00	6,000.00	6,000.00	100.00%
Total Contract Labor	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>100.00%</u>

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
<u>Supplies</u>					
2003-5201 Office Supplies	15.98	570.67	1,500.00	929.33	61.96%
2003-5202 Equipment	0.00	0.00	500.00	500.00	100.00%
2003-5207 Postage	0.00	66.00	400.00	334.00	83.50%
2003-5299 Miscellaneous Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	<u>15.98</u>	<u>636.67</u>	<u>2,900.00</u>	<u>2,263.33</u>	<u>78.05%</u>
<u>Services</u>					
2003-5305 Legal Notices	0.00	0.00	1,500.00	1,500.00	100.00%
2003-5310 Software	0.00	11,293.28	12,278.00	984.72	8.02%
2003-5315 Electric / Trash	109.19	350.85	2,000.00	1,649.15	82.46%
2003-5320 Equipment Rental	0.00	111.75	6,000.00	5,888.25	98.14%
2003-5322 Training/Dues	0.00	1,716.17	4,300.00	2,583.83	60.09%
2003-5323 Membership	0.00	370.00	1,260.00	890.00	70.63%
2003-5335 Internet/Telephone	0.00	143.06	1,000.00	856.94	85.69%
Total Services	<u>109.19</u>	<u>13,985.11</u>	<u>28,338.00</u>	<u>14,352.89</u>	<u>50.65%</u>
Total City Secretary	<u>7,315.43</u>	<u>40,079.71</u>	<u>151,879.02</u>	<u>111,799.31</u>	<u>73.61%</u>
<u>2007-Municipal Court</u>					
<u>Salaries & Payroll</u>					
2007-5001 Salaries	10,216.72	20,903.86	105,125.52	84,221.66	80.12%
2007-5002 Part Time	0.00	5,304.23	0.00	(5,304.23)	0.00%
2007-5003 Overtime	1.58	633.74	1,500.00	866.26	57.75%
2007-5004 Longevity Pay	0.00	136.00	236.00	100.00	42.37%
2007-5005 TMRS	651.94	1,361.38	8,818.76	7,457.38	84.56%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2007-5006 Health Insurance	148.62	2,052.19	21,626.64	19,574.45	90.51%
2007-5007 FICA - Payroll Taxes	1,191.32	2,092.77	8,060.16	5,967.39	74.04%
2007-5008 Worker's Comp	0.00	1,259.56	431.98	(827.58)	(191.58%)
2007-5010 Unemployment	0.00	0.00	3,153.77	3,153.77	100.00%
2007-5012 LTD, STD and Life	30.00	261.05	2,032.87	1,771.82	87.16%
Total Salaries & Payroll	<u>12,240.18</u>	<u>34,004.78</u>	<u>150,985.70</u>	<u>116,980.92</u>	<u>77.48%</u>
<u>Contract Labor</u>					
2007-5106 Municipal Judge	600.00	1,800.00	9,600.00	7,800.00	81.25%
2007-5108 Legal Expenses	500.00	1,500.00	10,800.00	9,300.00	86.11%
2007-5115 Boyd Court	0.00	0.00	1,500.00	1,500.00	100.00%
Total Contract Labor	<u>1,100.00</u>	<u>3,300.00</u>	<u>21,900.00</u>	<u>18,600.00</u>	<u>84.93%</u>
<u>Supplies</u>					
2007-5201 Office Supplies	88.77	977.32	2,500.00	1,522.68	60.91%
2007-5202 Equipment	0.00	901.45	0.00	(901.45)	0.00%
2007-5207 Postage	0.00	198.00	1,000.00	802.00	80.20%
2007-5222 Signs	0.00	171.67	0.00	(171.67)	0.00%
2007-5299 Miscellaneous Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	<u>88.77</u>	<u>2,248.44</u>	<u>4,000.00</u>	<u>1,751.56</u>	<u>43.79%</u>
<u>Services</u>					
2007-5310 Software	815.00	7,690.00	5,513.00	(2,177.00)	(39.49%)
2007-5315 Electric / Trash	109.20	350.86	2,000.00	1,649.14	82.46%
2007-5320 Equipment Rental	0.00	111.75	6,000.00	5,888.25	98.14%
2007-5322 Training/Dues	260.00	1,008.44	4,215.00	3,206.56	76.07%

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2007-5323 Membership	244.00	499.00	1,000.00	501.00	50.10%
2007-5335 Internet/Telephone	0.00	143.06	1,000.00	856.94	85.69%
2007-5350 Professional Services	0.00	147.90	3,000.00	2,852.10	95.07%
2007-5355 Miscellaneous Expense	82.12	3,939.15	25,000.00	21,060.85	84.24%
Total Services	<u>1,510.32</u>	<u>13,890.16</u>	<u>47,728.00</u>	<u>33,837.84</u>	<u>70.90%</u>
Total Municipal Court	<u>14,939.27</u>	<u>53,443.38</u>	<u>224,613.70</u>	<u>171,170.32</u>	<u>76.21%</u>
2008-Planning & Development					
<u>Salaries & Payroll</u>					
2008-5007 FICA - Payroll Taxes	(732.32)	0.00	0.00	0.00	0.00%
Total Salaries & Payroll	<u>(732.32)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
<u>Contract Labor</u>					
2008-5105 Building Inspector	47,362.55	75,230.05	260,000.00	184,769.95	71.07%
2008-5109 City Engineer	0.00	3,733.10	25,000.00	21,266.90	85.07%
2008-5110 City Planner	0.00	1,200.59	35,000.00	33,799.41	96.57%
Total Contract Labor	<u>47,362.55</u>	<u>80,163.74</u>	<u>320,000.00</u>	<u>239,836.26</u>	<u>74.95%</u>
<u>Supplies</u>					
2008-5201 Office Supplies	0.00	0.00	500.00	500.00	100.00%
Total Supplies	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>	<u>100.00%</u>
<u>Services</u>					
2008-5305 Legal Notices	0.00	0.00	500.00	500.00	100.00%
2008-5310 Software	0.00	5,375.00	4,250.00	(1,125.00)	(26.47%)
2008-5350 Professional Services	0.00	0.00	10,000.00	10,000.00	100.00%
Total Services	<u>0.00</u>	<u>5,375.00</u>	<u>14,750.00</u>	<u>9,375.00</u>	<u>63.56%</u>

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
Total Planning & Development	46,630.23	85,538.74	335,250.00	249,711.26	74.49%
<u>2009-Public Works</u>					
<u>Salaries & Payroll</u>					
2009-5001 Salaries	10,675.39	28,091.25	153,262.72	125,171.47	81.67%
2009-5002 Part Time	4,274.13	9,890.08	40,425.00	30,534.92	75.53%
2009-5003 Overtime	115.81	771.69	5,000.00	4,228.31	84.57%
2009-5004 Longevity Pay	0.00	272.00	272.00	0.00	0.00%
2009-5005 TMRS	688.49	1,833.70	16,652.93	14,819.23	88.99%
2009-5006 Health Insurance	297.24	3,957.79	32,439.96	28,482.17	87.80%
2009-5007 FICA - Payroll Taxes	1,135.31	2,918.39	15,220.42	12,302.03	80.83%
2009-5008 Worker's Comp	0.00	3,141.45	11,823.78	8,682.33	73.43%
2009-5010 Unemployment	0.00	0.00	5,810.63	5,810.63	100.00%
2009-5012 LTD, STD and Life	60.00	237.79	2,963.16	2,725.37	91.98%
Total Salaries & Payroll	17,246.37	51,114.14	283,870.60	232,756.46	81.99%
<u>Contract Labor</u>					
2009-5102 Public Infrastructure	125.00	225.00	0.00	(225.00)	0.00%
Total Contract Labor	125.00	225.00	0.00	(225.00)	0.00%
<u>Supplies</u>					
2009-5201 Office Supplies	199.94	673.00	1,000.00	327.00	32.70%
2009-5202 Equipment	651.98	2,859.58	5,500.00	2,640.42	48.01%
2009-5203 Uniforms	117.66	350.32	3,500.00	3,149.68	89.99%
2009-5222 Signs	0.00	0.00	6,000.00	6,000.00	100.00%
2009-5299 Miscellaneous Supplies	99.45	739.85	3,500.00	2,760.15	78.86%

City of New Fairview
Revenue and Expense Report
As of December 31, 2023

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
Total Supplies	1,069.03	4,622.75	19,500.00	14,877.25	76.29%
<u>Services</u>					
2009-5301 Fuel	713.00	2,521.92	11,000.00	8,478.08	77.07%
2009-5302 Tractor/ Truck Repairs	3,679.95	5,760.72	7,000.00	1,239.28	17.70%
2009-5303 Tolls	6.65	6.65	200.00	193.35	96.68%
2009-5305 Legal Notices	158.25	158.25	175.00	16.75	9.57%
2009-5310 Software	6,821.64	6,897.41	125.00	(6,772.41)	(5417.93%)
2009-5315 Electric / Trash	827.33	2,588.14	10,500.00	7,911.86	75.35%
2009-5320 Equipment Rental	0.00	111.75	9,200.00	9,088.25	98.79%
2009-5322 Training/Dues	160.00	922.36	5,000.00	4,077.64	81.55%
2009-5335 Internet/Telephone	0.00	0.00	360.00	360.00	100.00%
2009-5345 Street Lights	472.94	1,411.74	6,000.00	4,588.26	76.47%
2009-5355 Miscellaneous Expense	0.00	19.98	0.00	(19.98)	0.00%
2009-5385 Building Repairs	221.00	2,666.47	13,000.00	10,333.53	79.49%
2009-5395 Road Maintenance	4,206.32	7,603.94	40,000.00	32,396.06	80.99%
Total Services	17,267.08	30,669.33	102,560.00	71,890.67	70.10%
<u>Capital Outlay</u>					
2009-6010 Vehicles - Capital	72,520.00	72,520.00	85,000.00	12,480.00	14.68%
2009-6030 Buildings - Capital	0.00	3,350.00	54,800.00	51,450.00	93.89%
2009-7010 Principal	0.00	28,409.85	28,004.28	(405.57)	(1.45%)
2009-7020 Interest	0.00	6,722.46	7,214.36	491.90	6.82%
Total Capital Outlay	72,520.00	111,002.31	175,018.64	64,016.33	36.58%
Total Public Works	108,227.48	197,633.53	580,949.24	383,315.71	65.98%

City of New Fairview
 Revenue and Expense Report
 As of December 31, 2023

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2010-Code Enforcement					
<u>Contract Labor</u>					
2010-5103 Septic Inspector	0.00	0.00	2,500.00	2,500.00	100.00%
2010-5104 Animal Control	0.00	25.00	700.00	675.00	96.43%
2010-5108 Legal Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
2010-5112 Abatement	0.00	0.00	2,000.00	2,000.00	100.00%
Total Contract Labor	<u>0.00</u>	<u>25.00</u>	<u>6,200.00</u>	<u>6,175.00</u>	<u>99.60%</u>
<u>Supplies</u>					
2010-5201 Office Supplies	0.00	0.00	500.00	500.00	100.00%
2010-5207 Postage	0.00	0.00	500.00	500.00	100.00%
2010-5299 Miscellaneous Supplies	0.00	154.99	200.00	45.01	22.51%
Total Supplies	<u>0.00</u>	<u>154.99</u>	<u>1,200.00</u>	<u>1,045.01</u>	<u>87.08%</u>
<u>Services</u>					
2010-5300 KNFB	0.00	34.16	5,000.00	4,965.84	99.32%
2010-5310 Software	0.00	2,500.00	2,100.00	(400.00)	(19.05%)
2010-5322 Training/Dues	0.00	0.00	1,875.00	1,875.00	100.00%
2010-5323 Membership	0.00	0.00	200.00	200.00	100.00%
2010-5350 Professional Services	0.00	0.00	12,000.00	12,000.00	100.00%
2010-5390 Cleanup Days	0.00	0.00	2,700.00	2,700.00	100.00%
Total Services	<u>0.00</u>	<u>2,534.16</u>	<u>23,875.00</u>	<u>21,340.84</u>	<u>89.39%</u>
Total Code Enforcement	<u>0.00</u>	<u>2,714.15</u>	<u>31,275.00</u>	<u>28,560.85</u>	<u>91.32%</u>
2011-Public Safety					
<u>Contract Labor</u>					

City of New Fairview
 Revenue and Expense Report
 As of December 31, 2023

01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2011-5101 Contract Labor	6,150.00	18,450.00	73,800.00	55,350.00	75.00%
2011-5107 Contract Deputies	0.00	333.83	12,000.00	11,666.17	97.22%
2011-5116 Boyd Law Enforcement	0.00	0.00	70,000.00	70,000.00	100.00%
Total Contract Labor	<u>6,150.00</u>	<u>18,783.83</u>	<u>155,800.00</u>	<u>137,016.17</u>	<u>87.94%</u>
<u>Services</u>					
2011-5310 Software	0.00	0.00	2,049.00	2,049.00	100.00%
2011-5385 Building Repairs	0.00	0.00	2,500.00	2,500.00	100.00%
Total Services	<u>0.00</u>	<u>0.00</u>	<u>4,549.00</u>	<u>4,549.00</u>	<u>100.00%</u>
<u>Capital Outlay</u>					
2011-6030 Buildings - Capital	0.00	0.00	16,500.00	16,500.00	100.00%
Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>16,500.00</u>	<u>16,500.00</u>	<u>100.00%</u>
Total Public Safety	<u>6,150.00</u>	<u>18,783.83</u>	<u>176,849.00</u>	<u>158,065.17</u>	<u>89.38%</u>
2013-Parks & Recreation					
<u>Supplies</u>					
2013-5201 Office Supplies	0.00	0.00	250.00	250.00	100.00%
2013-5202 Equipment	238.58	238.58	1,000.00	761.42	76.14%
2013-5299 Miscellaneous Supplies	0.00	83.57	0.00	(83.57)	0.00%
Total Supplies	<u>238.58</u>	<u>322.15</u>	<u>1,250.00</u>	<u>927.85</u>	<u>74.23%</u>
<u>Services</u>					
2013-5304 Special Events	4,605.75	10,294.32	7,000.00	(3,294.32)	(47.06%)
2013-5320 Equipment Rental	198.04	198.04	3,500.00	3,301.96	94.34%
2013-5322 Training/Dues	0.00	31.91	2,815.00	2,783.09	98.87%
2013-5323 Membership	0.00	0.00	500.00	500.00	100.00%

City of New Fairview
Revenue and Expense Report
As of December 31, 2023

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01 - General Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
2013-5350 Professional Services	0.00	0.00	20,000.00	20,000.00	100.00%
2013-5355 Miscellaneous Expense	0.00	63.44	4,000.00	3,936.56	98.41%
2013-5385 Building Repairs	0.00	0.00	4,500.00	4,500.00	100.00%
Total Services	<u>4,803.79</u>	<u>10,587.71</u>	<u>42,315.00</u>	<u>31,727.29</u>	<u>74.98%</u>
2013-5316 Water	208.69	333.04	600.00	266.96	44.49%
Total	<u>208.69</u>	<u>333.04</u>	<u>600.00</u>	<u>266.96</u>	<u>44.49%</u>
<u>Capital Outlay</u>					
2013-6020 Equipment - Capital	0.00	0.00	7,300.00	7,300.00	100.00%
Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>7,300.00</u>	<u>7,300.00</u>	<u>100.00%</u>
Total Parks & Recreation	<u>5,251.06</u>	<u>11,242.90</u>	<u>51,465.00</u>	<u>40,222.10</u>	<u>78.15%</u>
Total Expense	<u>211,583.10</u>	<u>516,884.02</u>	<u>1,979,841.00</u>	<u>1,462,956.98</u>	<u>73.89%</u>

Second Quarter 2023-2024 Investment Report

Month		Beginning Balance	Contributions	Ending Balance	Interest	Withdrawals
January 2024						
	TX Class Account Prime	\$459,728.92	\$200,000.00	\$662,617.65	\$2,888.73	\$0.00
	Transportation Impact Fee	\$249,086.36	\$76,249.89	\$326,784.71	\$1,448.46	\$0.00
	Judicial Fund	\$24.73	\$15.10	\$40.04	\$21	\$0.00
	Municipal Court Building Fund	\$3,747.00	\$740.32	\$4,507.62	\$20.30	\$0.00
	Truancy P&D Fund	\$1,865.69	\$755.43	\$2,632.66	\$11.54	\$0.00
	Municipal Court Tech Fund	\$2,473.03	\$604.36	\$3,091.28	\$13.89	\$0.00
	CIP Fund	\$3,798,287.69	\$0.00	\$3,816,692.10	\$17,864.41	\$0.00
	TPWD- Small Parks Grant Fund	\$151,389.38	\$0.00	\$152,101.32	\$711.94	\$0.00
	Debt Service Fund	\$49,338.87	\$0.00	\$49,570.88	\$232.01	\$0.00
	TDEM	\$762.77	\$0.00	\$766.44	\$3.67	\$0.00
February 2024						
	TX Class Account Prime	\$662,617.65	\$384.34	\$665,888.65	\$2,886.66	\$0.00
	Transportation Impact Fee	\$326,784.71	\$0.00	\$328,207.66	\$1,422.95	\$0.00
	Judicial Fund	\$40.04	\$0.00	\$40.28	\$0.24	\$0.00

	Municipal Court Building Fund	\$4,507.62	\$0.00	\$4,527.30	\$19.68	\$0.00
	Truancy P&D Fund	\$2,632.66	\$0.00	\$2,644.14	\$11.48	\$0.00
	Municipal Court Tech Fund	\$3,091.28	\$0.00	\$3,104.69	\$13.41	\$0.00
	CIP Fund	\$3,816,692.10	\$0.00	\$3,833,311.43	\$16,619.33	\$0.00
	TPWD- Small Parks Grant Fund	\$152,101.32	\$0.00	\$152,763.64	\$662.32	\$0.00
	Debt Service Fund	\$49,570.88	\$0.00	\$49,786.73	\$215.85	\$0.00
	TDEM	\$766.44	\$0.00	\$769.80	\$3.36	\$0.00
March 2024						
	TX Class Account Prime	\$665,888.65	\$0.00	\$656,507.96	\$3,070.80	\$12,451.49
	Transportation Impact Fee	\$328,207.66	\$0.00	\$329,730.19	\$1,522.53	\$0.00
	Judicial Fund	\$40.28	\$6.89	\$47.43	\$0.26	\$0.00
	Municipal Court Building Fund	\$4,527.30	\$337.69	\$4,887.21	\$22.22	\$0.00
	Truancy P&D Fund	\$2,644.14	\$344.57	\$3,002.18	\$13.47	\$0.00
	Municipal Court Tech Fund	\$3,104.69	\$275.66	\$3,395.76	\$15.41	\$0.00
	CIP Fund	\$3,833,311.43	\$0.00	\$3,851,094.03	\$17,782.60	\$0.00
	TPWD- Small Parks Grant Fund	\$152,763.64	\$0.00	\$153,472.31	\$708.67	\$0.00
	Debt Service Fund	\$49,786.73	\$2,067.15	\$52,092.56	\$238.68	\$0.00
	TDEM	\$769.80	\$0.00	\$773.46	\$3.66	\$0.00
	MOU Steering Committee Fund	\$0.00	\$10,000.00	\$10,008.94	\$8.94	\$0.00



CITY COUNCIL AGENDA MEMO

Prepared By: John Cabrales Jr, City Administrator

April 15, 2024

Joint Resolution with the City of Justin for expressing a desire to pursue regional water and wastewater services

DESCRIPTION:

Receive, consider, and act on a Joint Resolution with the City of Justin expressing a desire to pursue regional water and wastewater services.

BACKGROUND INFORMATION:

A few years back, the City was approached by the developers of Shoop Ranch and Constellation Lake, approved mixed-use developments in the city, and inquired about the City's capability of providing water and/or wastewater treatment services for these planned developments. The City does not own and operate any public water and public wastewater system, and in fact does not hold a Certificate of Convenience and Necessity (CCN) for either water or wastewater. On March 15, 2021, the City Council approved a Professional Services Agreement with Schaumburg & Polk, Inc to complete and submit an application for a CCN for water and wastewater services. On January 15, 2024, the City Council approved the First Amendment to this Professional Services Agreement to keep the application process moving forward.

The City has had several discussions with the City of Justin and with the Upper Trinity Regional Water District (UTRWD), about purchasing drinking water from UTRWD and connecting to Justin's water infrastructure to receive the water. In January, staff met with City of Justin staff to discuss the next steps for continuing the water and wastewater connection project. Justin staff shared good information about the location connection point for the water line and wastewater line. They also requested a water line survey and water modeling from the connection point near B Judge Lane and FM 407 where our Extraterritorial Jurisdictions meet.

On March 18, the City Council approved a Professional Services Agreement with Westwood Professional Services Inc., for engineering services for an alignment study for a connection point with the City of Justin and providing a water model for sizing of infrastructure for this connection. On April 1, the City entered into cost sharing agreements with the developers of Shoop Ranch and Constellation Lake for this alignment study. UTRWD is completing a water capacity study soon and plans to meet with City of New Fairview and City of Justin representatives to discuss the results of the study. The study will allow UTRWD to determine the timeline that they can make water available for the City of New Fairview to purchase, and to access by connection to the City of Justin infrastructure. Both cities are also in discussion regarding wastewater service for the Constellation Lake development.

This Joint Resolution codifies the intent of both the City of New Fairview and the City of Justin's commitment to work together to explore and pursue the provision of water and wastewater services by Justin to New Fairview. The Resolution calls for a feasibility study to assess the technical, financial, and regulatory aspects of providing water and wastewater services between the two cities. The Resolution shall remain in effect until such time as a final agreement is reached between the City of Justin and the City of New Fairview regarding the provision of water and wastewater services.

Staff recommend approval of the Resolution.

FINANCIAL CONSIDERATION:

None

RECOMMENDED MOTIONS:

I move to **Approve/Deny** a Joint Resolution with the City of Justin expressing a desire to pursue regional water and wastewater services.

ATTACHMENT(S):

1. Resolution 202404-03-122



**CITY OF NEW FAIRVIEW, TEXAS
RESOLUTION No. 202404-03-122**

JOINT RESOLUTION

A JOINT RESOLUTION OF THE CITY OF JUSTIN CITY COUNCIL AND THE CITY OF NEW FAIRVIEW CITY COUNCIL EXPRESSING A DESIRE TO PURSUE REGIONAL WATER AND WASTEWATER SERVICES.

WHEREAS, the Cities of Justin and New Fairview are governmental entities engaged in the protection and preservation of their community and its citizenry, which is a recognized governmental function; and

WHEREAS, the City of Justin ("JUSTIN"), Texas is a Home Rule municipality; and

WHEREAS, the City of New Fairview ("NEW FAIRVIEW"), Texas is a Type A, General Law municipality; and

WHEREAS, JUSTIN is a wholesale water customer of the Upper Trinity Water District and a wholesale wastewater customer of Trinity River Authority; and

WHEREAS, NEW FAIRVIEW does not have water or wastewater service capacity; and

WHEREAS, NEW FAIRVIEW has requested water and wastewater service from Justin; and

WHEREAS, JUSTIN and NEW FAIRVIEW desire to foster and promote region cooperative efforts; and

WHEREAS, the provision of water service throughout the region is of vital importance to the health, safety, and welfare of the citizens of JUSTIN and NEW FAIRVIEW; and

WHEREAS, NEW FAIRVIEW desires to secure and maintain an adequate potable water source for the health, safety, and welfare of the citizens of NEW FAIRVIEW.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCILS OF THE CITIES OF JUSTIN AND NEW FAIRVIEW TEXAS, THAT:

Article I: Expression of Intent

JUSTIN and the NEW FAIRVIEW hereby express their intent to explore and pursue the provision of water and wastewater services by JUSTIN to NEW FAIRVIEW.

Article II: Collaborative Efforts

1. JUSTIN and NEW FAIRVIEW agree to conduct a feasibility study to assess the technical, financial, and regulatory aspects of providing water and wastewater services to the NEW FAIRVIEW.
2. NEW FAIRVIEW agrees to cooperate fully with JUSTIN in providing necessary

information, access to infrastructure, and support for the feasibility study.

3. Both parties agree to engage in open communication and collaboration throughout the process.

Article III: Scope of Services

1. JUSTIN shall explore options for providing water supply and wastewater treatment services to NEW FAIRVIEW, including but not limited to, the extension of existing infrastructure, construction of new facilities, and regulatory compliance.
2. NEW FAIRVIEW shall work with JUSTIN to define the specific requirements and expectations for water and wastewater services.

Article IV: Legal and Regulatory Compliance

1. JUSTIN shall ensure compliance with all applicable laws, regulations, and permits governing the provision of water and wastewater services.
2. NEW FAIRVIEW shall assist JUSTIN in obtaining any necessary approvals or permits required for the provision of services.

Article V: Review and Approval

1. Upon completion of the feasibility study, JUSTIN and NEW FAIRVIEW shall review the findings and recommendations.
2. Both parties shall jointly determine the next steps, including any necessary agreements or actions to proceed with the provision of services.

Article VI: Duration of Resolution

This Joint Resolution shall remain in effect until such time as a final agreement is reached between JUSTIN and NEW FAIRVIEW regarding the provision of water and wastewater services.

DULY PASSED by the City Council of the City of Justin, Texas, on the 11th day of April, 2024.

DULY PASSED by the City Council of the City of New Fairview, Texas, on the 25th day of April, 2024.

FOR THE CITY OF JUSTIN

ATTEST:

James Clark, Mayor

Brittany Andrews, City Secretary

Jarrod Greenwood, City Manager

APPROVED AS TO FORM:

Matthew Boyle, City Attorney

FOR THE CITY OF NEW FAIRVIEW

ATTEST:

John R. Taylor, Mayor

Brooke Boller, City Secretary

John Cabrales, City Administrator



**CITY COUNCIL
AGENDA MEMO**

Prepared By: John Cabrales Jr, City Administrator

April 15, 2024

Planning and Zoning Commission Appointment

DESCRIPTION:

Receive, consider, and act on appointing member(s) to the Planning and Zoning Commission.

BACKGROUND INFORMATION:

Chapter 9, Article 9.04 of the City Code of Ordinances addresses the composition of the Planning and Zoning Commission.

ARTICLE 9.04 PLANNING AND ZONING COMMISSION



Sec. 9.04.001 Creation and composition

There is hereby created and established within the city, a city planning and zoning committee, which shall be subject to the jurisdiction of the city council. The planning and zoning committee shall be composed of five (5) members, three (3) of whom shall constitute a quorum for the transaction of business. The members shall be resident citizens and qualified voters of the city. Members shall be appointed by the city council for a term of office of two (2) years, provided however, that two (2) members shall be initially appointed for a term of one (1) year, with those terms being for two (2) years thereafter. All vacancies on the planning and zoning committee shall be filled by appointment by the city council for the unexpired term of the vacated member.

(Ordinance 2004-01-096, sec. 1, adopted 1/11/04; Ordinance 202103-03-222 adopted 3/1/21)

The Planning and Zoning Commission Place 4 is currently vacant. The City has received an application from Kendall Waldie, and staff has confirmed he is a resident and qualified voter of the city.

Current Board Members

Julie Burger
Lisa Dawn Cabrera
Rebecca McPherson

Vacant

Don Duval

Place

Place 1
Place 2
Place 3

Place 4

Place 5

Term

(Oct. 2025)
(Oct. 2024)
(Oct. 2025)
(Oct. 2024)
(Oct. 2025)

FINANCIAL CONSIDERATION:

None

RECOMMENDED MOTIONS:

I move to **Approve/Deny** the appointment of Kendall Waldie to the Planning and Zoning Commission, Place 4.

ATTACHMENT(S):

1. Application



**CITY COUNCIL
AGENDA MEMO**

Prepared By: John Cabrales Jr, City Administrator

April 15, 2024

Parks and Recreation Board Appointment

DESCRIPTION:

Receive, consider, and act on appointing members to the Parks and Recreation Board and the Keep New Fairview Beautiful Committee.

BACKGROUND INFORMATION:

On February 6, 2023, the City Council approved an Ordinance (202302-01-103) creating a Parks and Recreation Board and Keep New Fairview Beautiful Committee. The Board is an advisory body to the City Council and staff regarding the recreational needs of the community including developing plans for future recreation programs, facilities, and areas; recommending policies to carry out recreational programs and initiatives; reviewing maintenance of recreation facilities; recommending funding for recreation facilities; and informing the public of recreation opportunities or needs.

The board will also serve as the Keep New Fairview Beautiful Committee and will make recommendations on issues related to community appearance, beautification, the environment, and entrances into the City. This Committee can assist the City in becoming an affiliate of Keep Texas Beautiful (KTB) (<https://ktb.org/>). KTB affiliates are qualifying cities, counties and/or communities that work with KTB to educate and engage Texans to take responsibility for improving their communities. Affiliates are the volunteers who organize local cleanups, design, and implement recycling programs, and educate local populations. KTB also has numerous resources available to affiliates such as grant and funding opportunities, youth programs, assistance with special clean up events.

The Ordinance creates for five board members and one alternate to serve two-year terms with staggered terms for the initial appointment on the creation of this board.

Sec. 10.03.002. Members and Terms

The City Council shall appoint a Parks and Recreation board of five members and one alternate member.

- (a) Members of the Parks and Recreation Board shall be residents and qualified voters of the city.
- (b) Members, including alternate members, shall be appointed by the City Council for a term of two (2) years, provided however, that two (2) members and the alternate member shall be initially appointed for a term of one (1) year, with those terms being for two (2) years thereafter.
- (c) If a replacement has not been designated by the end of a member's term, that members shall continue serving until a successor is appointed.
- (d) In the event of a vacancy, the City Council shall appoint a member to serve for the unexpired term. The City Council may remove any member from the Board.

There is currently one vacancy on this Board in the Alternate Place. The Alternate is allowed to attend meetings and participate in discussions, but can only vote if one of the other "Place" members is not present at the meeting. Attached is the application recently received by the City from Christine Waldie.

<u>Board Members</u>	<u>Place</u>	<u>Term</u>
Deborah Greene	Place 1	(June 2024)
Jenifer Kozlowski	Place 2	(June 2025)
Julie Burger	Place 3	(June 2024)
John Rodriguez	Place 4	(June 2025)
Patricia Briscoe	Place 5	(June 2025)
Vacant	Alternate	(June 2024)

FINANCIAL CONSIDERATION:

None

RECOMMENDED MOTIONS:

I move to **Approve/Deny** the appointment of Christine Waldie to the Parks and Recreation Board, and the Keep New Fairview Beautiful Committee, to the Alternate Place.

ATTACHMENT(S):

1. Application

CITY COUNCIL AGENDA MEMO

Prepared By: John Cabrales Jr, City Administrator

April 15, 2024

City Naming Policy

DESCRIPTION:

Receive, consider, and act on a Resolution adopting guidelines and procedures relating to the naming and renaming of City facilities.

BACKGROUND INFORMATION:

It is beneficial for a city to have guidelines for the naming of any City building, facility, land, or any portion thereof. Names should be familiar to the majority of citizens, easy to recall, unique and lasting. The City has been contacted by a local business owner who is interested in naming the new city park.

Staff had a work session discussion with the City Council on March 4, 2024 to determine if there was interest in adopting a Naming Policy for City buildings, facilities, land, or any portion thereof, and if so, what should be included in the policy. Staff has drafted a Resolution containing a Naming Policy (attached) based on the input received from the City Council work session discussion.

FINANCIAL CONSIDERATION:

The financial impact to the City should be minimal. Any plaque, marker, sign, or memorial costs should be paid by the applicant. Depending on the monetary vs non-monetary amount or value set in the policy, this could be used for the benefit of public facilities and services.

RECOMMENDED MOTIONS:

I move to **Approve/Deny** a Resolution adopting guidelines and procedures relating to the naming and renaming of City facilities

ATTACHMENT(S):

1. Resolution 202404-04-123



**CITY OF NEW FAIRVIEW, TEXAS
RESOLUTION No. 202404-04-123**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW FAIRVIEW, TEXAS
ADOPTING GUIDELINES AND PROCEDURES RELATING TO THE NAMING AND
RENAMING OF CITY FACILITIES, AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of New Fairview, Texas is a Type A General Law Municipality located in Wise and Denton County, Texas, created in accordance with the provisions of the Texas Local Government Code and operating pursuant to enabling legislation of the State of Texas; and

WHEREAS, the City has recently received a request to name a City-owned facility; and

WHEREAS, the City Council finds it to be in the public interest to establish a guidelines and procedures policy for the naming and renaming of all City-owned facilities; and

WHEREAS, the guidelines and procedures policy will provide a uniform way to address any naming requests to the City Council and will afford an opportunity to those who have made extraordinary commitments, donations, and achievements on behalf of the city to be recognized.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW FAIRVIEW, TEXAS:

SECTION 1. The recitals set forth above are true and correct and are incorporated herein by reference as part of this Resolution.

SECTION 2. The City Council hereby approves the Policy for the naming of City-owned Facilities attached as (Exhibit "A").

SECTION 3. This resolution shall not apply to the initial naming or renaming of public or private streets dedicated as part of the approval of a plat or replat of land pursuant to the City's Subdivision Ordinance, as amended.

SECTION 4. Nothing in this resolution shall be construed as limiting the City Council in the exercise of its legislative authority to name and rename City-owned Facilities in a manner without complying with the process established by this resolution under such circumstances as may be determined by the City Council, it being the intent of the City Council in the passage of this Resolution to primarily establish a procedure wherein City residents may petition the City Council to name and rename City-owned Facilities.

SECTION 5. If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determined that it would have adopted this Resolution without the invalid provision.

SECTION 6. This Resolution shall take effect immediately upon its passage, as provided by law.

PRESENTED AND PASSED on this 15th day of April, 2024, at a regular meeting of the New Fairview City Council.

JOHN TAYLOR, Mayor

ATTEST:

BROOKE BOLLER, City Secretary

Exhibit 'A'

CITY OF NEW FAIRVIEW NAMING POLICY GUIDELINES FOR CITY BUILDINGS, FACILITIES, LAND, OR ANY PORTION THEREOF

I. GENERAL

A. These policy guidelines are intended to address naming opportunities when a citizen, group, or organization submits a nomination to name a City building, facility, land, or any portion thereof. The City Council may initiate the naming of any building, facility, land, or any portion thereof at its discretion and may apply the following guidelines in City Council initiated naming. The City Council may choose to waive any part of these guidelines by three-fourth's vote of the entire City Council. Any amendments to this policy require only a simple Council majority vote. These policy guidelines do not address the naming of streets.

B. Naming, whether after an individual, foundation, or organization will be on a case-by-case basis and assessed for potential conflict of interest and alignment with the City's mission and values.

II. DEFINITIONS

City Buildings. City-owned buildings which are open to the public and used to conduct City business. Buildings may include, but are not limited to, City Halls, civic/community centers, public libraries, multipurpose buildings, public safety buildings, and public utility buildings/structures.

City Facilities. City-owned structures, amenities, or features, which are open to the public and used for City business, or public attractions of any kind, including, but not limited to, athletic fields, bridges, fountains, gymnasiums, library collections and/or department's interior and exterior spaces, meeting rooms, picnic shelters, pavilions, playground equipment, recreation facilities, playing fields, tennis courts, multi-purpose courts, and basketball courts.

City Land. Real estate owned and/or managed by the City, including but not limited to park property and other open space areas.

Commemorative Name. A name given to recognize an individual, organization, or foundation who has made a significant contribution on a local or Wise/Denton County level.

Temporary Name. A non-permanent name given by City staff to identify a City building, facility, land, or any portion thereof for a limited time pending a naming request.

III. COMMEMORATIVE NAMING AFTER AN INDIVIDUAL

A. Criteria for Commemorative Naming After an Individual

It is intended that all the criteria in this section be satisfied when considering the naming of a City facility, building, land, or any portion thereof after an individual.

1. The individual must be deceased and had been a resident or business owner, in the City of New Fairview; and

2. The individual must have been of good moral character and must not have been convicted of any felonies, or crimes of moral turpitude.
3. The individual should have made exceptional contributions on a local or Wise/Denton County level, and the individual's achievements should represent a lasting legacy to the City.
4. Any monetary or in-kind contribution must have a value of at least \$20,000, with at least ten percent (10%) of the value in a cash donation to the City, towards the acquisition and/or development of a City facility, building, land, or any portion thereof. Any in-kind donations must fit within the standards of the City of New Fairview, and the placement must be approved by the City Administrator.

B. Naming After an Individual Who Performed Outstanding or Heroic Service

Buildings, facilities, land, or any portion thereof may also be named in memory of individuals who died in the line of duty serving the City of New Fairview, the State of Texas, or the United States of America; or died performing a heroic act, such as saving the life of another person. In these instances, as appropriate, the City may elect to obtain or attempt to make contact for approval from living family members of the individual recommended for having a City building, facility, land, or any portion thereof named in their honor.

C. Renaming After an Individual

In order to honor the decisions of previous City Councils and descendants of individuals after whom a City building, facility, land, or any portion thereof is named, renaming shall typically not occur. However, if it is determined that circumstances have changed such that the criteria set forth in section I. B and/or section III is no longer met, the City Council may elect to remove the name from the City building, facility, land, or any portion thereof.

IV. COMMEMORATIVE NAMING AFTER A FOUNDATION OR ORGANIZATION

A. Criteria for Commemorative Naming After a Foundation or Organization

1. If consideration is given to naming a City building, facility, land, or any portion thereof after a foundation or organization, the foundation or organization considered should have made exceptional local contributions; and their achievements should represent a lasting legacy to the city.
2. In selected instances, a City building, facility, land, or any portion thereof may be named after a foundation or organization that makes a unique and extraordinary monetary or in-kind contribution to the development and/or usage of City buildings, facilities, land, or any portions thereof. The merits and value of each such naming shall be evaluated on a case-by-case basis.
3. Any monetary or in-kind contribution must have a value of at least \$20,000, with at least ten percent (10%) of the value in a cash donation to the City, towards the acquisition and/or development of a City facility, building, land, or any portion thereof. Any in-kind donations must fit within the standards of the City of New Fairview, and the placement must be approved by the City Administrator.

B. Renaming After a Foundation or Organization

In order to honor the decisions of previous City Councils and foundations or organizations after which a City building, facility, land, or any portion thereof are named, renaming shall typically not occur. However, if it is determined that circumstances have changed such that the criteria set forth in section I. B and/or section IV is no longer met, the City Council may elect to remove the name from the City building, facility, land, or any portion thereof.

V. PLAQUES, MARKERS, AND MEMORIALS

A. Plaques, markers, and memorials that are requested or needed to be located on a City building, facility, land, or any portion thereof must be reviewed and approved by the City Administrator or his/her designee, as to design and maintenance requirements.

B. Total costs for purchasing plaques, markers, and memorials involved in the naming of a new City building, facility, land, or any portion thereof, as well as up to five (5) years of maintenance costs, shall be paid by the nominating individual or organization, unless City Council waives such funding. This provision has no application in those instances where the costs of plaques, markers, or memorials are included in the design and construction costs of a project.

VI. PROCEDURES FOR NAMING CITY BUILDINGS, FACILITIES, LAND, OR ANY PORTION THEREOF

A. Groups or individuals may submit nominations for naming a City building, facility, land, or any portion thereof by submitting a completed Naming Application with all required information to the City Administrator.

B. Once the City Administrator has a complete Naming Application, he will inform the City Council and request that they appoint a Naming Review Committee that shall consist of the following:

- a. the Mayor;
- b. a City Council Member;
- c. two city staff members; and
- d. two City Board or Commission members (they must be from the Park Board if it involves a park facility or property).

C. The ad hoc Naming Review Committee shall be guided by the provisions of this policy and shall provide a recommendation to the City Council for consideration.

D. The final decision for naming a City building, facility, land, or any portion thereof shall rest with the City Council.