

**AGENDA
CITY OF TEAGUE
BOARD OF ALDERMEN
REGULAR CALLED MEETING
JANUARY 21, 2020 6:00 P.M.**

AGENDA

Notice is hereby given that a Regular Called Meeting of the Governing Body of the City of Teague will be held on **JANUARY 21, 2020 at 6:00 P.M.** The meeting will be held in the **COUNCIL ROOM, LOCATED AT TEAGUE CITY HALL 105 SOUTH 4th AVENUE TEAGUE, TEXAS 75860.** All Agenda items are subject to action. *The City Council reserves the right to meet in executive closed session on any Agenda items listed below, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney); 551.072 (Deliberation and Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).*

1. **CALL TO ORDER AND ANNOUNCE QUORUM IS PRESENT:**
2. **INVOCATION:**
3. **PLEDGE TO THE FLAG:**
4. **ROLL CALL:**
5. **VISITORS/CITIZENS COMMENTS:** *This is an opportunity for the public to address the Council on any matter included on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. To address the Council, speakers must complete a Speaker Form and provide it to the City Secretary prior to the start of the meeting. Each speaker shall approach the podium and state his/her name and street address before speaking. Speakers shall address the Council with civility that is conducive to appropriate public discussion. The public cannot speak from the gallery but only from the podium. Per the Texas Open Meetings Act, the Council is not permitted to take action on or discuss any item not listed on the agenda. The Council may: (1) make a statement of fact regarding the item; (2) make a recitation of existing policy; or (3) propose the item be placed on a future agenda, in accordance with Council procedures.*
6. **CONSENT AGENDA:**
 - a. Approve Minutes from the December 16, 2019 Meeting of the Board of Aldermen
 - b. Approve the Accounts Payable and Payroll Check Registers for the month of December 2019
 - c. Accept and the Financial Statement for December 2019
 - d. Accept the Quarterly Investment Report for the 4th Quarter of 2019
 - e. Accept the Teague Police Department's 2019 Racial Profile Report
7. **OLD BUSINESS: None**
8. **NEW BUSINESS:**
 - a. Discussion and possible action on establishing a quarterly and/or annual fee for mobile food truck vendors.
 - b. Discussion and possible action on approving a grant administration and project management service provider for the Flood Mitigation Assistance Elevation Grant for 28 Mimosa Lane.

- c. Discussion and possible action on approving an estimate for the demolition of the City's Old Municipal Power Plant as requested by the action taken at the November 18, 2019 Board of Aldermen Meeting.
- d. Discussion and possible action on approving Ordinance No. 2020-01-21 amending Code of Ordinance Number 13.1001 amending the utility deposit for property renters to \$150.00.
- e. Discussion and possible action on approving Ordinance No. 2020-01-21-A, amending Chapter 4, "Business Regulations", Article 4.900, "Sale of Alcoholic Beverages" and Chapter 8, "Offenses and Nuisances", Article 8.300, "Alcoholic Beverage Consumption", to amend the regulations related to the sale of alcoholic beverages for off-premise consumption in a residential area and the consumption of alcoholic beverages; providing repealing, savings and severability clauses; providing a penalty clause; providing for publication and an effective date.
- f. Discussion and possible action on rescinding the action from the December 16, 2019 Board of Aldermen Meeting to not allow the sale of alcohol at the Christmas in the Parks February fundraiser.
- g. Discussion and possible action on approving a pay increase for Chief of Police DeWayne Philpott.
- h. Discussion and possible action on approving the Contract for Engineering/Surveyor Services with TRC Engineers, Inc. for the pending 2019 Texas Community Development Block Grant Program Sewer Improvement Project.
- i. Discussion and possible action on approving Resolution Number 2020-01-21-B authorizing signatures for the Texas Community Development Block Grant Contract No. 7219439.
- j. Discuss and consider Resolution Number 2020-01-21-C adopting and/or reaffirming policies and procedures for civil rights, equal opportunity, Limited English Proficiency Plan and fair housing as required by the Texas Community Development Block Grant Program.
- k. Discuss and consider proclaiming April as Fair Housing Month.
- l. Discussion and possible action approving and authorizing the Mayor to execute Resolution No. 2020-01-21 which calls for the General Election to be held jointly with Teague Independent School District on May 2, 2020; and establishing procedures for that election; appointment of an Election Judge and Alternate Judge; providing for notice of election; establishing other procedures for conduct of election; and providing an effective date.
- m. Discussion and possible action on approving and authorizing the Mayor to execute the Joint Election Agreement between the City of Teague and Teague Independent School District for the General Election to be held on May 2, 2020.
- n. Discussion and possible action on assuming the responsibility and ownership of the Hilltop Water Board's water lines located near Highway 84, outside the western corporate city limits of the City of Teague.

- o. Discussion and possible action on approving the drafted and proposed policies for the City of Teague as follows:
 - Municipal Utility Billing
 - Service and Maintenance Request
 - Onboarding
 - E-mail Use
 - Responding to Citizen Request for City Documents, Records and Other Public Information
 - Volunteer Policy
 - Purchasing
 - Cash Handling
 - Accounts Payable
 - Accounts Receivable and Collections
 - Board of Aldermen

- p. Discussion and possible action on approving the job descriptions for the following positions:
 - Police Officer
 - Police Sergeant
 - Chief of Police
 - Administrative Assistant-Police Secretary / Deputy Court Clerk
 - Municipal Judge
 - City Administrator / Secretary
 - Finance Bookkeeper
 - Administrative Assistant – Utility Clerk
 - Administrative Assistant
 - Librarian
 - Library Clerk
 - Chief Utility Operator
 - Utility Operator
 - Streets Crewman
 - Parks Crewman
 - Director of Public Works

9. **EXECUTIVE SESSION** – In accordance with Texas Government Code, Section 551.001, et seq., the Board of Aldermen will recess into Executive Session (closed meeting) to discuss the following:

- a. § 551.074: Conduct an executive session as authorized by Texas Government Code, Section 551.074(a) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee: Employment: Kimberly Thompson, Administrative Assistant

10. **RECONVENE INTO OPEN SESSION** - In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

11. PRESENTATION AND DISCUSSION OF DEPARTMENT HEAD REPORTS:

- Administration – Theresa Prasil, City Administrator
- Courts – Theresa Prasil, City Administrator
- Public Works – Jacob Cowling, Public Works Director
- Police Department – DeWayne Philpott, Chief of Police
- Library – Diane Willis, Librarian
- EDC

12. ANNOUNCEMENTS:

13. ADJOURN:

CERTIFICATION

I, Theresa Prasil, City Secretary of the governing body of the City of Teague, Texas, Do **HEREBY CERTIFY** that the above notice of the meeting of the governing body of the City of Teague, Texas is a true and correct copy of said notice posted at the City of Teague, Texas in a place convenient and readily accessible to the Public at all time.

Witness my hand and seal of the City of Teague, and posted on this 16th day of January 2020, at 5:00pm and will remain posted continuously for at least 72 hours preceding scheduled time of the meeting.





Theresa Prasil, City Administrator/Secretary

Any person interested in attending the meeting with special communication or accommodations needs to contact City Hall 48 hours prior to the meeting at 254-739-2547 to make arrangements.

“The City of Teague is an equal opportunity provider and employer.”

Agenda Item

6. CONSENT AGENDA

- a. Approve Minutes from the December 16, 2019 Meeting of the Board of Aldermen
- b. Approve the Accounts Payable and Payroll Check Registers for the month of December 2019
- c. Accept and the Financial Statement for December 2019
- d. Accept the Quarterly Investment Report for the 4th Quarter of 2019
- e. Accept the Teague Police Department's 2019 Racial Profile Report

**MINUTES
CITY OF TEAGUE
BOARD OF ALDERMEN
REGULAR CALLED MEETING
DECEMBER 16, 2019 6:00 P.M.**

1. **CALL TO ORDER AND ANNOUNCE QUORUM IS PRESENT:** *The meeting was called to order at 6:00 P.M. by Mayor James Monks and a Quorum was announced with all present Aldermen seated at their respective places.*
2. **INVOCATION:** *Alderman Ballew*
3. **PLEDGE TO THE FLAG:** *Alderman Jones*
4. **ROLL CALL:** *Present: James Monks, Mayor, Jerry Ballew, Mayor Pro Tempore / Alderman Place I, Rhonda Jones, Alderman Place II and Ryan Mathison, Alderman Place V Absent: Marie Hertenberger, Alderman Place III and Chris Nickleberry, Alderman Place IV*
5. **VISITORS/CITIZENS COMMENTS:** *This is an opportunity for the public to address the Council on any matter included on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. To address the Council, speakers must complete a Speaker Form and provide it to the City Secretary prior to the start of the meeting. Each speaker shall approach the podium and state his/her name and street address before speaking. Speakers shall address the Council with civility that is conducive to appropriate public discussion. The public cannot speak from the gallery but only from the podium. Per the Texas Open Meetings Act, the Council is not permitted to take action on or discuss any item not listed on the agenda. The Council may: (1) make a statement of fact regarding the item; (2) make a recitation of existing policy; or (3) propose the item be placed on a future agenda, in accordance with Council procedures. **None***
6. **CONSENT AGENDA:**
 - a. Approve Minutes from the November 18, 2019 Meeting of the Board of Aldermen
 - b. Approve the Accounts Payable and Payroll Check Registers for the month of November 2019
 - c. Accept and the Financial Statement for November 2019*Alderman Ballew moved to approve Consent Agenda Items A, B and C, seconded by Alderman Jones. Motion carried 3-0.*

Mayor Monks announced that Agenda Item 9 Executive Session would be moved on the Agenda to be discussed at this time.

7. **OLD BUSINESS:**
 - a. Discussion and possible action on a Go Texan Event at the 8th Avenue City Park.
Mayor Monks explained that the Go Texan Committee is unsure of the details at this time and ask that this item be removed from the Agenda.
Alderman Ballew moved to remove Agenda Item 7 A from the Agenda, seconded by Alderman Mathison. Motion carried 3-0.
 - b. Discussion and possible action on approving the hangar proposal from Mike Steward.
City Administrator explained that Mr. Steward's reply to the City's offer was included in the meeting packet and ask if there were any questions.
Alderman Ballew moved to not approve the hangar proposal from Mike Steward, seconded by Alderman Jones. Motion carried 3-0.


Minutes December 16, 2019: 

8. NEW BUSINESS:

- a. Discussion and possible action on choosing a City of Teague logo and winner from the logo contest entries.
*The logo contest entries were viewed by the Board of Aldermen.
Motion to authorize the City Administrator to work with Brian Teer to modify his proposed logo and bring it back to the Board for further consideration was made by Alderman Jones, seconded by Alderman Ballew. Motion 3-0.*
- b. Discussion and possible action on approving the modification of the Utility Deposit for renters.
*City Administrator Prasil presented the deposit fees from the surrounding cities.
Motion to consider lowering the utility deposit for renters to \$150.00 and for it to not to go into effect until an ordinance with the changes is presented and approved was made by Alderman Mathison, seconded by Aldermen Jones. Motion carried 3-0.*
- c. Discussion and possible action on approving the Teague Economic Development Corporation's request to relinquish the Old City Hall property back to the City of Teague.
Alderman Ballew moved to post pone Agenda Item 8 C and to schedule a workshop with the Teague Economic Development Corporation to discuss this matter, seconded by Alderman Jones. Motion carried 3-0.
- d. Discussion and possible action on accepting the Old City Hall property from the Teague Economic Development Corporation. *No Action*
- e. Discussion and possible action on the Old City Hall property. *No Action*
- f. Discussion and possible action on approving the revised Public Works Department's list of surplus equipment to be disposed.
Motion to approve the revised list was made by Alderman Jones, seconded by Alderman Mathison. Motion carried 2-1 (Alderman Ballew voting nay).
- g. Discussion and possible action on allowing the sale and /or consumption of alcohol on city owned properties.
Motion to approve Agenda Item 8 G as written was made by Alderman Mathison, seconded by Alderman Jones. Motion carried 3-0.
- h. Discussion and possible action on approving the Christmas in the Parks Committee's Valentines Fundraiser.
Alderman Ballew moved to approve Agenda Item 8 H with the exclusion of alcohol sales, seconded by Alderman Jones. Motion carried 3-0.

At 6:05 P.M. Open Session convened into Executive Session

9. **EXECUTIVE SESSION** – In accordance with Texas Government Code, Section 551.001, et seq., the Board of Aldermen will recess into Executive Session (closed meeting) to discuss the following:
 - a. § 551.074: Conduct an executive session as authorized by Texas Government Code, Section 551.074(a) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee: Rehire/Employment: Hailey Brown, Utility Clerk
 - b. § 551.071: Consultation with Attorney regarding pending or contemplated litigation re: City of Teague v. City of Fairfield.

Minutes December 16, 2019: 

- c. § 551.071: Consultation with 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 this chapter re: Facilities Agreement between the City of Teague, City of Fairfield, and Texas Department of Criminal Justice; Interlocal Definitive Agreement Between the City of Teague and the City of Fairfield; and Agreement Between the City of Teague and City of Fairfield regarding Record Retention.

At 6:46 P.M. Executive Session convened into Open Session

10. RECONVENE INTO OPEN SESSION - In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

Motion to rehire Hailey Brown as a Utility Clerk at \$13 per hour was made by Alderman Mathison, seconded by Alderman Ballew. Motion carried 3-0.

Alderman Ballew moved to continue settlement discussions with the city representatives of Fairfield in January 2020, including review of the assets jointly owned by the cities at the TDCJ facility and valuation of same, seconded by Alderman Mathison. Motion carried 3-0.

11. PRESENTATION AND DISCUSSION OF DEPARTMENT HEAD REPORTS:

- Administration – Theresa Prasil, City Administrator
- Courts – Theresa Prasil, City Administrator
- Public Works – Jacob Cowling, Public Works Director
- Police Department – DeWayne Philpott, Chief of Police
- Library – Diane Willis. Librarian
- EDC

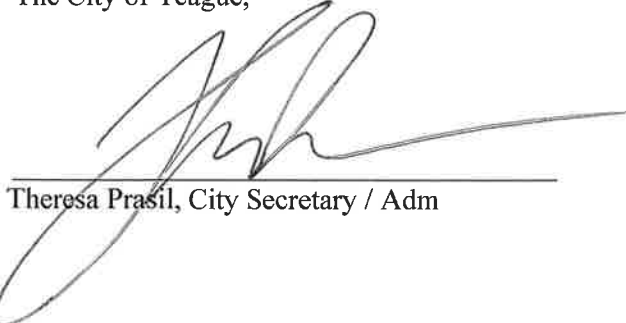
City Administrator Prasil presented the Administration and Court reports, followed by the department reports presented by Public Works Director Cowling, Police Chief Philpott, Librarian Willis and EDC's report.

12. ANNOUNCEMENTS: *None*

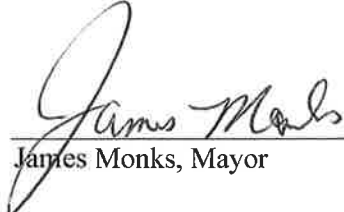
13. ADJOURN: *Mayor Monks adjourned the meeting at 7:47 P.M.*

The meeting adjourned.

The City of Teague,



Theresa Prasil, City Secretary / Adm



James Monks, Mayor

Minutes December 16, 2019:



City of Teague
 Payment Listing Report
 12/1/2019 to 12/31/2019

Invoice Amount	Payable Amount	Check Date	Payment Type			
USDA Rural Development 12.2019	12/3/2019	2009A and 2009B Series Loan 92-03 and 92-05 Principal and Interest	39,425.37	39,425.37	12/31/2019	BankDraftECheck
City of Teague - WATER 12.2019	12/19/2019	December 2019 City Water Bills	1,508.10	1,508.10	12/31/2019	BankDraftECheck
Canon Financial Services I 20902947	12/22/2019	January 2019 Contract Charge for Copier	325.00	325.00	12/31/2019	BankDraftECheck
AT&T Mobility 287268301880X12282019	12/28/2019	December 2019 City's Mobile Services	1,698.43	1,698.43	12/31/2019	BankDraftECheck
Atmos Energy 3025090221 12.19.19	12/19/2019	400 Cedar St	53.62	53.62	12/23/2019	BankDraftECheck
Atmos Energy 3037343604 12.9.19	12/9/2019	105 S 4th Ave	100.69	100.69	12/13/2019	BankDraftECheck
Atmos Energy 3037343882 12.9.19	12/9/2019	400 Main St	89.08	89.08	12/13/2019	BankDraftECheck
Atmos Energy 3037344176 12.9.19	12/9/2019	518 Magnolia St	50.07	50.07	12/13/2019	BankDraftECheck
Atmos Energy 3037344550 12.12.19	12/12/2019	509 Main St	142.76	142.76	12/17/2019	BankDraftECheck
Atmos Energy 3037344783 12.19.19	12/19/2019	808 N 8th Ave	49.53	49.53	12/23/2019	BankDraftECheck
Atmos Energy 3037344970 12.18.19	12/18/2019	315 Main St	53.62	53.62	12/23/2019	BankDraftECheck
Northland Communication 503-076727 12.18.19	12/18/2019	December 2019 City Hall VOIP and Internet	479.07	479.07	12/31/2019	BankDraftECheck
Northland Communication 503-084954 12.18.19	12/18/2019	December 2019 Library Internet	80.99	80.99	12/31/2019	BankDraftECheck
Northland Communication 503-087734 12.18.19	12/18/2019	December 2019 FD VOIP and Internet	244.25	244.25	12/31/2019	BankDraftECheck
Northland Communication 503-542826 12.18.19	12/18/2019	December 2019 PD Internet	113.39	113.39	12/31/2019	BankDraftECheck
TXU Energy 540049112571	12/12/2019	December 2019 City Electricity Services	11,731.67	11,731.67	12/17/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12192019	12/19/2019	Federal Withholding Tax 12/19/2019	369.13	369.13	12/17/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12192019	12/19/2019	Medicare-Employee 12/19/2019	97.78	97.78	12/17/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12192019	12/19/2019	Social Security-Employer 12/19/2019	417.88	417.88	12/17/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12192019	12/19/2019	Medicare-Employer 12/19/2019	97.78	97.78	12/17/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12192019	12/19/2019	Social Security-Employee 12/19/2019	417.88	417.88	12/17/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12202019	12/20/2019	Federal Withholding Tax	2,733.94	2,733.94	12/23/2019	BankDraftECheck
American Fidelity Assuran PY12202019	12/20/2019	Supplemental Insurance Pre-Tax	354.25	354.25	12/23/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12202019	12/20/2019	Medicare-Employer	493.90	493.90	12/23/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12202019	12/20/2019	Social Security-Employer	2,111.84	2,111.84	12/23/2019	BankDraftECheck
American Fidelity Assuran PY12202019	12/20/2019	Supplimental Ins. After Tax	380.48	380.48	12/23/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12202019	12/20/2019	Medicare-Employee	493.90	493.90	12/23/2019	BankDraftECheck
Texas Life Insurance Co PY12202019	12/20/2019	Texas Life Insurance	156.00	156.00	12/31/2019	BankDraftECheck
INTERNAL REVENUE SERV PY12202019	12/20/2019	Social Security-Employee	2,111.84	2,111.84	12/23/2019	BankDraftECheck
American Fidelity Assuran PY1262019	12/6/2019	Biweekly Payroll 12/6/2019	734.74	734.74	12/23/2019	BankDraftECheck
Texas Life Insurance Co PY1262019	12/6/2019	Biweekly Payroll 12/6/2019	156.00	156.00	12/31/2019	BankDraftECheck
INTERNAL REVENUE SERV PY1262019	12/6/2019	Biweekly Payroll 12/6/2019	8,404.57	8,404.57	12/10/2019	BankDraftECheck
35430 Foulke, Katharine 1336.21	12/2/2019	Utility Deposit Refund	69.18	69.18	12/4/2019	Check
35431 Freestone County Tax Offi 100	12/2/2019	VIN#3851 ACO Truck Registration Renewal	7.50	7.50	12/4/2019	Check
35436 Patricia Cromeens 2121.06	12/3/2019	Utility Deposit Refund	35.10	35.10	12/4/2019	Check
35445 3W Ranch Service Center 287810	12/9/2019	VIN:3737 PD Vehicle-Transmission Flush, 4 Gal Syn ATF	255.50	255.50	12/13/2019	Check
35445 3W Ranch Service Center 287831	12/10/2019	VIN:3737 PD Vehicle-Alternator and Replace and Install Alternator	520.00	520.00	12/13/2019	Check
35447 Caselle Inc 98949	12/11/2019	01/01/2020-01/31/2020 Contract Support and Maintenance	888.00	888.00	12/13/2019	Check
35448 Cengage Learning 69021044	12/4/2019	Books	91.17	91.17	12/13/2019	Check
35452 Mary Webb-Lee 63.03	12/6/2019	Utility Deposit Refund	35.12	35.12	12/13/2019	Check
35453 Metro Sanitation Inc 12042019	12/4/2019	Additional Rolloffs-November 7 & 15 2019	375.83	375.83	12/13/2019	Check
35454 Teague Auto Parts 20QM7909	12/6/2019	Unit #08 2016 Ford Explorer Orange Antifreeze	18.69	18.69	12/13/2019	Check
35455 Teresa Fogleman 1966.11	12/4/2019	Utility Deposit Refund	33.19	33.19	12/13/2019	Check
35456 TransUnion Risk and Alter 12.2019	12/1/2019	11/01/19-11/30/19 Contract Fee	50.00	50.00	12/13/2019	Check
35457 Utilize IT Inc 47380	12/1/2019	January 2020 Contract with Utilize IT	1,730.00	1,730.00	12/13/2019	Check
35474 Fire Supply Inc 7931	12/11/2019	PO# 11107 Helmets & Shipping	466.00	466.00	12/18/2019	Check
35475 Freestone County Tax Offi 12.2019	12/17/2019	VIN#3301 Unit #05 Registration Renewal	7.50	7.50	12/18/2019	Check
35476 UNITED STATES POSTAL 12.2019	12/17/2019	Postage	446.04	446.04	12/18/2019	Check
35478 AT&T 9424771502	12/5/2019	November and December 2019 PD Collaborate Bill	547.44	547.44	12/18/2019	Check
35479 Bio Chem Lab Inc. 20707-1119	12/9/2019	November 2019 Analysis	776.00	776.00	12/18/2019	Check
35480 Carroll Lumber 135543	12/10/2019	Library Maintenance Supplies	9.99	9.99	12/18/2019	Check
35481 Cengage Learning 69051715	12/12/2019	Book	24.80	24.80	12/18/2019	Check
35482 Chadus Garage 112130	12/9/2019	Water Dept Truck-Tire Repair	10.00	10.00	12/18/2019	Check
35485 Cooking Light 12.2019	12/17/2019	Cooking Light Annual Subscription	36.92	36.92	12/18/2019	Check
35486 DPC Industries Inc 767006438-19	12/3/2019	2X Chlorine & Hazardous Material Fee	227.30	227.30	12/18/2019	Check

35486	DPC Industries Inc	767006439-19	12/3/2019	3X Chlorine & Hazardous Material Fee	340.95	340.95	12/18/2019	Check
35487	EDC	12.2019	12/13/2019	December 2019 25% Sales Tax	13,165.54	13,165.54	12/18/2019	Check
35488	Flatt Stationers Inc.	102448-00	12/16/2019	COT Window Envelopes	137.50	137.50	12/18/2019	Check
35490	Johnson Lab & Supply Inc	227366-000	12/6/2019	Locks	733.71	733.71	12/18/2019	Check
35492	Mary Clary-Smith	12.12.19	12/12/2019	Community Center Deposit Refund	250.00	250.00	12/18/2019	Check
35493	Melissa Bowles	12.16.19	12/16/2019	Mileage-305.6 Miles-New Clerk's Seminar	177.25	177.25	12/18/2019	Check
35494	Penworthy Co	0558729-IN	12/6/2019	Books	507.00	507.00	12/18/2019	Check
35495	Purchase Power	12.2019	12/12/2019	Postage	520.99	520.99	12/18/2019	Check
35496	Symbolarts LLC	0344652-IN	12/11/2019	Patches	240.00	240.00	12/18/2019	Check
35497	Teague Auto Parts	20QM5423	12/4/2019	Fuel Cleaner	12.27	12.27	12/18/2019	Check
35497	Teague Auto Parts	20QM7794	12/6/2019	Diesel Exhaust Fluid	10.79	10.79	12/18/2019	Check
35497	Teague Auto Parts	20QN1378	12/11/2019	Washer Fluid	2.09	2.09	12/18/2019	Check
35498	Texas Materials Group Inc	250743	12/9/2019	PO#11248 Cold Mix & Haul Rate	2,362.59	2,362.59	12/18/2019	Check
35499	Thompson-West	841489145	12/4/2019	Subscription Product Charges-TX Tax Code Anno 2019 Book	163.00	163.00	12/18/2019	Check
35500	TMCCP	12.2019	12/12/2019	2019 Supplement Texas Municipal Law and Procedure Manual	56.50	56.50	12/18/2019	Check
35501	Williams, Chad	12162019	12/16/2019	December 2019 Monthly Mowing Contract	7,448.33	7,448.33	12/18/2019	Check
35503	Farm House	159245	12/18/2019	Employee Christmas Party Meal 2019	612.22	612.22	12/19/2019	Check
35504	3W Ranch Service Center	287891	12/17/2019	Vin#7631 Water Truck-Left Rear Flat Tire	16.00	16.00	12/23/2019	Check
35505	BNSF Railway Company	12.2019	12/12/2019	BNSF Lease YR2020	100.00	100.00	12/23/2019	Check
35506	Carroll Lumber	135640	12/16/2019	Sewer Supplies-Sledge Hammer Fiberglass, 4x4x8 Treated, Screte	83.44	83.44	12/23/2019	Check
35507	Certified Laboratories	3781765	12/12/2019	PO#11253 Lift Station Supplies	1,176.00	1,176.00	12/23/2019	Check
35507	Certified Laboratories	3785185	12/15/2019	BioAmp I Program	705.00	705.00	12/23/2019	Check
35508	Chadus Garage	113477	12/12/2019	Vin#8943 Water Truck-State Inspection	7.00	7.00	12/23/2019	Check
35508	Chadus Garage	113478	12/13/2019	Vin#1054 Parks Truck-State Inspection	7.00	7.00	12/23/2019	Check
35508	Chadus Garage	113479	12/17/2019	Unit #5 State Inspection	7.00	7.00	12/23/2019	Check
35509	Freestone Chrysler Jeep D	60019117/1	12/12/2019	PO #11247 VIN#3737 Water Pump Failed	2,000.00	2,000.00	12/23/2019	Check
35511	L E Properties	1653.14	12/16/2019	Utility Deposit Refund	67.00	67.00	12/23/2019	Check
35513	Messer Fort & McDonald P	10992	12/16/2019	Legal Matters	762.50	762.50	12/23/2019	Check
35513	Messer Fort & McDonald P	10994	12/16/2019	TDCJ Legal Matters	2,574.90	2,574.90	12/23/2019	Check
35513	Messer Fort & McDonald P	10995	12/16/2019	Ricky Sims/Texas Water Board Development-Legal Matters	924.50	924.50	12/23/2019	Check
35514	Proforma	90K0216573	12/16/2019	Patron Giveaways	247.81	247.81	12/23/2019	Check
35515	Smith Pump Company Inc	PI066687	12/11/2019	West Main Pump Repairs	2,632.16	2,632.16	12/23/2019	Check
35516	Teague Auto Parts	20QN6342	12/18/2019	Sewer Vehicle Supplies	30.50	30.50	12/23/2019	Check
35517	Texas Social Security Proc	12.2019	12/13/2019	Annual Texas Retirement System Membership	35.00	35.00	12/23/2019	Check
35518	USA Blue Book	086723	12/9/2019	Sewer Safety Supplies	206.57	206.57	12/23/2019	Check
35518	USA Blue Book	086762	12/9/2019	Sewer Safety Supplies	61.35	61.35	12/23/2019	Check
35519	Wills Equipment Service L	001549	12/9/2019	Kubota-Change all Fluids and Filters	712.74	712.74	12/23/2019	Check
35519	Wills Equipment Service L	001550	12/10/2019	Case Backhoe-Replace Blown Hydraulic Hose on Backhoe Broom	449.73	449.73	12/23/2019	Check
35519	Wills Equipment Service L	001551	12/13/2019	PO#11256 Case 580 Backhoe PM	1,766.84	1,766.84	12/23/2019	Check
35520	TML Health	PY12202019	12/20/2019	Health Ins Single-Employer	8,100.00	8,100.00	12/23/2019	Check
35520	TML Health	PY12202019	12/20/2019	Life Insurance-Employer	7.84	7.84	12/23/2019	Check
35520	TML Health	PY12202019	12/20/2019	AD&D	15.50	15.50	12/23/2019	Check
35520	TML Health	PY12202019	12/20/2019	TML Vol Ins Pre-Tax	396.79	396.79	12/23/2019	Check
35520	TML Health	PY12202019	12/20/2019	Health Ins Single-Employee	1,095.78	1,095.78	12/23/2019	Check
35520	TML Health	PY1262019	12/6/2019	Biweekly Payroll 12/6/2019	2,304.17	2,304.17	12/23/2019	Check
35521	TMRS	PY12192019	12/19/2019	TMRS-Employer 12/19/2019	860.01	860.01	12/23/2019	Check
35521	TMRS	PY12192019	12/19/2019	TMRS-Employee 12/19/2019	471.80	471.80	12/23/2019	Check
35521	TMRS	PY12202019	12/20/2019	TMRS-Employer	4,210.75	4,210.75	12/23/2019	Check
35521	TMRS	PY12202019	12/20/2019	TMRS-Employee	2,309.97	2,309.97	12/23/2019	Check
35521	TMRS	PY1262019	12/6/2019	Biweekly Payroll 12/6/2019	6,790.23	6,790.23	12/23/2019	Check
35522	Allen, Douglas	PY 10.2019-12.2019	12/31/2019	FY 19-20 Pre-pald Legal Reimbursement	101.70	101.70	12/31/2019	Check
35523	Bi-Stone Pest Control	5733 MT	12/17/2019	December 2019 Pest Control	55.00	55.00	12/31/2019	Check
35524	Cengage Learning	69071198	12/18/2019	Books	21.59	21.59	12/31/2019	Check
35524	Cengage Learning	69077360	12/19/2019	Books	24.79	24.79	12/31/2019	Check
35525	Datamax Inc.	1509808	12/16/2019	11/16-12/15/19Contract for Printing Overages & 12/16/19-01/15/2020 Regular Contract	202.47	202.47	12/31/2019	Check
35526	FAST Inc.	19-1260	12/19/2019	BP/CE Software Subscription	3,625.00	3,625.00	12/31/2019	Check
35526	FAST Inc.	19-1261	12/19/2019	BP/CE Remote Training	1,925.00	1,925.00	12/31/2019	Check
35527	Freestone Publishing	12.20.19	12/20/2019	Financial Advisors Services Packets Ad	60.00	60.00	12/31/2019	Check
35528	FRIENDS OF THE TEAGUE	12.2019	12/23/2019	Refund for Northland Incorrectly charging the FOPL account with our VOIP Charges	296.31	296.31	12/31/2019	Check
35529	Galls	014426841	12/4/2019	Remaley and Sargent Blank Rectangle patches	28.00	28.00	12/31/2019	Check
35530	LegalShield	PY12202019	12/20/2019	Pre-Pald Legal Services	62.80	62.80	12/31/2019	Check
35530	LegalShield	PY1262019	12/6/2019	Biweekly Payroll 12/6/2019	62.80	62.80	12/31/2019	Check

35531	Point Enterprise W.S.C.	12.23.19	12/23/2019	December 2019 Airport Water	30.15	30.15	12/31/2019	Check
35532	Rita Drennan	1405.20	12/23/2019	Utility Deposit Refund	20.11	20.11	12/31/2019	Check
35533	Scott's Collision Center	328	12/12/2019	PO#11257 VIN#:3738 2016 Interceptor Repairs	1,244.93	1,244.93	12/31/2019	Check
35534	Teague Auto Parts	20QN7937	12/20/2019	Versachem-Rear View	3.49	3.49	12/31/2019	Check
35535	TML	C-705 12.10.19	12/10/2019	Annual Renewal Notice for Membership	1,047.00	1,047.00	12/31/2019	Check
35536	Us Bank	1514331	12/2/2019	2005 Bond Series Principal and Interest Payment	168,506.25	168,506.25	12/31/2019	Check
35537	Zachary/Alyssa Harris	492.02	12/23/2019	Utility Deposit Refund	135.12	135.12	12/31/2019	Check
				Total	<u>327,667.94</u>	<u>327,667.94</u>		

Positive Pay Report

1/15/2020 4:51:25 PM

Check Date	Check Number	Payee	Check Amount
Positive Pay Report	Pay Run 12/4/2019 - 12/17/2019	Check Date: 12/20/2019	
12/20/2019	DD100552	Sandy Ashford	735.4
12/20/2019	DD100572	John F Clifton II	991.02
12/20/2019	DD100571	Rogelio Vasquez	838.98
12/20/2019	35472	Waylen G Crossley	1106.05
12/20/2019	DD100570	James Powell	602.92
12/20/2019	DD100569	Robert Garcia	1211.95
12/20/2019	DD100568	Douglas F Allen	1094.35
12/20/2019	DD100567	Angela Sargent	976.13
12/20/2019	DD100566	Robert Remaley	1295.16
12/20/2019	DD100565	Darcy D Philpott	1598.67
12/20/2019	DD100564	Danielle Lee-Winston	1074.99
12/20/2019	DD100563	David Keale	1242.89
12/20/2019	DD100562	Miguel D Hutchison	994.9
12/20/2019	DD100561	Christopher Condren	1104.34
12/20/2019	DD100560	Melissa Bowles	743.58
12/20/2019	DD100559	Donald Thomas	717.37
12/20/2019	DD100558	Anna D Willis	788.06
12/20/2019	DD100557	Melissa L Satterwhite	108.05
12/20/2019	DD100556	Helen H Marek	466.36
12/20/2019	DD100555	Beverly K Johnson	568.15
12/20/2019	DD100554	Theresa E Prasil	2545.12
12/20/2019	DD100553	Sydney A Long	942.24
12/20/2019	DD100573	Jacob Cowling	1757.25
12/20/2019	35473	Norris Warren	802.78

Positive Pay Report

1/15/2020 4:51:51 PM

Check Date	Check Number	Payee	Check Amount
Positive Pay Report	Pay Run 12/18/2019 - 12/31/2019	Check Date: 1/3/2020	
1/3/2020	DD100595	Sandy Ashford	736.79
1/3/2020	DD100614	John F Clifton II	1485.98
1/3/2020	DD100613	James Powell	824.06
1/3/2020	DD100612	Robert Garcia	1014.85
1/3/2020	DD100611	Douglas F Allen	1120.34
1/3/2020	DD100610	Rogelio Vasquez	827.03
1/3/2020	35538	Waylen G Crossley	1105.05
1/3/2020	DD100609	Angela Sargent	1201.8
1/3/2020	DD100608	Robert Remaley	1607.5
1/3/2020	DD100607	Darcy D Philpott	1599.84
1/3/2020	DD100615	Jacob Cowling	1761.43
1/3/2020	DD100606	Danielle Lee-Winston	1349.01
1/3/2020	DD100604	Miguel D Hutchison	1272.51
1/3/2020	DD100603	Christopher Condren	1364.98
1/3/2020	DD100602	Melissa Bowles	743.58
1/3/2020	DD100601	Donald Thomas	699.8
1/3/2020	DD100600	Anna D Willis	788.2
1/3/2020	DD100599	Helen H Marek	450.83
1/3/2020	DD100598	Beverly K Johnson	526.5
1/3/2020	DD100597	Theresa E Prasil	2545.87
1/3/2020	DD100596	Sydney A Long	942.98
1/3/2020	DD100605	David Keale	1564.29
1/3/2020	35539	Norris Warren	718.76

Positive Pay Report

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Check Date	Check Number	Payee	Check Amount
Positive Pay Report	Pay Run 12/19/2019 - 12/19/2019	Check Date: 12/19/2019	
12/19/2019	35459	Sandy Ashford	162.16
12/19/2019	35460	Sydney A Long	524.51
12/19/2019	35461	Theresa E Prasil	542.96
12/19/2019	35462	Anna D Willis	1050.73
12/19/2019	35463	Donald Thomas	393.21
12/19/2019	35464	David Keale	388.18
12/19/2019	35465	Danielle Lee-Winston	145.09
12/19/2019	35466	Darcy D Philpott	418.21
12/19/2019	35467	Douglas F Allen	212.33
12/19/2019	35468	Robert Garcia	332.86
12/19/2019	35469	Waylen G Crossley	803.5
12/19/2019	35470	John F Clifton II	128.02
12/19/2019	35471	Jacob Cowling	281.65

City of Teague
 Balance Sheet
 As of December 31, 2019

1/15/2020 3:27 PM

Account Type	Account Number	Description	Balance	Total
03 - GENERAL FUND				
Assets				
	03-1000	Consolidated Cash Equity	35,709.10	
	03-1249	Due from Combined Cash Fund	5,410.96	
	03-1256	Franchise Fees & Other Receivables	15,109.90	
	03-1257	A/R Sales Tax Receivable	42,057.00	
	03-1258	Taxes Receivable-Prop Taxes	150,039.00	
	03-1259	Allowance for Doubtful Account	2,335.80	
	03-1262	Capital Assets	123,303.06	
	03-1263	Fire Truck 2018	471,142.00	
	03-1264	PY Capital Assets Land	107,452.00	
	03-1265	PY Capital Assets Infrastructure	445,126.00	
	03-1266	PY Capital Assets Buildings & Improvements	277,014.00	
	03-1267	PY Capital Assets Equipment	1,365,555.00	
	03-1268	PY Capital Assets Vehicles	1,160,783.00	
	03-1270	Accumulated Depreciation	(2,852,758.00)	
	03-1999	Old Cash in Combined Fund	6,757.36	
	Total Assets		<u>1,355,036.18</u>	<u>1,355,036.18</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

1/15/2020 3:27 PM

Account Type	Account Number	Description	Balance
03 - GENERAL FUND			
Liabilities			
	03-2010	Accounts Payable	(9,076.62)
	03-2020	Fire Truck Loan 2018	430,872.00
	03-2050	Deferred Revenue	151,288.95
	03-2051	Deferred Outflows of Resouces	23,810.00
	03-2052	Deferred Inflows of Resouces	217,967.00
	03-2053	Net Pensions Liability / Asset	(46,341.00)
	03-2054	OPEB Liability	71,090.00
	03-2100	Accrued Payroll	(741.71)
	03-2105	Federal Withholding	(1,866.55)
	03-2110	FICA Payable	(3,496.77)
	03-2120	TMRS Payable	24,037.51
	03-2135	Dependent Insurance	23,838.89
	03-2136	Employee Insurance	155,424.14
	03-2140	Supplemental Ins. Payable	38,433.19
	03-2142	Voluntary Supplemental Ins.	(190,136.47)
	03-2146	Pre-Paid Legal Services	337.25
	03-2147	Texas Life Insurance Payable	570.19
	03-2150	Federal P/R Taxes Payable	6,459.96
	03-2201	Accrued Vacation & Sick Payable	47,424.00
	03-2438	OmniBase FTA Fee - Omnibase	6.00
	03-2439	OmniBase/FTA Fee	20.00
	03-2440	State Fee	1,457.20
	03-2443	State Traffic Fee	1,329.23
	03-2448	Time Payment	4.00
	03-2453	Collections Agency Fee	65.10
	03-2454	Juror Reimbursement Fee	145.73
	03-2455	Indigent Defense Fund	72.84
	03-2456	Moving Violation Fee	3.04
	03-2464	Judicial Support Fee	218.61
	03-2465	Truancy Prevention and Diversion Fund	80.94
	03-2491	Due to Enterprise	(39,607.46)
	Total Liabilities		903,689.19

City of Teague
 Balance Sheet
 As of December 31, 2019

1/15/2020 3:27 PM

Account Type	Account Number	Description	Balance	Total
03 - GENERAL FUND				
Fund Balance				
	03-2900	Unreserved Fund Balance	559,160.06	
		Total Fund Balance	<u>559,160.06</u>	
		Total Revenue	432,718.30	
		Total Expenses	<u>543,291.45</u>	
		Current Year Increase (Decrease)	(107,813.07)	
		Fund Balance Total	559,160.06	
		Current Year Increase (Decrease)	<u>(107,813.07)</u>	
		Total Fund Balance/Equity	<u>451,346.99</u>	
		Total Liabilities & Fund Balance		<u><u>1,355,036.18</u></u>

City of Teague
 Financial Statement
 As of December 31, 2019

1/15/2020 2:00 PM

03 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
TAXES	148,370.81	123,483.34	24,887.47	347,303.76	1,481,800.00	23.44%	1,134,496.24
MISCELLANEOUS REVENUE	3,011.87	5,333.33	(2,321.46)	13,805.70	64,000.00	21.57%	50,194.30
CONTRIBUTIONS & TRANSFERS	2,962.73	29,195.91	(26,233.18)	8,639.53	350,351.00	2.47%	341,711.47
LICENSES & PERMITS	835.00	2,641.67	(1,806.67)	9,495.00	31,700.00	29.95%	22,205.00
Not Categorized	(270.38)	133.34	(403.72)	(355.58)	1,600.00	(22.22%)	1,955.58
FINES & FORFEITURES	3,116.05	7,850.00	(4,733.95)	14,439.32	94,200.00	15.33%	79,760.68
COURT TECH/BLDG FUND	(29.09)	0.00	(29.09)	0.00	0.00	0.00%	0.00
CHARGES FOR SERVICES	3,500.00	2,766.67	733.33	13,400.00	33,200.00	40.36%	19,800.00
GRANTS	0.00	416.67	(416.67)	23,411.64	5,000.00	468.23%	(18,411.64)
SANITATION DEPARTMENT	0.00	0.00	0.00	2,578.93	0.00	0.00%	(2,578.93)
Revenue Totals	<u>161,496.99</u>	<u>171,820.93</u>	<u>(10,323.94)</u>	<u>432,718.30</u>	<u>2,061,851.00</u>	<u>20.99 %</u>	<u>1,629,132.70</u>
Expense Summary							
Not Categorized	<u>171,957.75</u>	<u>171,820.90</u>	<u>136.85</u>	<u>543,291.45</u>	<u>2,061,851.00</u>	<u>26.35%</u>	<u>1,518,559.55</u>
Expense Totals	<u>171,957.75</u>	<u>171,820.90</u>	<u>136.85</u>	<u>543,291.45</u>	<u>2,061,851.00</u>	<u>26.35 %</u>	<u>1,518,559.55</u>

City of Teague
 Financial Statement
 As of December 31, 2019

1/15/2020 2:00 PM

03 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
TAXES							
03-4010 Ad Valorem: Current	88,110.21	57,916.67	30,193.54	129,888.35	695,000.00	18.69%	565,111.65
03-4020 Ad Valorem: Delinquent	5,875.13	4,000.00	1,875.13	15,678.34	48,000.00	32.66%	32,321.66
03-4030 Ad Valorem: Penalty	1,723.32	1,666.67	56.65	5,575.28	20,000.00	27.88%	14,424.72
03-4110 Franchise Fee: Gas Utility	0.00	2,000.00	(2,000.00)	0.00	24,000.00	0.00%	24,000.00
03-4120 Franchise Fee: Electric Util	0.00	7,916.67	(7,916.67)	31,603.09	95,000.00	33.27%	63,396.91
03-4130 Franchise Fee: Telephone Util	0.00	750.00	(750.00)	2,227.60	9,000.00	24.75%	6,772.40
03-4140 Franchise Fee: Northland Cable	0.00	750.00	(750.00)	2,009.27	9,000.00	22.33%	6,990.73
03-4210 Tax: State Sales	52,662.15	48,333.33	4,328.82	159,750.88	580,000.00	27.54%	420,249.12
03-4220 Tax: Mixed Beverage	0.00	141.67	(141.67)	570.95	1,700.00	33.59%	1,129.05
03-4221 Tax: Vehicle IT	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
TAXES Totals	148,370.81	123,483.34	24,887.47	347,303.76	1,481,800.00	23.44%	1,134,496.24
MISCELLANEOUS REVENUE							
03-4225 Interest Earned	2,073.46	4,833.33	(2,759.87)	12,188.03	58,000.00	21.01%	45,811.97
03-4520 Oil & Gas Lease	410.29	333.33	76.96	629.99	4,000.00	15.75%	3,370.01
03-4981 LEOSE Police Funds	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-4985 NSF Check Fees	220.44	41.67	178.77	369.00	500.00	73.80%	131.00
03-4990 Miscellaneous Revenue	307.68	41.67	266.01	618.68	500.00	123.74%	(118.68)
MISCELLANEOUS REVENUE Totals	3,011.87	5,333.33	(2,321.46)	13,805.70	64,000.00	21.57%	50,194.30
CONTRIBUTIONS & TRANSFERS							
03-4230 TVFD Voluntary Contribution	2,962.73	1,333.33	1,629.40	8,639.53	16,000.00	54.00%	7,360.47
03-4620 Franchise Fees from COT	0.00	27,862.58	(27,862.58)	0.00	334,351.00	0.00%	334,351.00
CONTRIBUTIONS & TRANSFERS Totals	2,962.73	29,195.91	(26,233.18)	8,639.53	350,351.00	2.47%	341,711.47
LICENSES & PERMITS							
03-4310 Permits: Itin Merch	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00

City of Teague
 Financial Statement
 As of December 31, 2019

1/15/2020 2:00 PM

03 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
LICENSES & PERMITS							
03-4320 Permits: Building Inspections	835.00	333.33	501.67	995.00	4,000.00	24.88%	3,005.00
03-4330 Permits: Manufactured Home	0.00	83.33	(83.33)	500.00	1,000.00	50.00%	500.00
03-4360 Permit: Burn	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
03-4370 XTO Annual Renewal Fee	0.00	2,166.67	(2,166.67)	8,000.00	26,000.00	30.77%	18,000.00
LICENSES & PERMITS Totals	835.00	2,641.67	(1,806.67)	9,495.00	31,700.00	29.95%	22,205.00
Not Categorized							
03-4311 Permits: Business	0.00	16.67	(16.67)	50.00	200.00	25.00%	150.00
03-4312 Permits: Licensing	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-4313 Permits: Other	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-4314 Permits: Fire Inspections	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
03-4371 Zoning Commision Applications	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-4412 Court Cost	(270.38)	0.00	(270.38)	(405.58)	0.00	0.00%	405.58
03-4414 Child Safety Seat Belt Fine	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Not Categorized Totals	(270.38)	133.34	(403.72)	(355.58)	1,600.00	(22.22%)	1,955.58
FINES & FORFEITURES							
03-4410 Fines: Court	2,799.85	7,500.00	(4,700.15)	13,445.12	90,000.00	14.94%	76,554.88
03-4430 Fines: Library	310.20	208.33	101.87	781.20	2,500.00	31.25%	1,718.80
03-4440 Police Revenue: Dog Fines, etc.	6.00	16.67	(10.67)	18.00	200.00	9.00%	182.00
03-4450 Fines: Animal Control	0.00	125.00	(125.00)	195.00	1,500.00	13.00%	1,305.00
FINES & FORFEITURES Totals	3,116.05	7,850.00	(4,733.95)	14,439.32	94,200.00	15.33%	79,760.68
COURT TECH/BLDG FUND							
03-4416 Court Technology Fund	32.05	0.00	32.05	0.00	0.00	0.00%	0.00
03-4418 Court Bldg Security Fund	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
03-4418 Court Bldg Security Fund	(61.14)	0.00	(61.14)	0.00	0.00	0.00%	0.00

City of Teague
 Financial Statement
 As of December 31, 2019

1/15/2020 2:00 PM

03 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
COURT TECH/BLDG FUND							
COURT TECH/BLDG FUND Totals	(29.09)	0.00	(29.09)	0.00	0.00	0.00%	0.00
CHARGES FOR SERVICES							
03-4530 Rent/Dep: Community Center	500.00	500.00	0.00	2,775.00	6,000.00	46.25%	3,225.00
03-4540 Rent: Texas Workforce Center	3,000.00	1,500.00	1,500.00	6,000.00	18,000.00	33.33%	12,000.00
03-4550 Rent: RV Site	0.00	41.67	(41.67)	35.00	500.00	7.00%	465.00
03-4551 Rent: Park Pavilion	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
03-4554 Culvert Installation	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-4580 Rent: Airport Hanger	0.00	625.00	(625.00)	4,590.00	7,500.00	61.20%	2,910.00
CHARGES FOR SERVICES Totals	3,500.00	2,766.67	733.33	13,400.00	33,200.00	40.36%	19,800.00
GRANTS							
03-4610 Library Grants	0.00	416.67	(416.67)	23,411.64	5,000.00	468.23%	(18,411.64)
GRANTS Totals	0.00	416.67	(416.67)	23,411.64	5,000.00	468.23%	(18,411.64)
SANITATION DEPARTMENT							
03-4991 Insurance Claim Reimbursement	0.00	0.00	0.00	2,578.93	0.00	0.00%	(2,578.93)
SANITATION DEPARTMENT Totals	0.00	0.00	0.00	2,578.93	0.00	0.00%	(2,578.93)
Revenue Totals	161,496.99	171,820.93	(10,323.94)	432,718.30	2,061,851.00	20.99%	1,629,132.70

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03 - GENERAL FUND Streets	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	23,468.63	22,617.24	851.39	74,125.23	271,407.00	27.31%	197,281.77
Streets Totals	<u>23,468.63</u>	<u>22,617.24</u>	<u>851.39</u>	<u>74,125.23</u>	<u>271,407.00</u>	<u>27.31%</u>	<u>197,281.77</u>
03 - GENERAL FUND Police	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	50,462.88	53,835.53	(3,372.65)	163,673.78	646,026.00	25.34%	482,352.22
Police Totals	<u>50,462.88</u>	<u>53,835.53</u>	<u>(3,372.65)</u>	<u>163,673.78</u>	<u>646,026.00</u>	<u>25.34%</u>	<u>482,352.22</u>
03 - GENERAL FUND Parks	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	23,161.03	19,779.16	3,381.87	74,911.92	237,350.00	31.56%	162,438.08
Parks Totals	<u>23,161.03</u>	<u>19,779.16</u>	<u>3,381.87</u>	<u>74,911.92</u>	<u>237,350.00</u>	<u>31.56%</u>	<u>162,438.08</u>
03 - GENERAL FUND Museum	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	789.83	916.67	(126.84)	3,911.18	11,000.00	35.56%	7,088.82
Museum Totals	<u>789.83</u>	<u>916.67</u>	<u>(126.84)</u>	<u>3,911.18</u>	<u>11,000.00</u>	<u>35.56%</u>	<u>7,088.82</u>
03 - GENERAL FUND Municipal Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	468.44	5,461.66	(4,993.22)	2,290.64	65,540.00	3.50%	63,249.36
Municipal Court Totals	<u>468.44</u>	<u>5,461.66</u>	<u>(4,993.22)</u>	<u>2,290.64</u>	<u>65,540.00</u>	<u>3.50%</u>	<u>63,249.36</u>

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03 - GENERAL FUND Animal Control	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	1,760.12	3,541.68	(1,781.56)	2,410.61	42,500.00	5.67%	40,089.39
Animal Control Totals	<u>1,760.12</u>	<u>3,541.68</u>	<u>(1,781.56)</u>	<u>2,410.61</u>	<u>42,500.00</u>	<u>5.67%</u>	<u>40,089.39</u>
03 - GENERAL FUND Mayor & Alderman	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	561.12	1,874.99	(1,313.87)	861.84	22,500.00	3.83%	21,638.16
Mayor & Alderman Totals	<u>561.12</u>	<u>1,874.99</u>	<u>(1,313.87)</u>	<u>861.84</u>	<u>22,500.00</u>	<u>3.83%</u>	<u>21,638.16</u>
03 - GENERAL FUND Library	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	10,945.56	10,650.00	295.56	35,558.09	127,800.00	27.82%	92,241.91
Library Totals	<u>10,945.56</u>	<u>10,650.00</u>	<u>295.56</u>	<u>35,558.09</u>	<u>127,800.00</u>	<u>27.82%</u>	<u>92,241.91</u>
03 - GENERAL FUND Fire Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	1,125.13	11,148.14	(10,023.01)	23,862.93	133,778.00	17.84%	109,915.07
Fire Department Totals	<u>1,125.13</u>	<u>11,148.14</u>	<u>(10,023.01)</u>	<u>23,862.93</u>	<u>133,778.00</u>	<u>17.84%</u>	<u>109,915.07</u>
03 - GENERAL FUND Community Center	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	1,161.30	2,166.67	(1,005.37)	5,178.15	26,000.00	19.92%	20,821.85
Community Center Totals	<u>1,161.30</u>	<u>2,166.67</u>	<u>(1,005.37)</u>	<u>5,178.15</u>	<u>26,000.00</u>	<u>19.92%</u>	<u>20,821.85</u>

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03 - GENERAL FUND Airport	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	180.79	833.35	(652.56)	3,555.32	10,000.00	35.55%	6,444.68
Airport Totals	<u>180.79</u>	<u>833.35</u>	<u>(652.56)</u>	<u>3,555.32</u>	<u>10,000.00</u>	<u>35.55%</u>	<u>6,444.68</u>
03 - GENERAL FUND Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	57,872.92	38,995.81	18,877.11	152,951.76	467,950.00	32.69%	314,998.24
Administration Totals	<u>57,872.92</u>	<u>38,995.81</u>	<u>18,877.11</u>	<u>152,951.76</u>	<u>467,950.00</u>	<u>32.69%</u>	<u>314,998.24</u>
Expense Totals	<u><u>171,957.75</u></u>	<u><u>171,820.90</u></u>	<u><u>136.85</u></u>	<u><u>543,291.45</u></u>	<u><u>2,061,851.00</u></u>	<u><u>26.35%</u></u>	<u><u>1,518,559.55</u></u>

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03 - GENERAL FUND Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-41-5100 Salaries for Full Time	7,364.60	6,995.83	368.77	18,537.44	83,950.00	22.08%	65,412.56
03-41-5101 Salary & OT	1.47	166.67	(165.20)	436.03	2,000.00	21.80%	1,563.97
03-41-5103 Retirement	978.18	916.67	61.51	2,652.18	11,000.00	24.11%	8,347.82
03-41-5104 Vehicle Allowance Adm/Sec	375.00	500.00	(125.00)	1,500.00	6,000.00	25.00%	4,500.00
03-41-5105 FICA	606.41	500.00	106.41	1,596.29	6,000.00	26.60%	4,403.71
03-41-5106 Group Insurance	630.00	1,166.67	(536.67)	1,935.00	14,000.00	13.82%	12,065.00
03-41-5107 Workers Compensation	0.00	208.33	(208.33)	950.50	2,500.00	38.02%	1,549.50
03-41-5109 Clothing / Uniform Allowance	0.00	83.33	(83.33)	10.07	1,000.00	1.01%	989.93
03-41-5201 Postage & Freight	260.49	125.00	135.49	260.49	1,500.00	17.37%	1,239.51
03-41-5202 Ads & Public Notices	60.00	83.33	(23.33)	120.00	1,000.00	12.00%	880.00
03-41-5203 Printing	202.47	525.00	(322.53)	625.17	6,300.00	9.92%	5,674.83
03-41-5205 Mobile Communications	181.22	100.00	81.22	271.83	1,200.00	22.65%	928.17
03-41-5206 Telephone	370.43	375.00	(4.57)	2,020.66	4,500.00	44.90%	2,479.34
03-41-5220 Travel & Meals	0.00	250.00	(250.00)	219.92	3,000.00	7.33%	2,780.08
03-41-5221 Service Appreciation	895.87	416.67	479.20	1,213.63	5,000.00	24.27%	3,786.37
03-41-5225 Employee Drug Testing	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
03-41-5226 Employee Mileage	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-41-5227 Education & Training	4.99	208.33	(203.34)	2,094.98	2,500.00	83.80%	405.02
03-41-5228 Manuals/Subscription	219.50	20.83	198.67	219.50	250.00	87.80%	30.50
03-41-5229 Membership/Dues & Fees	1,157.00	133.33	1,023.67	1,257.00	1,600.00	78.56%	343.00
03-41-5231 Insurance General Liabilities	0.00	33.33	(33.33)	290.16	400.00	72.54%	109.84
03-41-5232 Insurance Property	0.00	83.33	(83.33)	950.54	1,000.00	95.05%	49.46
03-41-5233 Insurance Errors & Omissions	0.00	375.00	(375.00)	4,031.72	4,500.00	89.59%	468.28
03-41-5234 Employee Bonds	0.00	29.17	(29.17)	0.00	350.00	0.00%	350.00
03-41-5239 Tax App District	0.00	2,208.33	(2,208.33)	7,201.61	26,500.00	27.18%	19,298.39
03-41-5240 Tax Collector	0.00	625.00	(625.00)	7,127.25	7,500.00	95.03%	372.75

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03 - GENERAL FUND Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-41-5242 Codification/ Record Retention	240.00	83.33	156.67	240.00	1,000.00	24.00%	760.00
03-41-5245 Audit	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
03-41-5246 Legal	1,687.00	1,666.67	20.33	10,381.65	20,000.00	51.91%	9,618.35
03-41-5247 TDCJ IDA	2,574.90	833.33	1,741.57	15,005.24	10,000.00	150.05%	(5,005.24)
03-41-5251 Professional Services and	0.00	250.00	(250.00)	983.84	3,000.00	32.79%	2,016.16
03-41-5252 Professional Services	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
03-41-5253 Community Events	216.28	416.67	(200.39)	216.28	5,000.00	4.33%	4,783.72
03-41-5262 Teague E.D.C.	28,752.76	12,083.33	16,669.43	39,937.73	145,000.00	27.54%	105,062.27
03-41-5284 Service Agreements	410.00	83.33	326.67	1,167.00	1,000.00	116.70%	(167.00)
03-41-5298 Banking Charges	2,715.92	583.33	2,132.59	4,656.47	7,000.00	66.52%	2,343.53
03-41-5299 Misc. Expense	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-41-5301 Electricity: New City Hall	377.24	416.67	(39.43)	1,349.36	5,000.00	26.99%	3,650.64
03-41-5340 Gas	100.69	66.67	34.02	210.71	800.00	26.34%	589.29
03-41-5360 Water: New City Hall	291.77	108.33	183.44	412.77	1,300.00	31.75%	887.23
03-41-5401 Supplies: Office	96.70	333.33	(236.63)	569.25	4,000.00	14.23%	3,430.75
03-41-5403 Supplies: Bldg & Maint	0.00	125.00	(125.00)	27.98	1,500.00	1.87%	1,472.02
03-41-5405 Supplies: Safety	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
03-41-5701 Repair & Maint: Bldg	0.00	166.67	(166.67)	76.05	2,000.00	3.80%	1,923.95
03-41-5703 Repair & Maint: Office Equip	269.99	41.67	228.32	269.99	500.00	54.00%	230.01
03-41-5707 Repair & Maint: Computers	10.65	166.67	(156.02)	401.30	2,000.00	20.07%	1,598.70
03-41-5708 Contract Prof. IT Services	1,730.00	1,750.00	(20.00)	5,190.00	21,000.00	24.71%	15,810.00
03-41-5906 Security Cameras, locks etc.	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-41-5909 Equipment: Office	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
03-41-5919 Computer Software	4,978.00	2,020.83	2,957.17	15,994.00	24,250.00	65.95%	8,256.00
03-41-5920 Internet Service	113.39	75.00	38.39	340.17	900.00	37.80%	559.83
03-41-5921 Website Development -	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00

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03 - GENERAL FUND Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Administration Totals	57,872.92	38,995.81	18,877.11	152,951.76	467,950.00	32.69%	314,998.24

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03 - GENERAL FUND Airport	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-42-5206 Telephone	0.00	141.67	(141.67)	511.83	1,700.00	30.11%	1,188.17
03-42-5231 Insurance: General Liabilities	0.00	91.67	(91.67)	873.18	1,100.00	79.38%	226.82
03-42-5232 Insurance: Property	0.00	150.00	(150.00)	1,750.54	1,800.00	97.25%	49.46
03-42-5299 Misc. Expense	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-42-5305 Electricity: Airport	120.49	150.00	(29.51)	338.30	1,800.00	18.79%	1,461.70
03-42-5365 Water: Airport	60.30	50.00	10.30	81.47	600.00	13.58%	518.53
03-42-5403 Bldg Maintenance / Supplies	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-42-5715 Repair & Maint: Facility	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
Airport Totals	180.79	833.35	(652.56)	3,555.32	10,000.00	35.55%	6,444.68

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03 - GENERAL FUND Community Center	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-43-5243 Janitorial Expense	0.00	650.00	(650.00)	0.00	7,800.00	0.00%	7,800.00
03-43-5277 Refunds	250.00	166.67	83.33	950.00	2,000.00	47.50%	1,050.00
03-43-5299 Misc. Expense	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
03-43-5311 Electric: CCtr/ Over 55	491.36	625.00	(133.64)	1,979.07	7,500.00	26.39%	5,520.93
03-43-5345 Gas: CCtr/ Over 55	142.76	100.00	42.76	333.25	1,200.00	27.77%	866.75
03-43-5368 Water CC/O55/TWC	167.18	91.67	75.51	236.48	1,100.00	21.50%	863.52
03-43-5403 Supplies: Bldg & Maint	0.00	83.33	(83.33)	773.44	1,000.00	77.34%	226.56
03-43-5406 Over 55 Expenses	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-43-5407 TWC Expenses	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
03-43-5701 Repair & Maint: Bldg	110.00	216.67	(106.67)	905.91	2,600.00	34.84%	1,694.09
03-43-5705 Repair & Maint: Equipment	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-43-5949 Tables & Chairs	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
Community Center Totals	1,161.30	2,166.67	(1,005.37)	5,178.15	26,000.00	19.92%	20,821.85

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03 - GENERAL FUND Fire Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-44-5103 Retirement Fire	0.00	1,083.33	(1,083.33)	0.00	13,000.00	0.00%	13,000.00
03-44-5107 Workers Compensation	0.00	333.33	(333.33)	2,950.49	4,000.00	73.76%	1,049.51
03-44-5206 Telephone	168.01	283.33	(115.32)	1,677.28	3,400.00	49.33%	1,722.72
03-44-5227 Education & Training	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
03-44-5229 Membership/Dues & Fees	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-44-5232 Insurance: Bldg/ Equipment	0.00	283.33	(283.33)	0.00	3,400.00	0.00%	3,400.00
03-44-5315 Electric: Fire Station	230.82	250.00	(19.18)	831.77	3,000.00	27.73%	2,168.23
03-44-5316 Water: Fire Station	125.69	66.67	59.02	185.75	800.00	23.22%	614.25
03-44-5350 Gas: Fire Station	53.62	50.00	3.62	161.93	600.00	26.99%	438.07
03-44-5415 Chemicals/Foam	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-44-5601 Repair & Maint: Vehicle	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-44-5603 Oil/Gas/Fuel	0.00	150.00	(150.00)	114.44	1,800.00	6.36%	1,685.56
03-44-5607 Vehicle Ins/Liab.	0.00	625.00	(625.00)	7,411.92	7,500.00	98.83%	88.08
03-44-5701 Bldg. Repair & Maint.	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-44-5705 Repair & Maint: Equipment	0.00	416.67	(416.67)	4,315.90	5,000.00	86.32%	684.10
03-44-5905 Equipment: Small	466.00	83.33	382.67	631.48	1,000.00	63.15%	368.52
03-44-5907 Equipment: Safety	0.00	625.00	(625.00)	5,339.00	7,500.00	71.19%	2,161.00
03-44-5912 Fire Truck Loan Principal Pmt	0.00	4,708.33	(4,708.33)	0.00	56,500.00	0.00%	56,500.00
03-44-5920 Internet Service	80.99	83.33	(2.34)	242.97	1,000.00	24.30%	757.03
03-44-5929 Hoses/Fire Dept	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-44-5930 SCBA	0.00	1,564.83	(1,564.83)	0.00	18,778.00	0.00%	18,778.00
Fire Department Totals	1,125.13	11,148.14	(10,023.01)	23,862.93	133,778.00	17.84%	109,915.07

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03 - GENERAL FUND Library	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-45-5100 Salary	4,122.00	3,083.33	1,038.67	9,378.66	37,000.00	25.35%	27,621.34
03-45-5101 Salary & OT	0.00	41.67	(41.67)	440.63	500.00	88.13%	59.37
03-45-5102 Part-Time Salary	2,769.00	3,333.33	(564.33)	8,615.62	40,000.00	21.54%	31,384.38
03-45-5103 Retirement	525.96	416.67	109.29	1,252.93	5,000.00	25.06%	3,747.07
03-45-5105 FICA	524.81	625.00	(100.19)	1,403.19	7,500.00	18.71%	6,096.81
03-45-5106 Group Insurance	450.00	450.00	0.00	1,350.00	5,400.00	25.00%	4,050.00
03-45-5107 Workers Compensation	0.00	250.00	(250.00)	1,950.49	3,000.00	65.02%	1,049.51
03-45-5201 Postage & Freight	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-45-5206 Telephone	324.81	141.67	183.14	559.41	1,700.00	32.91%	1,140.59
03-45-5230 Drug Testing	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-45-5232 Insurance Property	0.00	166.67	(166.67)	1,450.54	2,000.00	72.53%	549.46
03-45-5284 Service Agreements	0.00	308.33	(308.33)	511.00	3,700.00	13.81%	3,189.00
03-45-5316 Electric: Library	307.95	350.00	(42.05)	1,094.41	4,200.00	26.06%	3,105.59
03-45-5351 Gas: Library	89.08	100.00	(10.92)	204.57	1,200.00	17.05%	995.43
03-45-5376 Water: Library	120.04	66.67	53.37	180.05	800.00	22.51%	619.95
03-45-5401 Office Supplies	0.00	129.17	(129.17)	346.54	1,550.00	22.36%	1,203.46
03-45-5402 Books / Magazines	322.43	250.00	72.43	1,963.41	3,000.00	65.45%	1,036.59
03-45-5403 Supplies: Bldg & Maint	239.98	58.33	181.65	246.41	700.00	35.20%	453.59
03-45-5420 Public Activities-Library	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-45-5703 Repair & Maint: Office Equip	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-45-5707 Repair & Maint: Computer	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
03-45-5715 Repair & Maint: Facility	0.00	125.00	(125.00)	95.90	1,500.00	6.39%	1,404.10
03-45-5800 Library Grants	1,068.51	416.67	651.84	3,992.16	5,000.00	79.84%	1,007.84
03-45-5909 Equipment: Office	0.00	20.83	(20.83)	279.20	250.00	111.68%	(29.20)
03-45-5920 Internet Services	80.99	83.33	(2.34)	242.97	1,000.00	24.30%	757.03
Library Totals	10,945.56	10,650.00	295.56	35,558.09	127,800.00	27.82%	92,241.91

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03 - GENERAL FUND Municipal Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-46-5100 Salary	(505.70)	250.00	(755.70)	355.20	3,000.00	11.84%	2,644.80
03-46-5102 Part-Time Salary	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
03-46-5103 Retirement	(46.40)	37.50	(83.90)	49.00	450.00	10.89%	401.00
03-46-5104 Vehicle Allowance Adm/Sec	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
03-46-5105 FICA	(69.76)	50.00	(119.76)	(0.96)	600.00	(0.16%)	600.96
03-46-5106 Group Insurance	45.61	45.00	0.61	91.22	540.00	16.89%	448.78
03-46-5107 Workers Compensation	0.00	50.00	(50.00)	550.49	600.00	91.75%	49.51
03-46-5201 Postage & Freight	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-46-5203 Printing	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-46-5225 Travel & Meals	227.25	20.83	206.42	227.25	250.00	90.90%	22.75
03-46-5226 Employee Mileage	100.00	8.33	91.67	100.00	100.00	100.00%	0.00
03-46-5227 Education & Training	250.00	29.17	220.83	250.00	350.00	71.43%	100.00
03-46-5228 Manuals/Subscription	0.00	12.50	(12.50)	0.00	150.00	0.00%	150.00
03-46-5229 Membership/Dues & Fees	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-46-5246 Legal	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
03-46-5247 Court Cost/Arrest	62.45	3,000.00	(2,937.55)	194.45	36,000.00	0.54%	35,805.55
03-46-5251 Services: Professional	0.00	1,033.33	(1,033.33)	69.00	12,400.00	0.56%	12,331.00
03-46-5401 Supplies: Office	104.99	25.00	79.99	104.99	300.00	35.00%	195.01
03-46-5703 Repair & Maint: Office Equip	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-46-5960 Cash Over/Short	300.00	0.00	300.00	300.00	0.00	0.00%	(300.00)
Municipal Court Totals	468.44	5,461.66	(4,993.22)	2,290.64	65,540.00	3.50%	63,249.36

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03 - GENERAL FUND Museum	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-47-5110 BNSF Building Lease	100.00	8.33	91.67	100.00	100.00	100.00%	0.00
03-47-5231 Insurance: General Liabilities	0.00	50.00	(50.00)	512.16	600.00	85.36%	87.84
03-47-5232 Insurance: Property	0.00	150.00	(150.00)	1,750.54	1,800.00	97.25%	49.46
03-47-5316 Water: Museum	120.00	62.50	57.50	180.01	750.00	24.00%	569.99
03-47-5317 Electricity: Museum	569.83	550.00	19.83	1,271.72	6,600.00	19.27%	5,328.28
03-47-5403 Supplies: Bldg & Maint	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-47-5701 Bldg. Repair & Maint.	0.00	54.17	(54.17)	96.75	650.00	14.88%	553.25
Museum Totals	789.83	916.67	(126.84)	3,911.18	11,000.00	35.56%	7,088.82

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03 - GENERAL FUND Parks	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-48-5100 Salary	3,044.16	2,916.67	127.49	8,041.44	35,000.00	22.98%	26,958.56
03-48-5101 Salary & OT	0.00	41.67	(41.67)	80.44	500.00	16.09%	419.56
03-48-5103 Retirement	388.43	500.00	(111.57)	1,036.33	6,000.00	17.27%	4,963.67
03-48-5105 FICA	232.06	333.33	(101.27)	618.88	4,000.00	15.47%	3,381.12
03-48-5106 Group Insurance	495.00	500.00	(5.00)	1,485.00	6,000.00	24.75%	4,515.00
03-48-5107 Workers Compensation	0.00	125.00	(125.00)	1,134.49	1,500.00	75.63%	365.51
03-48-5109 Clothing Allowance	31.86	125.00	(93.14)	88.22	1,500.00	5.88%	1,411.78
03-48-5110 Contract Mowing	7,448.33	7,448.33	0.00	22,344.99	89,380.00	25.00%	67,035.01
03-48-5201 Postage & Freight	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-48-5205 Mobile Communications	105.24	58.33	46.91	157.86	700.00	22.55%	542.14
03-48-5206 Telephone	0.00	33.33	(33.33)	36.36	400.00	9.09%	363.64
03-48-5225 Drug Testing	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-48-5232 Insurance: Property	0.00	333.33	(333.33)	3,134.54	4,000.00	78.36%	865.46
03-48-5254 Parks & Recreation	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
03-48-5277 Refunds	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-48-5299 Misc. Expense	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
03-48-5316 Water: 8th Ave Park	2,539.12	208.33	2,330.79	3,148.11	2,500.00	125.92%	(648.11)
03-48-5317 Water: Ball Park	120.00	125.00	(5.00)	180.00	1,500.00	12.00%	1,320.00
03-48-5319 Park Renovations	5,333.82	3,768.33	1,565.49	25,883.42	45,220.00	57.24%	19,336.58
03-48-5320 8th Ave Park Utilities	675.17	833.33	(158.16)	1,566.20	10,000.00	15.66%	8,433.80
03-48-5324 Main St Park Utilities	58.15	66.67	(8.52)	155.58	800.00	19.45%	644.42
03-48-5325 Jefferson/Booker T	74.72	41.67	33.05	134.28	500.00	26.86%	365.72
03-48-5401 Office Supplies	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-48-5403 8th Ave City Park	395.62	250.00	145.62	395.62	3,000.00	13.19%	2,604.38
03-48-5404 Christmas Decorations	2,000.28	166.67	1,833.61	2,000.28	2,000.00	100.01%	(0.28)
03-48-5405 Supplies: Safety	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00

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03 - GENERAL FUND Parks	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-48-5415 Chemicals: Parks	186.10	16.67	169.43	186.10	200.00	93.05%	13.90
03-48-5417 Small Tools	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
03-48-5419 Booker T Washington Park	0.00	166.67	(166.67)	19.92	2,000.00	1.00%	1,980.08
03-48-5501 Main St Park	0.00	12.50	(12.50)	0.00	150.00	0.00%	150.00
03-48-5601 Vehicle Repair	32.97	166.67	(133.70)	(117.03)	2,000.00	(5.85%)	2,117.03
03-48-5603 Gas/Fuel	0.00	375.00	(375.00)	1,091.26	4,500.00	24.25%	3,408.74
03-48-5605 Tire Replacemt/Repair	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-48-5607 Insurance: Vehicle	0.00	141.67	(141.67)	1,655.21	1,700.00	97.37%	44.79
03-48-5705 Equipment Repair and	0.00	125.00	(125.00)	454.42	1,500.00	30.29%	1,045.58
03-48-5715 Repair & Maint: Facility	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
03-48-5905 Equipment: Small	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
03-48-5906 Security Cameras, locks etc.	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-48-5916 City Lake: Pier & Repairs	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
Parks Totals	23,161.03	19,779.16	3,381.87	74,911.92	237,350.00	31.56%	162,438.08

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03 - GENERAL FUND Police	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-49-5100 Salary	30,322.73	30,833.33	(510.60)	79,196.16	370,000.00	21.40%	290,803.84
03-49-5101 Salary & OT	(2,869.97)	500.00	(3,369.97)	707.88	6,000.00	11.80%	5,292.12
03-49-5103 Retirement	3,478.49	4,000.00	(521.51)	10,095.03	48,000.00	21.03%	37,904.97
03-49-5105 FICA	2,084.16	2,250.00	(165.84)	6,003.87	27,000.00	22.24%	20,996.13
03-49-5106 Group Insurance	2,711.55	4,166.67	(1,455.12)	8,573.10	50,000.00	17.15%	41,426.90
03-49-5107 Workers Compensation	0.00	541.67	(541.67)	6,450.49	6,500.00	99.24%	49.51
03-49-5109 Clothing Allowance	431.90	291.67	140.23	587.87	3,500.00	16.80%	2,912.13
03-49-5201 Postage & Freight	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
03-49-5202 Ads & Public Notices	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
03-49-5203 Printing	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
03-49-5205 Mobile Communications	865.28	466.67	398.61	1,341.25	5,600.00	23.95%	4,258.75
03-49-5206 Telephone	547.44	333.33	214.11	961.73	4,000.00	24.04%	3,038.27
03-49-5224 Drug Testing	0.00	41.67	(41.67)	326.50	500.00	65.30%	173.50
03-49-5225 Travel & Meals	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-49-5227 Education & Training	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
03-49-5228 Manuals/Subscription	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-49-5229 Membership/Dues & Fees	0.00	50.00	(50.00)	0.00	600.00	0.00%	600.00
03-49-5232 Insurance: Property	0.00	250.00	(250.00)	3,000.00	3,000.00	100.00%	0.00
03-49-5235 Insurance: Police Liability	0.00	541.67	(541.67)	5,818.26	6,500.00	89.51%	681.74
03-49-5252 Professional Services	96.90	50.00	46.90	96.90	600.00	16.15%	503.10
03-49-5253 NNO	0.00	84.17	(84.17)	0.00	1,010.00	0.00%	1,010.00
03-49-5299 Expense: Misc.	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-49-5301 Electricity: New PD	215.41	250.00	(34.59)	784.34	3,000.00	26.14%	2,215.66
03-49-5320 Gas:Office	53.62	58.33	(4.71)	160.86	700.00	22.98%	539.14
03-49-5360 Water: New PD	120.07	75.00	45.07	180.09	900.00	20.01%	719.91
03-49-5401 Supplies: Office	285.94	416.67	(130.73)	468.26	5,000.00	9.37%	4,531.74

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03 - GENERAL FUND Police	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-49-5405 Safety Supplies	0.00	0.01	(0.01)	0.00	0.00	0.00%	0.00
03-49-5407 Supplies: Training	0.00	41.66	(41.66)	0.00	500.00	0.00%	500.00
03-49-5601 Vehicle Repair	9,440.73	500.00	8,940.73	9,659.85	6,000.00	161.00%	(3,659.85)
03-49-5603 Gas/Fuel	0.00	1,166.67	(1,166.67)	2,597.78	14,000.00	18.56%	11,402.22
03-49-5607 Insurance: Vehicle	0.00	500.00	(500.00)	7,667.28	6,000.00	127.79%	(1,667.28)
03-49-5701 Repair & Maint: Bldg.	46.09	250.00	(203.91)	826.19	3,000.00	27.54%	2,173.81
03-49-5705 Repair & Maint: Equip	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-49-5707 Repair & Maint: Computer	1,896.10	318.00	1,578.10	3,331.75	3,816.00	87.31%	484.25
03-49-5806 Narcotic Detection K9	38.99	41.67	(2.68)	332.99	500.00	66.60%	167.01
03-49-5905 Equipment: Small	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
03-49-5916 New Vehicles	0.00	4,416.67	(4,416.67)	13,212.99	53,000.00	24.93%	39,787.01
03-49-5920 Internet Service	113.39	125.00	(11.61)	340.17	1,500.00	22.68%	1,159.83
03-49-5925 CID Equipment	50.00	41.67	8.33	150.00	500.00	30.00%	350.00
03-49-5991 COPsync Annual Fee	0.00	291.67	(291.67)	0.00	3,500.00	0.00%	3,500.00
03-49-5992 Vehicle WIFI- COPsync	534.06	275.00	259.06	802.19	3,300.00	24.31%	2,497.81
03-49-5999 LEOSE Funds	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
Police Totals	50,462.88	53,835.53	(3,372.65)	163,673.78	646,026.00	25.34%	482,352.22

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03 - GENERAL FUND Streets	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-50-5100 Salary	7,144.07	6,250.00	894.07	17,952.61	75,000.00	23.94%	57,047.39
03-50-5101 Salary & OT	(356.75)	166.67	(523.42)	478.28	2,000.00	23.91%	1,521.72
03-50-5103 Retirement	866.05	833.33	32.72	2,351.79	10,000.00	23.52%	7,648.21
03-50-5105 FICA	518.40	416.67	101.73	1,407.50	5,000.00	28.15%	3,592.50
03-50-5106 Group Insurance	945.00	1,000.00	(55.00)	2,835.00	12,000.00	23.63%	9,165.00
03-50-5107 Workers Compensation	0.00	250.00	(250.00)	1,950.49	3,000.00	65.02%	1,049.51
03-50-5109 Clothing Allowance	31.85	208.33	(176.48)	304.71	2,500.00	12.19%	2,195.29
03-50-5201 Postage & Freight	0.00	8.33	(8.33)	27.58	100.00	27.58%	72.42
03-50-5202 Ads & Public Notices	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-50-5205 Mobile Communications	210.48	108.33	102.15	315.72	1,300.00	24.29%	984.28
03-50-5206 Telephone	0.00	33.33	(33.33)	36.36	400.00	9.09%	363.64
03-50-5223 Drug Testing	0.00	12.50	(12.50)	0.00	150.00	0.00%	150.00
03-50-5225 Travel & Meals	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-50-5227 Education & Training	0.00	50.00	(50.00)	0.00	600.00	0.00%	600.00
03-50-5232 Insurance: Property	0.00	83.33	(83.33)	950.54	1,000.00	95.05%	49.46
03-50-5244 Rental Expense	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
03-50-5245 Holiday Main Street	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-50-5299 Misc. Expense	0.00	50.00	(50.00)	0.00	600.00	0.00%	600.00
03-50-5328 Electric: Street Lights	4,111.81	5,416.67	(1,304.86)	14,627.69	65,000.00	22.50%	50,372.31
03-50-5340 Gas: Office	99.60	91.67	7.93	299.23	1,100.00	27.20%	800.77
03-50-5401 Supplies: Office	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
03-50-5405 Safety Supplies	0.00	41.67	(41.67)	45.57	500.00	9.11%	454.43
03-50-5411 Gravel/Asphalt	3,653.88	1,250.00	2,403.88	6,891.57	15,000.00	45.94%	8,108.43
03-50-5415 Chemicals	186.10	25.00	161.10	186.10	300.00	62.03%	113.90
03-50-5417 Small Tools	0.00	8.33	(8.33)	55.88	100.00	55.88%	44.12
03-50-5601 Repair & Maint: Vehicle	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00

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03 - GENERAL FUND Streets	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-50-5603 Gas/Fuel	0.00	583.33	(583.33)	1,033.22	7,000.00	14.76%	5,966.78
03-50-5605 Tire Repair & Replacement	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
03-50-5607 Insurance: Vehicle	0.00	166.67	(166.67)	1,989.14	2,000.00	99.46%	10.86
03-50-5705 Repair & Maint: Equipment	4,701.94	750.00	3,951.94	6,062.55	9,000.00	67.36%	2,937.45
03-50-5709 Repairs: Strts/Alley/Drainage	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
03-50-5901 Signs	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
03-50-5906 security cameras & equip	0.00	4.17	(4.17)	0.00	50.00	0.00%	50.00
03-50-5907 Equipment: Safety	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
03-50-5911 Street Improvements	1,356.20	3,333.92	(1,977.72)	14,323.70	40,007.00	35.80%	25,683.30
Streets Totals	23,468.63	22,617.24	851.39	74,125.23	271,407.00	27.31%	197,281.77

City of Teague
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03 - GENERAL FUND Mayor & Alderman	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-51-5225 Travel & Meals	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-51-5226 Employee Mileage	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
03-51-5227 Education & Training	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
03-51-5229 Membership/Dues & Fees	0.00	75.00	(75.00)	0.00	900.00	0.00%	900.00
03-51-5236 Council Room Improvements	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-51-5298 Computers and Supplies	561.12	333.33	227.79	841.68	4,000.00	21.04%	3,158.32
03-51-5299 Expense: Misc.	0.00	33.33	(33.33)	20.16	400.00	5.04%	379.84
03-51-5409 Supplies: Election	0.00	1,083.33	(1,083.33)	0.00	13,000.00	0.00%	13,000.00
Mayor & Alderman Totals	561.12	1,874.99	(1,313.87)	861.84	22,500.00	3.83%	21,638.16

City of Teague
 Financial Statement
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03 - GENERAL FUND Animal Control	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
03-52-5107 Workers Compensation	0.00	41.67	(41.67)	450.49	500.00	90.10%	49.51
03-52-5201 Postage & Freight	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
03-52-5202 Ads & Public Notices	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-52-5205 Mobile Communications	52.62	0.00	52.62	52.62	0.00	0.00%	(52.62)
03-52-5250 ISO Assessment	0.00	1,666.67	(1,666.67)	0.00	20,000.00	0.00%	20,000.00
03-52-5251 Professional Services/Animal	200.00	416.67	(216.67)	400.00	5,000.00	8.00%	4,600.00
03-52-5252 Professional Services C.E.	0.00	708.33	(708.33)	0.00	8,500.00	0.00%	8,500.00
03-52-5601 Vehicle Repair	7.50	83.33	(75.83)	7.50	1,000.00	0.75%	992.50
03-52-5603 Oil/Gas/Fuel	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
03-52-5905 Small Equipment	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
03-52-5906 Misc.	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
03-52-5919 Computer	1,500.00	125.00	1,375.00	1,500.00	1,500.00	100.00%	0.00
Animal Control Totals	<u>1,760.12</u>	<u>3,541.68</u>	<u>(1,781.56)</u>	<u>2,410.61</u>	<u>42,500.00</u>	<u>5.67%</u>	<u>40,089.39</u>
Expense Totals	<u>171,957.75</u>	<u>171,820.90</u>	<u>136.85</u>	<u>543,291.45</u>	<u>2,061,851.00</u>	<u>26.35%</u>	<u>1,518,559.55</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
05 - UTILITY FUND				
Assets				
	05-1000	Consolidated Cash Equity	1,227,627.33	
	05-1020	Cash-Citizens State Bank	535,631.17	
	05-1100	Investments- Texpool	1,378,683.28	
	05-1200	Accounts Receivable	(39,980.02)	
	05-1206	Allow for Doubtful Accts	(59,065.23)	
	05-1215	Restricted Cash	109,699.25	
	05-1258	Due from General Fund	7,141.40	
	05-1497	Prepaid Insurance	11,842.00	
	05-1580	Land Water	39,965.00	
	05-1581	Land Sewer	30,509.83	
	05-1582	Water & Sewer System	3,926,943.51	
	05-1583	Machinery & Equipment	576,842.13	
	05-1584	Autos & Trucks	55,538.50	
	05-1601	TDJC Construction Project	1,429,519.31	
	05-1602	Water System - 1989	243,160.00	
	05-1603	Sewer System - 1990	404,999.00	
	05-1604	Water Grant - 1992	291,370.58	
	05-1605	Water Reservoir 300,000 Gal	135,574.02	
	05-1606	Capitalized Items 93-94	28,613.79	
	05-1607	1/2 Leased Computer System	10,476.00	
	05-1608	1995 Capital Item	214,290.95	
	05-1609	1995 Completed Grant	240,605.00	
	05-1610	Allowance for Depr	(6,619,504.00)	
	05-1611	95/96 93 Bond Cap Exp	115,097.62	
	05-1612	Tractor & Backhoe	39,345.00	
	05-1613	Sewer Machine	7,900.00	
	05-1614	2002 Chev Pickup	19,600.00	
	05-1615	TCDP Grant in Process	579,776.42	
	05-1616	1994 Pickup	8,415.00	
	05-1617	2002 Chevrolet Pickup	84,142.08	
	05-1618	2/3 of 2002 Truck	12,584.66	
	05-1619	2002 Line Costs	41,541.28	
	05-1620	Grant #721781	302.53	
	05-1621	Ground Storage Tank	231,100.00	
	05-1622	Dump Truck	39,105.00	
	05-1623	Water Tower Rebuilding Project	173,257.41	

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
05 - UTILITY FUND				
Assets				
	05-1625	Jet Machine	38,000.00	
	05-1626	2 - 2005 Chevy Pickups	22,645.38	
	05-1627	2014 Chevy Silverado	30,266.12	
	05-1628	Scada Water Systems	55,000.00	
	05-1629	Capital Assets Generators	111,862.24	
	05-1999	Old Cash in Combined Fund	(133,499.95)	
	Total Assets		<u>5,656,923.59</u>	<u>5,656,923.59</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance
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05 - UTILITY FUND

Liabilities

05-2000	Consolidated Accounts Payable	(12,156.91)
05-2010	Accounts Payable	32,001.64
05-2020	Accrued Utility Deposits	87,260.19
05-2051	Deferred Outflows of Resouces	9,155.00
05-2052	Deferred Inflows of Resouces	107,357.00
05-2053	Net Pensions Liability / Asset	(22,825.00)
05-2054	OPEB Liability	35,014.00
05-2100	Accrued Payroll	10,671.34
05-2105	Federal Withholding	(2,328.55)
05-2110	FICA Payable	(371.40)
05-2120	TMRS Payable	8,827.37
05-2136	Employee Insurance	95,342.24
05-2140	Supplemental Ins. Payable	25,194.38
05-2142	Voluntary Supplemental Ins.	(124,813.95)
05-2146	Pre-Paid Legal Services	365.67
05-2147	Texas Life Insurance Payable	319.56
05-2150	Federal P/R Taxes Payable	1,558.65
05-2201	Accrued Vacation & Sick Payable	6,007.00
05-2260	Accrued Interest Payable	18,789.00
05-2521	2009A Certificates of Oblig	430,000.00
05-2522	2009B Cert of Obligation	374,000.00
05-2525	2005 Series Bonds	320,000.00
	Total Liabilities	<u>1,399,367.23</u>

Fund Balance

05-2900	Retained Earnings	3,730,996.41
05-2912	Capital Contributed Capital	390,631.19
	Total Fund Balance	<u>4,121,627.60</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
05 - UTILITY FUND				
		Total Revenue	461,952.75	
		Total Expenses	<u>341,287.46</u>	
		Current Year Increase (Decrease)	135,928.76	
		Fund Balance Total	4,121,627.60	
		Current Year Increase (Decrease)	<u>135,928.76</u>	
		Total Fund Balance/Equity	<u>4,257,556.36</u>	
		Total Liabilities & Fund Balance		<u><u>5,656,923.59</u></u>

City of Teague
 Financial Statement
 As of December 31, 2019

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05 - UTILITY FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
SANITATION DEPARTMENT	20,678.20	20,375.00	303.20	62,436.28	244,500.00	25.54%	182,063.72
SEWER DEPARTMENT	51,707.52	50,625.00	1,082.52	152,210.24	607,500.00	25.06%	455,289.76
Not Categorized	0.00	0.00	0.00	25.00	0.00	0.00%	(25.00)
WATER DEPARTMENT	69,453.10	71,516.67	(2,063.57)	247,281.23	858,200.00	28.81%	610,918.77
Revenue Totals	<u>141,838.82</u>	<u>142,516.67</u>	<u>(677.85)</u>	<u>461,952.75</u>	<u>1,710,200.00</u>	<u>27.01 %</u>	<u>1,248,247.25</u>
Expense Summary							
Not Categorized	<u>112,054.04</u>	<u>142,516.69</u>	<u>(30,462.65)</u>	<u>341,287.46</u>	<u>1,710,200.00</u>	<u>19.96%</u>	<u>1,368,912.54</u>
Expense Totals	<u>112,054.04</u>	<u>142,516.69</u>	<u>(30,462.65)</u>	<u>341,287.46</u>	<u>1,710,200.00</u>	<u>19.96 %</u>	<u>1,368,912.54</u>

City of Teague
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05 - UTILITY FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
SANITATION DEPARTMENT							
05-4710 Sanitation Charges	19,026.10	18,750.00	276.10	57,242.65	225,000.00	25.44%	167,757.35
05-4711 Sales Tax: Sanitation	1,527.10	1,500.00	27.10	4,598.63	18,000.00	25.55%	13,401.37
05-4991 Collection Center Pass	125.00	125.00	0.00	595.00	1,500.00	39.67%	905.00
SANITATION DEPARTMENT Totals	20,678.20	20,375.00	303.20	62,436.28	244,500.00	25.54%	182,063.72
SEWER DEPARTMENT							
05-4750 Sewer Charges	50,557.52	50,416.67	140.85	150,535.24	605,000.00	24.88%	454,464.76
05-4770 Sewer Taps	1,150.00	208.33	941.67	1,675.00	2,500.00	67.00%	825.00
SEWER DEPARTMENT Totals	51,707.52	50,625.00	1,082.52	152,210.24	607,500.00	25.06%	455,289.76
Not Categorized							
05-4800 Transfer From Reserve Fund	0.00	0.00	0.00	25.00	0.00	0.00%	(25.00)
Not Categorized Totals	0.00	0.00	0.00	25.00	0.00	0.00%	(25.00)
WATER DEPARTMENT							
05-4810 Water Charges	65,124.87	67,500.00	(2,375.13)	195,735.06	810,000.00	24.16%	614,264.94
05-4815 Water Production Fee	256.88	266.67	(9.79)	766.25	3,200.00	23.95%	2,433.75
05-4820 Water Connections	850.00	750.00	100.00	2,450.00	9,000.00	27.22%	6,550.00
05-4830 Water Taps	0.00	125.00	(125.00)	1,500.00	1,500.00	100.00%	0.00
05-4840 Bulk Water Sales	0.00	125.00	(125.00)	50.00	1,500.00	3.33%	1,450.00
05-4850 Water Penalties	3,221.35	2,750.00	471.35	9,637.06	33,000.00	29.20%	23,362.94
05-4988 Northline Annual Payments	0.00	0.00	0.00	37,142.86	0.00	0.00%	(37,142.86)
WATER DEPARTMENT Totals	69,453.10	71,516.67	(2,063.57)	247,281.23	858,200.00	28.81%	610,918.77
Revenue Totals	141,838.82	142,516.67	(677.85)	461,952.75	1,710,200.00	27.01%	1,248,247.25

City of Teague
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05 - UTILITY FUND Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	26,237.86	74,890.66	(48,652.80)	144,513.09	898,688.00	16.08%	754,174.91
Water Totals	<u>26,237.86</u>	<u>74,890.66</u>	<u>(48,652.80)</u>	<u>144,513.09</u>	<u>898,688.00</u>	<u>16.08%</u>	<u>754,174.91</u>
05 - UTILITY FUND Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	68,309.42	47,251.03	21,058.39	144,337.13	567,012.00	25.46%	422,674.87
Sewer Totals	<u>68,309.42</u>	<u>47,251.03</u>	<u>21,058.39</u>	<u>144,337.13</u>	<u>567,012.00</u>	<u>25.46%</u>	<u>422,674.87</u>
05 - UTILITY FUND General	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	17,506.76	20,375.00	(2,868.24)	52,437.24	244,500.00	21.45%	192,062.76
General Totals	<u>17,506.76</u>	<u>20,375.00</u>	<u>(2,868.24)</u>	<u>52,437.24</u>	<u>244,500.00</u>	<u>21.45%</u>	<u>192,062.76</u>
Expense Totals	<u><u>112,054.04</u></u>	<u><u>142,516.69</u></u>	<u><u>(30,462.65)</u></u>	<u><u>341,287.46</u></u>	<u><u>1,710,200.00</u></u>	<u><u>19.96%</u></u>	<u><u>1,368,912.54</u></u>

City of Teague
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05 - UTILITY FUND General	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
05-41-5260 State Sales Tax	1,521.33	1,500.00	21.33	4,577.37	18,000.00	25.43%	13,422.63
05-41-5261 Contract: Metro Sanitation	15,609.60	15,833.33	(223.73)	47,010.00	190,000.00	24.74%	142,990.00
05-41-5262 Extra Roll Off's / Landfield	375.83	416.67	(40.84)	849.87	5,000.00	17.00%	4,150.13
05-41-5296 Franchise Fee: Sanitation	0.00	2,625.00	(2,625.00)	0.00	31,500.00	0.00%	31,500.00
General Totals	17,506.76	20,375.00	(2,868.24)	52,437.24	244,500.00	21.45%	192,062.76

City of Teague
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05 - UTILITY FUND Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
05-42-5100 Salary	12,229.81	14,833.33	(2,603.52)	35,369.70	178,000.00	19.87%	142,630.30
05-42-5101 Salary & OT	1,404.73	750.00	654.73	3,687.44	9,000.00	40.97%	5,312.56
05-42-5103 City Retirement	1,755.73	2,000.00	(244.27)	4,945.46	24,000.00	20.61%	19,054.54
05-42-5104 Vehicle Allowance Adm/Sec	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
05-42-5105 FICA	1,037.26	1,166.67	(129.41)	2,929.90	14,000.00	20.93%	11,070.10
05-42-5106 Group Insurance	1,872.60	2,166.67	(294.07)	4,720.84	26,000.00	18.16%	21,279.16
05-42-5107 Workers Comp	0.00	350.00	(350.00)	3,950.49	4,200.00	94.06%	249.51
05-42-5109 Clothing Allowance	238.43	291.67	(53.24)	319.35	3,500.00	9.12%	3,180.65
05-42-5201 Postage & Freight	223.02	333.33	(110.31)	668.22	4,000.00	16.71%	3,331.78
05-42-5202 Ads & Public Notice	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
05-42-5203 Printing	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
05-42-5205 Mobile comm	496.94	250.00	246.94	745.41	3,000.00	24.85%	2,254.59
05-42-5206 Telephone	123.50	66.67	56.83	286.36	800.00	35.80%	513.64
05-42-5223 Drug Testing	0.00	12.50	(12.50)	0.00	150.00	0.00%	150.00
05-42-5225 Travel & Meals	0.00	166.67	(166.67)	251.28	2,000.00	12.56%	1,748.72
05-42-5227 Education/Training	0.00	208.33	(208.33)	410.00	2,500.00	16.40%	2,090.00
05-42-5229 Member Dues & Fees	0.00	12.50	(12.50)	80.00	150.00	53.33%	70.00
05-42-5231 Insurance: General Liability	0.00	50.00	(50.00)	590.16	600.00	98.36%	9.84
05-42-5232 Insurance: Property	0.00	291.67	(291.67)	3,450.54	3,500.00	98.59%	49.46
05-42-5236 Electric: Sewer Plants	2,661.25	3,333.33	(672.08)	7,688.90	40,000.00	19.22%	32,311.10
05-42-5237 Electric: Lift Stations	228.13	458.33	(230.20)	945.21	5,500.00	17.19%	4,554.79
05-42-5245 Audit	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
05-42-5253 Fees: Permit	0.00	416.67	(416.67)	10,775.80	5,000.00	215.52%	(5,775.80)
05-42-5257 Fees: Laboratory	656.00	833.33	(177.33)	2,082.00	10,000.00	20.82%	7,918.00
05-42-5261 2009A USDA Loan Interest	6,922.50	1,256.67	5,665.83	6,922.50	15,080.00	45.91%	8,157.50
05-42-5262 2009B USDA Loan Interest	5,502.87	1,090.17	4,412.70	5,502.87	13,082.00	42.06%	7,579.13

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05 - UTILITY FUND Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
05-42-5263 2009A USDA Loan Payment	14,000.00	1,166.67	12,833.33	14,000.00	14,000.00	100.00%	0.00
05-42-5264 2009B USDA Loan Payment	13,000.00	1,083.33	11,916.67	13,000.00	13,000.00	100.00%	0.00
05-42-5275 Fees: Engineering/ Contractor	0.00	1,166.67	(1,166.67)	2,992.50	14,000.00	21.38%	11,007.50
05-42-5299 Expenses: Misc	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
05-42-5361 Bulk Water	15.84	83.33	(67.49)	15.84	1,000.00	1.58%	984.16
05-42-5401 Supplies: Office	68.75	41.67	27.08	68.75	500.00	13.75%	431.25
05-42-5403 Supplies: Bldg & Maint	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
05-42-5405 Supplies: Safety	61.35	166.67	(105.32)	725.97	2,000.00	36.30%	1,274.03
05-42-5415 Chemicals	1,596.10	1,250.00	346.10	2,301.10	15,000.00	15.34%	12,698.90
05-42-5417 Small Tools	0.00	83.33	(83.33)	80.60	1,000.00	8.06%	919.40
05-42-5419 Supplies: Misc	0.00	41.67	(41.67)	10.00	500.00	2.00%	490.00
05-42-5601 Repair & Maint: Vehicle	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
05-42-5603 Gas/Fuel	0.00	416.67	(416.67)	1,303.58	5,000.00	26.07%	3,696.42
05-42-5605 Tires/Repair	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
05-42-5607 Insurance: Vehicle	0.00	266.67	(266.67)	3,189.14	3,200.00	99.66%	10.86
05-42-5701 Repair & Maint: Bldg	0.00	83.33	(83.33)	464.65	1,000.00	46.47%	535.35
05-42-5705 Repair & Maint: Equipment	0.00	250.00	(250.00)	604.71	3,000.00	20.16%	2,395.29
05-42-5711 Repair: Line	292.51	1,666.67	(1,374.16)	1,770.44	20,000.00	8.85%	18,229.56
05-42-5713 Repair & Maint: Plant	83.44	3,333.33	(3,249.89)	1,888.66	40,000.00	4.72%	38,111.34
05-42-5725 Lift Stations	3,838.66	3,750.00	88.66	5,598.76	45,000.00	12.44%	39,401.24
05-42-5727 Sewer Jets	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
05-42-5905 Small Equipment	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
05-42-5906 cameras for bldg & warehouse	0.00	12.50	(12.50)	0.00	150.00	0.00%	150.00
05-42-5908 Vehicle Safety	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
05-42-5919 Computer Software	0.00	66.67	(66.67)	0.00	800.00	0.00%	800.00
05-42-5920 Internet	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00

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05 - UTILITY FUND Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
05-42-5922 New Sewer Lines	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
05-42-5943 Generators	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
Sewer Totals	<u>68,309.42</u>	<u>47,251.03</u>	<u>21,058.39</u>	<u>144,337.13</u>	<u>567,012.00</u>	<u>25.46%</u>	<u>422,674.87</u>

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05 - UTILITY FUND Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
05-43-5100 Salary	10,189.56	12,500.00	(2,310.44)	31,052.49	150,000.00	20.70%	118,947.51
05-43-5101 Salaries & OT	1,512.23	833.33	678.90	4,868.90	10,000.00	48.69%	5,131.10
05-43-5102 Part-time salary	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
05-43-5103 City Retirement	1,509.11	1,708.33	(199.22)	4,545.35	20,500.00	22.17%	15,954.65
05-43-5104 Vehicle Allowance Adm/Sec	(125.00)	0.00	(125.00)	0.00	0.00	0.00%	0.00
05-43-5105 FICA	893.20	1,083.33	(190.13)	2,701.40	13,000.00	20.78%	10,298.60
05-43-5106 Group Insurance	973.58	1,750.00	(776.42)	2,923.78	21,000.00	13.92%	18,076.22
05-43-5107 Workers Comp	0.00	375.00	(375.00)	3,920.50	4,500.00	87.12%	579.50
05-43-5109 Clothing Allowance	31.86	208.33	(176.47)	88.22	2,500.00	3.53%	2,411.78
05-43-5201 Postage & Freight	483.52	500.00	(16.48)	1,428.72	6,000.00	23.81%	4,571.28
05-43-5202 Ads & Public Notice	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
05-43-5203 Printing	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
05-43-5205 Mobile comm	391.70	208.33	183.37	587.55	2,500.00	23.50%	1,912.45
05-43-5206 Telephone	123.50	66.67	56.83	286.37	800.00	35.80%	513.63
05-43-5223 Drug Testing	0.00	12.50	(12.50)	0.00	150.00	0.00%	150.00
05-43-5225 Travel & Meals	0.00	208.33	(208.33)	476.36	2,500.00	19.05%	2,023.64
05-43-5227 Education/Training	277.00	250.00	27.00	388.00	3,000.00	12.93%	2,612.00
05-43-5229 Member Dues & Fees	0.00	12.50	(12.50)	0.00	150.00	0.00%	150.00
05-43-5231 Ins/General Liability	0.00	41.67	(41.67)	536.16	500.00	107.23%	(36.16)
05-43-5232 Ins/Property	0.00	250.00	(250.00)	2,950.54	3,000.00	98.35%	49.46
05-43-5235 Electricity, Wtr Pump Stations	25.19	25.00	0.19	64.49	300.00	21.50%	235.51
05-43-5236 Electricity, Water Wells	1,584.15	1,750.00	(165.85)	4,857.96	21,000.00	23.13%	16,142.04
05-43-5245 Audit	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
05-43-5253 Permit Fees	0.00	333.33	(333.33)	278.71	4,000.00	6.97%	3,721.29
05-43-5255 Inspection Fees	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
05-43-5256 Laboratory Supplies	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00

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05 - UTILITY FUND Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
05-43-5257 Laboratory Fees	120.00	250.00	(130.00)	1,041.89	3,000.00	34.73%	1,958.11
05-43-5258 Water Production Fees	4,130.70	416.67	3,714.03	4,130.70	5,000.00	82.61%	869.30
05-43-5275 Engineering Fees	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
05-43-5290 Cash Over/Short	4.00	0.00	4.00	4.00	0.00	0.00%	(4.00)
05-43-5296 Franchise Fee - Water	0.00	25,195.92	(25,195.92)	0.00	302,351.00	0.00%	302,351.00
05-43-5297 Equipment Rental G/F	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
05-43-5361 Bulk Water	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
05-43-5401 Office Supplies	0.00	41.67	(41.67)	30.98	500.00	6.20%	469.02
05-43-5403 Bldg/Maint Supplies	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
05-43-5405 Safety Supplies	712.74	41.67	671.07	712.74	500.00	142.55%	(212.74)
05-43-5411 Gravel/Asphalt	469.80	333.33	136.47	469.80	4,000.00	11.75%	3,530.20
05-43-5415 Chemicals	944.35	833.33	111.02	2,233.55	10,000.00	22.34%	7,766.45
05-43-5417 Small Tools	0.00	83.33	(83.33)	190.16	1,000.00	19.02%	809.84
05-43-5419 Misc Supplies	733.71	125.00	608.71	1,174.78	1,500.00	78.32%	325.22
05-43-5601 Vehicle Repr & Maint	19.88	500.00	(480.12)	89.56	6,000.00	1.49%	5,910.44
05-43-5603 Gas/Fuel	0.00	416.67	(416.67)	1,096.00	5,000.00	21.92%	3,904.00
05-43-5605 Tires/Repair	26.00	41.67	(15.67)	341.90	500.00	68.38%	158.10
05-43-5607 Vehicle Ins	0.00	266.67	(266.67)	2,457.95	3,200.00	76.81%	742.05
05-43-5701 Bldg/Facility Repair & Maint	12.45	333.33	(320.88)	33.15	4,000.00	0.83%	3,966.85
05-43-5705 Equip/Repair	43.99	83.33	(39.34)	350.05	1,000.00	35.01%	649.95
05-43-5707 Computer Repr	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
05-43-5711 Line Repair/Materials	117.44	2,500.00	(2,382.56)	14,080.61	30,000.00	46.94%	15,919.39
05-43-5713 Plant Repr	0.00	2,083.33	(2,083.33)	39.26	25,000.00	0.16%	24,960.74
05-43-5714 Generator Maint./Repair	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
05-43-5720 Maintenance to Wells	1,033.20	2,500.00	(1,466.80)	1,033.20	30,000.00	3.44%	28,966.80
05-43-5722 Materials - Meter/Installation	0.00	250.00	(250.00)	3,353.40	3,000.00	111.78%	(353.40)

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05 - UTILITY FUND Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
05-43-5723 Fire Hydrants	0.00	833.33	(833.33)	5,025.83	10,000.00	50.26%	4,974.17
05-43-5905 Small Equipment	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
05-43-5906 Security cameras &	0.00	12.50	(12.50)	0.00	150.00	0.00%	150.00
05-43-5907 Safety Equipment	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
05-43-5908 Vehicle Safety	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
05-43-5922 Lines / Contractors	0.00	1,913.25	(1,913.25)	6,900.00	22,959.00	30.05%	16,059.00
05-43-5924 Northline Project Payment	0.00	3,095.25	(3,095.25)	37,142.86	37,143.00	100.00%	0.14
05-43-5931 Meter Boxes	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
05-43-5933 Pumps	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
05-43-5935 Motors	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
05-43-5940 Scada System & Installation	0.00	208.33	(208.33)	625.22	2,500.00	25.01%	1,874.78
05-43-5945 New Truck	0.00	2,916.67	(2,916.67)	0.00	35,000.00	0.00%	35,000.00
05-43-5946 Meter Update 2019 Loan	0.00	4,265.42	(4,265.42)	0.00	51,185.00	0.00%	51,185.00
Water Totals	26,237.86	74,890.66	(48,652.80)	144,513.09	898,688.00	16.08%	754,174.91
Expense Totals	112,054.04	142,516.69	(30,462.65)	341,287.46	1,710,200.00	19.96%	1,368,912.54

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
07 - COURT'S SPECIAL FUNDS				
Assets				
	07-1000	Consolidated Cash Equity	1,221.12	
	07-1999	Old Cash in Combined Fund	243.11	
	Total Assets		<u>1,464.23</u>	<u>1,464.23</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
07 - COURT'S SPECIAL FUNDS				
Fund Balance				
	07-2900	Unreserved Fund Balance	(1,552.81)	
	07-2910	Assigned Fund Balance	2,096.08	
	07-2920	Deferred Revenue	591.00	
		Total Fund Balance	<u>1,134.27</u>	
		Total Revenue	1,108.79	
		Total Expenses	<u>709.45</u>	
		Current Year Increase (Decrease)	329.96	
		Fund Balance Total	1,134.27	
		Current Year Increase (Decrease)	<u>329.96</u>	
		Total Fund Balance/Equity	<u>1,464.23</u>	
		Total Liabilities & Fund Balance		<u><u>1,464.23</u></u>

City of Teague
 Financial Statement
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07 - COURT'S SPECIAL FUNDS	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
COURT TECH/BLDG FUND	51.86	308.33	(256.47)	1,108.79	3,700.00	29.97%	2,591.21
Revenue Totals	<u>51.86</u>	<u>308.33</u>	<u>(256.47)</u>	<u>1,108.79</u>	<u>3,700.00</u>	<u>29.97 %</u>	<u>2,591.21</u>
Expense Summary							
Not Categorized	334.45	308.33	26.12	709.45	3,700.00	19.17%	2,990.55
Expense Totals	<u>334.45</u>	<u>308.33</u>	<u>26.12</u>	<u>709.45</u>	<u>3,700.00</u>	<u>19.17 %</u>	<u>2,990.55</u>

City of Teague
 Financial Statement
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07 - COURT'S SPECIAL FUNDS	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
COURT TECH/BLDG FUND							
07-4416 Court Technology Fund	78.32	150.00	(71.68)	548.29	1,800.00	30.46%	1,251.71
07-4418 Court Bldg Security Fund	(26.46)	150.00	(176.46)	556.11	1,800.00	30.90%	1,243.89
07-4420 Court Time Payment Fee (TPF)	0.00	8.33	(8.33)	4.39	100.00	4.39%	95.61
COURT TECH/BLDG FUND Totals	51.86	308.33	(256.47)	1,108.79	3,700.00	29.97%	2,591.21
Revenue Totals	51.86	308.33	(256.47)	1,108.79	3,700.00	29.97%	2,591.21

City of Teague
 Financial Statement
 As of December 31, 2019

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07 - COURT'S SPECIAL FUNDS Court Tech/Bldg Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	334.45	308.33	26.12	709.45	3,700.00	19.17%	2,990.55
Court Tech/Bldg Fund Totals	<u>334.45</u>	<u>308.33</u>	<u>26.12</u>	<u>709.45</u>	<u>3,700.00</u>	<u>19.17%</u>	<u>2,990.55</u>
Expense Totals	<u><u>334.45</u></u>	<u><u>308.33</u></u>	<u><u>26.12</u></u>	<u><u>709.45</u></u>	<u><u>3,700.00</u></u>	<u><u>19.17%</u></u>	<u><u>2,990.55</u></u>

City of Teague
 Financial Statement
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07 - COURT'S SPECIAL FUNDS Court Tech/Bldg Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
07-46-5707 Court Tech Enhancements	334.45	308.33	26.12	709.45	3,700.00	19.17%	2,990.55
Court Tech/Bldg Fund Totals	334.45	308.33	26.12	709.45	3,700.00	19.17%	2,990.55
Expense Totals	334.45	308.33	26.12	709.45	3,700.00	19.17%	2,990.55

City of Teague
Balance Sheet
As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
08 - Police Forfeiture Fund				
Assets				
	08-1012	Cash Police Forfeiture Fund	<u>100.57</u>	
	Total Assets		<u>100.57</u>	<u>100.57</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
08 - Police Forfeiture Fund				
Fund Balance				
	08-2900	Unreserved Fund Balance	673.67	
		Total Fund Balance	<u>673.67</u>	
		Total Revenue	0.00	
		Total Expenses	<u>0.00</u>	
		Current Year Increase (Decrease)	(573.10)	
		Fund Balance Total	673.67	
		Current Year Increase (Decrease)	<u>(573.10)</u>	
		Total Fund Balance/Equity	<u>100.57</u>	
		Total Liabilities & Fund Balance		<u><u>100.57</u></u>

City of Teague
 Financial Statement
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08 - Police Forfeiture Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Not Categorized	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Revenue Totals	0.00	41.67	(41.67)	0.00	500.00	0.00 %	500.00
Expense Summary							
Not Categorized	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Expense Totals	0.00	41.67	(41.67)	0.00	500.00	0.00 %	500.00

City of Teague
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08 - Police Forfeiture Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Not Categorized							
08-4000 Police Revenue	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Not Categorized Totals	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Revenue Totals	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00

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08 - Police Forfeiture Fund Police Forfeiture Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Police Forfeiture Fund Totals	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Expense Totals	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00

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08 - Police Forfeiture Fund Police Forfeiture Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
08-49-5000 Police Expense	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Police Forfeiture Fund Totals	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Expense Totals	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00

City of Teague
 Balance Sheet
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Account Type	Account Number	Description	Balance	Total
10 - Interest & Sinking Fund				
Assets				
	10-1000	Consolidated Cash Equity	(87,387.75)	
	10-1258	Taxes Receivable-Prop Taxes	32,935.00	
	10-1999	Old Cash in Combined Fund	(1,136.38)	
	Total Assets		<u>(55,589.13)</u>	<u>(55,589.13)</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
10 - Interest & Sinking Fund				
Fund Balance				
	10-2900	Unreserved Fund Balance	35,133.58	
	10-2920	Deferred Revenue	2,453.82	
		Total Fund Balance	<u>37,587.40</u>	
		Total Revenue	75,345.11	
		Total Expenses	<u>168,506.25</u>	
		Current Year Increase (Decrease)	(93,176.53)	
		Fund Balance Total	37,587.40	
		Current Year Increase (Decrease)	<u>(93,176.53)</u>	
		Total Fund Balance/Equity	<u>(55,589.13)</u>	
		Total Liabilities & Fund Balance		<u>(55,589.13)</u>

City of Teague
 Financial Statement
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10 - Interest & Sinking Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
DEBT SERVICE	50,216.68	14,078.09	36,138.59	75,345.11	168,937.00	44.60%	93,591.89
Revenue Totals	<u>50,216.68</u>	<u>14,078.09</u>	<u>36,138.59</u>	<u>75,345.11</u>	<u>168,937.00</u>	<u>44.60 %</u>	<u>93,591.89</u>
Expense Summary							
Not Categorized	168,506.25	14,078.09	154,428.16	168,506.25	168,937.00	99.75%	430.75
Expense Totals	<u>168,506.25</u>	<u>14,078.09</u>	<u>154,428.16</u>	<u>168,506.25</u>	<u>168,937.00</u>	<u>99.75 %</u>	<u>430.75</u>

City of Teague
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10 - Interest & Sinking Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
DEBT SERVICE							
10-4900 Ad Valorem: Current Debt Service	50,216.68	13,750.00	36,466.68	71,408.11	165,000.00	43.28%	93,591.89
10-4950 Ad Valorem: Delinquent Debt	0.00	292.17	(292.17)	3,506.00	3,506.00	100.00%	0.00
10-4955 Ad Valorem: Penalties	0.00	35.92	(35.92)	431.00	431.00	100.00%	0.00
DEBT SERVICE Totals	<u>50,216.68</u>	<u>14,078.09</u>	<u>36,138.59</u>	<u>75,345.11</u>	<u>168,937.00</u>	<u>44.60%</u>	<u>93,591.89</u>
Revenue Totals	<u>50,216.68</u>	<u>14,078.09</u>	<u>36,138.59</u>	<u>75,345.11</u>	<u>168,937.00</u>	<u>44.60%</u>	<u>93,591.89</u>

City of Teague
 Financial Statement
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10 - Interest & Sinking Fund Debt Service	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	168,506.25	14,078.09	154,428.16	168,506.25	168,937.00	99.75%	430.75
Debt Service Totals	<u>168,506.25</u>	<u>14,078.09</u>	<u>154,428.16</u>	<u>168,506.25</u>	<u>168,937.00</u>	<u>99.75%</u>	<u>430.75</u>
Expense Totals	<u><u>168,506.25</u></u>	<u><u>14,078.09</u></u>	<u><u>154,428.16</u></u>	<u><u>168,506.25</u></u>	<u><u>168,937.00</u></u>	<u><u>99.75%</u></u>	<u><u>430.75</u></u>

City of Teague
 Financial Statement
 As of December 31, 2019

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10 - Interest & Sinking Fund Debt Service	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-46-5800 USDA 2005 Series General	165,000.00	13,750.00	151,250.00	165,000.00	165,000.00	100.00%	0.00
10-46-5805 USDA 2005 GO Bond Payment	3,506.25	292.17	3,214.08	3,506.25	3,506.00	100.01%	(0.25)
10-46-5810 2005 [TDCJ] Bond: Admin	0.00	35.92	(35.92)	0.00	431.00	0.00%	431.00
Debt Service Totals	<u>168,506.25</u>	<u>14,078.09</u>	<u>154,428.16</u>	<u>168,506.25</u>	<u>168,937.00</u>	<u>99.75%</u>	<u>430.75</u>
Expense Totals	<u>168,506.25</u>	<u>14,078.09</u>	<u>154,428.16</u>	<u>168,506.25</u>	<u>168,937.00</u>	<u>99.75%</u>	<u>430.75</u>

City of Teague
Balance Sheet
As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
14 - CHRISTMAS IN THE PARKS				
Assets				
	14-1000	Consolidated Cash Equity	<u>826.51</u>	
	Total Assets		<u>826.51</u>	<u>826.51</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
14 - CHRISTMAS IN THE PARKS				
Fund Balance				
	14-2900	Unreserved Fund Balance-CIP	1,724.04	
		Total Fund Balance	1,724.04	
		Total Revenue	4,270.75	
		Total Expenses	5,059.28	
		Current Year Increase (Decrease)	(897.53)	
		Fund Balance Total	1,724.04	
		Current Year Increase (Decrease)	(897.53)	
		Total Fund Balance/Equity	826.51	
		Total Liabilities & Fund Balance		826.51

City of Teague
 Financial Statement
 As of December 31, 2019

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14 - CHRISTMAS IN THE PARKS	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Not Categorized	0.00	458.34	(458.34)	4,270.75	5,500.00	77.65%	1,229.25
Revenue Totals	<u>0.00</u>	<u>458.34</u>	<u>(458.34)</u>	<u>4,270.75</u>	<u>5,500.00</u>	<u>77.65 %</u>	<u>1,229.25</u>
Expense Summary							
Not Categorized	2,014.18	458.34	1,555.84	5,059.28	5,500.00	91.99%	440.72
Expense Totals	<u>2,014.18</u>	<u>458.34</u>	<u>1,555.84</u>	<u>5,059.28</u>	<u>5,500.00</u>	<u>91.99 %</u>	<u>440.72</u>

City of Teague
 Financial Statement
 As of December 31, 2019

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14 - CHRISTMAS IN THE PARKS	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Not Categorized							
14-4000 CIP FUNDRAISERS	0.00	416.67	(416.67)	4,270.75	5,000.00	85.42%	729.25
14-4001 CIP DONATIONS	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Not Categorized Totals	0.00	458.34	(458.34)	4,270.75	5,500.00	77.65%	1,229.25
Revenue Totals	0.00	458.34	(458.34)	4,270.75	5,500.00	77.65%	1,229.25

City of Teague
 Financial Statement
 As of December 31, 2019

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14 - CHRISTMAS IN THE PARKS CHRISTMAS IN THE PARKS	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	2,014.18	458.34	1,555.84	5,059.28	5,500.00	91.99%	440.72
CHRISTMAS IN THE PARKS Totals	2,014.18	458.34	1,555.84	5,059.28	5,500.00	91.99%	440.72
Expense Totals	2,014.18	458.34	1,555.84	5,059.28	5,500.00	91.99%	440.72

City of Teague
 Financial Statement
 As of December 31, 2019

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14 - CHRISTMAS IN THE PARKS CHRISTMAS IN THE PARKS	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
14-48-5801 CIP 8TH AVE PARK SUPPLIES	510.61	166.67	343.94	2,030.83	2,000.00	101.54%	(30.83)
14-48-5802 CIP BTW PARK SUPPLIES	454.28	166.67	287.61	1,979.16	2,000.00	98.96%	20.84
14-48-5803 CIP MAIN STREET PARK	1,049.29	41.67	1,007.62	1,049.29	500.00	209.86%	(549.29)
14-48-5804 Fundraising Supplies	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
CHRISTMAS IN THE PARKS Totals	2,014.18	458.34	1,555.84	5,059.28	5,500.00	91.99%	440.72
Expense Totals	2,014.18	458.34	1,555.84	5,059.28	5,500.00	91.99%	440.72

City of Teague
Balance Sheet
As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
15 - Hotel-Motel				
Assets				
	15-1000	Consolidated Cash Equity	<u>119.28</u>	
	Total Assets		<u>119.28</u>	
				<u>119.28</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
15 - Hotel-Motel				
Fund Balance				
	15-2900	Unreserved Fund Balance	80.67	
		Total Fund Balance	<u>80.67</u>	
		Total Revenue	38.61	
		Total Expenses	<u>0.00</u>	
		Current Year Increase (Decrease)	38.61	
		Fund Balance Total	80.67	
		Current Year Increase (Decrease)	<u>38.61</u>	
		Total Fund Balance/Equity	<u>119.28</u>	
		Total Liabilities & Fund Balance		<u><u>119.28</u></u>

City of Teague
 Financial Statement
 As of December 31, 2019

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15 - Hotel-Motel	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
TAXES	0.00	8.33	(8.33)	38.61	100.00	38.61%	61.39
Revenue Totals	0.00	8.33	(8.33)	38.61	100.00	38.61 %	61.39
Expense Summary							
Not Categorized	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Expense Totals	0.00	8.33	(8.33)	0.00	100.00	0.00 %	100.00

City of Teague
 Financial Statement
 As of December 31, 2019

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15 - Hotel-Motel	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
TAXES							
15-4222 Tax: Hotel / Motel	0.00	8.33	(8.33)	38.61	100.00	38.61%	61.39
TAXES Totals	0.00	8.33	(8.33)	38.61	100.00	38.61%	61.39
Revenue Totals	0.00	8.33	(8.33)	38.61	100.00	38.61%	61.39

City of Teague
 Financial Statement
 As of December 31, 2019

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15 - Hotel-Motel Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Administration Totals	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Expense Totals	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00

City of Teague
 Financial Statement
 As of December 31, 2019

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15 - Hotel-Motel Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
15-41-5800 Water-Expenditures	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Administration Totals	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Expense Totals	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
99 - Consolidated Cash				
Assets				
	99-1000	Cash in Combined Fund	1,154,818.81	
	99-1250	Due From Utility Fund	(7,139.84)	
	99-1258	Due from General Fund	4,912.56	
	Total Assets		<u>1,152,591.53</u>	<u>1,152,591.53</u>

City of Teague
 Balance Sheet
 As of December 31, 2019

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Account Type	Account Number	Description	Balance	Total
99 - Consolidated Cash				
Liabilities				
	99-2000	Consolidated Accounts Payable	(12,156.91)	
	99-2100	Accrued Payroll	9,929.63	
	99-2999	Due to Other Funds	1,154,818.81	
	Total Liabilities		<u>1,152,591.53</u>	
		Total Revenue	0.00	
		Total Expenses	<u>0.00</u>	
		Current Year Increase (Decrease)	0.00	
		Fund Balance Total	0.00	
		Current Year Increase (Decrease)	<u>0.00</u>	
		Total Fund Balance/Equity	<u>0.00</u>	
	Total Liabilities & Fund Balance			<u><u>1,152,591.53</u></u>

City of Teague
 Consolidated Cash Report
 12/1/2019 to 12/31/2019

1/15/2020 3:32 PM

Account #	Fund Description	Account Description	Beginning Balance	Increase	Decrease	Current Balance
Consolidated Cash Equity						
01-1000	COMBINED CASH FUND	Consolidated Cash Equity	41,480.64	0.00	0.00	41,480.64
02-1000	PAYABLE ALLOCATION FUND	Consolidated Cash Equity	(10,126.07)	0.00	0.00	(10,126.07)
03-1000	GENERAL FUND	Consolidated Cash Equity	48,529.05	163,545.87	176,365.82	35,709.10
03-1049	GENERAL FUND	Utility Cash Clearing	0.00	0.00	0.00	0.00
03-1066	GENERAL FUND	Xpress Deposit Account	0.00	0.00	0.00	0.00
04-1000	TDHCA Home Program	Cash in Combined Fund	0.00	0.00	0.00	0.00
05-1000	UTILITY FUND	Consolidated Cash Equity	1,180,197.18	160,906.57	113,476.42	1,227,627.33
05-1049	UTILITY FUND	Utility Cash Clearing	0.00	0.00	0.00	0.00
05-1066	UTILITY FUND	Xpress Deposit Account	0.00	0.00	0.00	0.00
06-1000	AIRPORT FUND	Cash in Combined Fund	0.00	0.00	0.00	0.00
07-1000	COURT'S SPECIAL FUNDS	Consolidated Cash Equity	1,432.53	123.04	334.45	1,221.12
07-1049	COURT'S SPECIAL FUNDS	Utility Cash Clearing	0.00	0.00	0.00	0.00
07-1066	COURT'S SPECIAL FUNDS	Xpress Deposit Account	0.00	0.00	0.00	0.00
08-1000	Police Forfeiture Fund	Cash Combined Fund	0.00	0.00	0.00	0.00
09-1000	ORCA Block Grant/USDA	Cash in Combined Fund	0.00	0.00	0.00	0.00
10-1000	Interest & Sinking Fund	Consolidated Cash Equity	30,901.82	50,216.68	168,506.25	(87,387.75)
11-1000	Project Hwy 84 Fund	Cash in Combined Fund	0.00	0.00	0.00	0.00
12-1000	New Highway 84 Fund	Cash in Combined Fund	0.00	0.00	0.00	0.00
13-1000	War on Drug Fund	Combined Cash	0.00	0.00	0.00	0.00
14-1000	CHRISTMAS IN THE PARKS	Consolidated Cash Equity	2,840.69	0.00	2,014.18	826.51
14-1049	CHRISTMAS IN THE PARKS	Utility Cash Clearing	0.00	0.00	0.00	0.00
14-1066	CHRISTMAS IN THE PARKS	Xpress Deposit Account	0.00	0.00	0.00	0.00
15-1000	Hotel-Motel	Consolidated Cash Equity	119.28	0.00	0.00	119.28
15-1066	Hotel-Motel	Xpress Deposit Account	0.00	0.00	0.00	0.00

City of Teague
 Consolidated Cash Report
 12/1/2019 to 12/31/2019

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Account #	Fund Description	Account Description	Beginning Balance	Increase	Decrease	Current Balance
Total Consolidated Cash Equity			<u>1,295,375.12</u>	<u>374,792.16</u>	<u>460,697.12</u>	<u>1,209,470.16</u>
Cash in Bank - Consolidated Cash						
16-1000	Court's Local Truancy	Consolidated Cash Equity	0.00	0.00	0.00	0.00
17-1000	Court's Jury Fund	Consolidated Cash Equity	0.00	0.00	0.00	0.00
98-1000	Consolidated Xpress Deposit	Consolidated Cash Equity	0.00	0.00	0.00	0.00
98-1066	Consolidated Xpress Deposit	Xpress Deposit Account	0.00	0.00	0.00	0.00
99-1000	Consolidated Cash	Cash in Combined Fund	1,240,723.77	374,792.16	460,697.12	1,154,818.81
Total Cash in Bank - Consolidated Cash			<u>1,240,723.77</u>	<u>374,792.16</u>	<u>460,697.12</u>	<u>1,154,818.81</u>
Due to Other Funds						
16-2999	Court's Local Truancy	Due to Other Funds	0.00	0.00	0.00	0.00
17-2999	Court's Jury Fund	Due to Other Funds	0.00	0.00	0.00	0.00
98-2999	Consolidated Xpress Deposit	Due to Other Funds	0.00	0.00	0.00	0.00
99-2999	Consolidated Cash	Due to Other Funds	1,240,723.77	374,788.16	460,693.12	1,154,818.81
Total Due to Other Funds			<u>1,240,723.77</u>	<u>374,788.16</u>	<u>460,693.12</u>	<u>1,154,818.81</u>

City of Teague
 Consolidated Cash Report
 12/1/2019 to 12/31/2019

1/15/2020 3:32 PM

Account #	Fund Description	Account Description	Beginning Balance	Increase	Decrease	Current Balance
Due to Consolidated Cash						
02-2000	PAYABLE ALLOCATION FUND	Consolidated Accounts	0.00	0.00	0.00	0.00
03-2000	GENERAL FUND	Consolidated Accounts	0.00	0.00	0.00	0.00
05-2000	UTILITY FUND	Consolidated Accounts	(12,052.03)	95,583.84	95,688.72	(12,156.91)
07-2000	COURT'S SPECIAL FUNDS	Consolidated Accounts	0.00	334.45	334.45	0.00
10-2000	Interest & Sinking Fund	Consolidated Accounts	0.00	168,506.25	168,506.25	0.00
15-2000	Hotel-Motel	Consolidated Accounts	0.00	0.00	0.00	0.00
Total Due to Consolidated Cash			(12,052.03)	264,424.54	264,529.42	(12,156.91)
Due from Other Funds						
16-1999	Court's Local Truancy	Old Accounts	0.00	0.00	0.00	0.00
17-1999	Court's Jury Fund	Old Accounts	0.00	0.00	0.00	0.00
99-1248	Consolidated Cash	Due From Hotel/Motel	0.00	0.00	0.00	0.00
99-1250	Consolidated Cash	Due From Utility Fund	(7,034.96)	113,367.54	113,472.42	(7,139.84)
99-1251	Consolidated Cash	Due From Courts Special Fund	0.00	334.45	334.45	0.00
99-1252	Consolidated Cash	Due From Interest & Sinking	0.00	168,506.25	168,506.25	0.00
99-1253	Consolidated Cash	Due From Payable Allocation	0.00	0.00	0.00	0.00
99-1254	Consolidated Cash	Due From Christmas In the	0.00	0.00	0.00	0.00
99-1258	Consolidated Cash	Due from General Fund	4,912.56	37,120.51	37,120.51	4,912.56
99-2100	Consolidated Cash	Accrued Payroll	(9,929.63)	54,904.21	54,904.21	(9,929.63)
Total Due from Other Funds			(12,052.03)	374,232.96	374,337.84	(12,156.91)

City of Teague
 Consolidated Cash Report
 12/1/2019 to 12/31/2019

1/15/2020 3:32 PM

Account #	Fund Description	Account Description	Beginning Balance	Increase	Decrease	Current Balance
Accounts Payable - Consolidated Cash						
16-2000	Court's Local Truancy	Consolidated Accounts	0.00	0.00	0.00	0.00
17-2000	Court's Jury Fund	Consolidated Accounts	0.00	0.00	0.00	0.00
98-2000	Consolidated Xpress Deposit	Consolidated Accounts	0.00	0.00	0.00	0.00
99-2000	Consolidated Cash	Consolidated Accounts	(12,052.03)	264,424.54	264,529.42	(12,156.91)
Total Accounts Payable - Consolidated Cash			<u>(12,052.03)</u>	<u>264,424.54</u>	<u>264,529.42</u>	<u>(12,156.91)</u>

City of Teague Quarterly Investment Report

Period Ending December 31, 2019

	CD/Pool #	Date Issued	Maturity Date	Interest Rate	Beginning Balance	Current Balance
TexPool	449					\$1,415,167.72
Citizens State Bank	4663	3/8/2019	6/8/2020	2.60%	\$109,854.78	\$109,854.78
Citizens State Bank	4703	3/8/2019	4/8/2020	2.20%	\$100,000.00	\$101,298.17

The undersigned hereby certifies, to the best of my knowledge, the above to be a true and correct statement of investments owned by the City of Teague and that each investment was made generally in accordance with the City's Investment Policy.



Theresa Prasil
City Administrator / Secretary

01/16/2020

Date

Agenda Item

8. NEW BUSINESS

- a. Discussion and possible action on establishing a quarterly and/or annual fee for mobile food truck vendors.



Mobile Food Truck Vendor Comparison

Teague	\$25 / day
Fairfield	Fairfield Fest \$25/event Private Property \$0 Public Property \$65 (Peddlers Fee)
Mexia	\$100 / year
Groesbeck	Is pending action Fair \$100 / day
Palestine	\$100 / year
Athens	\$300/year \$20 / day
Tyler	\$300 / year
Waco	\$330 / year \$165 / Mobile Truck + \$165 / Commisory
Buffalo	Is pending action

CITY OF TEAGUE, TEXAS

ORDINANCE NO. 2019-08-19-E

AN ORDINANCE OF THE CITY OF TEAGUE, TEXAS AMENDING CHAPTER 4, BUSINESS REGULATIONS, 4.400 COMMERCIAL SOLICITORS, PEDDLERS AND INTINERANT MERCHANTS; PROVIDING A SAVINGS CLAUSE OF THE CODE OF ORDINANCES OF THE CITY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Teague, Texas (the "City" or "Teague") is a Type A General-Law municipality, and pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City finds there is a need to regulate Commercial Solicitors, Peddlers and Itinerant Merchants within the City;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TEAGUE, TEXAS:

Section 1. Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

Section 2. Amendments. The Code of Ordinances (the "Code") of the City of Teague, Texas (the "City") is hereby amended as follows: Chapter 4 (Business Regulations), Article 4.600 (Regulations Applicable to All Solicitors and Peddlers, Whether Commercial or Charitable), by adding the underlined text to the Code and rescinding the struck-thru text from the Code as indicated on Attachment "A"

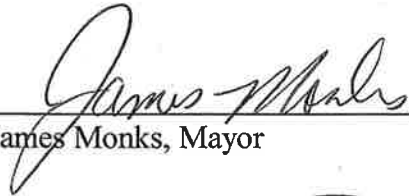
Section 3. Savings; Repealer. This Ordinance shall be cumulative of all other ordinances of the City and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those Ordinances are in direct conflict with the provisions of this Ordinance. Provided, however, that the repeal of such ordinances or parts of such ordinances, and the amendments and changes made by this Ordinance, shall not affect any right, property or claim which was or is vested in the City, or any act done, or right accruing or accrued, or established, or any suit, action or proceeding had or commenced before the time when this Ordinance shall take effect; nor shall said repeals, amendments or changes affect any offense committed, or any penalty or forfeiture incurred, or any suit or prosecution pending at the time when this Ordinance shall take effect under any of the ordinances or sections thereof so repealed, amended or changed; and to that extent and for that purpose the provisions of such ordinances or parts of such ordinances shall be deemed to remain and continue in full force and effect.

Section 4. Severability. The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this

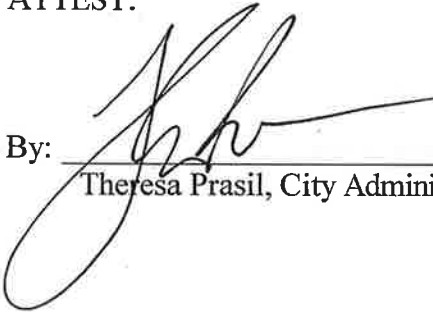
by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the Board of Aldermen hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 5. Effective Date. This Ordinance shall become effective immediately upon passage and publication as provided for by law.

PASSED AND APPROVED by the Board of Aldermen of the City of Teague, Texas
this the 14th day of August 2019.


James Monks, Mayor

ATTEST:

By: 
Theresa Prasil, City Administrator/ Secretary



CITY OF TEAGUE CODE OF ORDINANCES

ARTICLE 4.400 COMMERCIAL BUSINESS, SOLICITORS, PEDDLERS AND ITINERANTS MERCHANTS**Sec. 4.401 Definitions**

Peddler. Means any person who engages in a temporary business within city limits by carrying goods or merchandise and who sells or offers for sale for immediate delivery such goods or merchandise from house-to-house, business-to-business or upon public property; a merchant shall be considered temporarily in business unless it is the intention of such merchant to remain continuously in business at each location where the merchant is engaged in business in the city as a merchant for a period of sixty (60) days or more.

Solicitor. Means any person who solicits or attempts to solicit, from house-to-house, business-to-business or upon public property, orders for services, commercial goods, wares, merchandise, subscriptions, or publications to be delivered at a future date or time. The term "canvasser" is included under this definition of "solicitor."

Itinerant merchant. Means any person who temporarily engages in the making or selling of any kind of goods, wares, or merchandise at retail within the city, regardless of whether such goods, ware, or merchandise are peddled from house to house, sold upon the streets or other public places, or sold from any room, building, structure, or lot rented or leased for the purpose of carrying on such business.

Mobile Food Vending Unit: Means any motorized vehicle designed to be portable and not permanently attached to the ground from which food is peddled, vended, sold for sale or given away.

Sec. 4.402 Permit Required

No person shall peddle, canvass or solicit in person from residence to residence in the City of Teague (hereinafter "City") to sell or attempt to sell goods, merchandise, wares, food, services or anything of value or to take or attempt to take orders for the future delivery of goods, merchandise, wares or anything of value, or take or attempt to take orders for services to be furnished or performed in the future, without first having a written permit therefor. The provisions of this section shall not apply where the solicitation is for a charitable, educational, patriotic, philanthropic or religious purpose. ~~A permit is not required where the solicitor is on the property by express, prior invitation of the person residing on such premises.~~ The provisions of this section also do not apply to agents of an insurance company licensed to do business in the State of Texas.

Sec. 4.403 Application for Permit

(a) Any person desiring to peddle, canvass or solicit or act as a business, mobile food vending unit, itinerant merchant, peddler or solicitor within the city shall file a written application for a permit with the city administrator, which application shall include:

(1) The name and address of the applicant and if the applicant is an association, company or

ATTACHMENT "A" CONTINUATION

corporation, it shall state such name along with the names of the persons who will be soliciting in the city;

- (2) The name and address of the employer or firm which such applicant represents;
 - (3) If the applicant is a corporation or if the individual is employed by a corporation, the legal name of the corporation and its place of incorporation;
 - (4) The nature of merchandise to be sold or offered for sale or the nature of the services to be furnished;
 - (5) Whether such applicant upon any such order so obtained will demand, accept or receive payment or deposit of money in advance of final delivery;
 - (6) The period of time such applicant wishes to solicit, sell or take orders in the city;
 - (7) The name and state of any communities in which the applicant has peddled or solicited in the last ninety (90) days; and
 - (8) A physical description of the applicant which includes race, sex, height, weight, hair and eye color, date of birth, driver's license number and the name of the state issuing the driver's license.
- (b) Such applicant shall show satisfactory proof of his authority to represent the company or individual such applicant states that he represents, and such proof shall be in writing.
- (c) Where any individual, association, company or corporation will be represented by more than one (1) individual serving as solicitor, the individual, association, company or corporation may apply for a master permit to solicit, in lieu of each individual obtaining a permit to solicit. The application for this master permit will include all the information requested in subsection (a) of this section, except subsections (a)(7) and (a)(8). The applicant will maintain at all times a list containing the names and addresses of the individuals soliciting under the master permit. This list will be made available to the city administrator upon request during regular business hours. The fee required for this permit will be the same as for an individual.
- (d) This application shall be accompanied by the fee established by the Board of Aldermen of ~~ten and no/100 dollars (\$10.00)~~. No permit shall be issued until such fee has been paid by such applicant.
- (e) Persons engaged in interstate commerce are exempt from paying the license fee. (Ordinance adopting Code)
- (f) A permit applied for under this section shall be issued by the city administrator within three working days after the application is completed and any required bond is filed, unless it is determined that the applicant has provided false information on his application, or the information on the application shows an intent to conduct solicitation by a means in violation of this article or state law.

ATTACHMENT "A" CONTINUATION

(g) A permit requested under this section shall be issued for the length of time requested, not to exceed 12 months. Upon expiration of one permit, the peddler or solicitor may apply for a new permit in the manner prescribed by this section.

Sec. 4.404 Exemptions From Permit

The permit required by this section shall not be required of the following:

- (1) Ordinary commercial travelers who sell or exhibit for sale goods, wares or merchandise to persons engaged in the business of buying, selling and dealing in the same within the city;
- (2) Persons offering for sale agricultural products, or other articles of food grown or produced by such persons; and
- (3) Persons operating under licenses granted by a state agency.

Sec. 4.405 Issuance of Permits; Bond Required

(a) Where the properly completed application for a permit to peddle/solicit in the city shows that the applicant will not demand, receive or accept payment and/or deposit of money in advance of final delivery of such goods, wares, merchandise or articles to be sold and/or solicited by such applicant, it shall be the duty of the city administrator to issue to such applicant a permit to solicit, sell, and take orders for such goods, wares, merchandise and/or articles set out in such applicant's application within three working days of the completion of the application and upon the payment of the fee, subject to the other applicable provisions of this article.

(b) If the application for such permit shows that such applicant shall receive, demand or accept payment and/or deposit of money in advance of final delivery of goods, wares, merchandise, services or anything of value sold, then such application shall be accompanied by a bond in the penal sum of \$1,000.00 for an individual permit or \$2,000.00 for a master permit executed by such applicant as principal and a surety company licensed to do business as such in the state. Such bond is to be conditioned upon making final delivery of such goods, wares, merchandise, services or anything of value in accordance with the terms of such order and/or orders obtained and which bond shall be used for the benefit of all persons who may pay in advance or make any advance deposit on the purchase of such orders and such bond shall so stipulate in its terms. The city shall be named as the beneficiary. Cash or cash equivalent deposits may be made with the city in lieu of a surety bond subject to the same conditions. The deposit is refundable upon proof that all merchandise, goods or services were delivered as promised. The bond/deposit requirement may be waived if the city administrator determines that the financial stability and performance history of the solicitor/peddler is sufficient assurance of performance.

Sec. 4.406 Permit Card

(a) The applicant shall provide its solicitors with a copy of the permit issued by the city. It shall be unlawful for any solicitor to engage in business without having such copy in his possession. It shall be unlawful for any solicitor to fail or refuse to show or display such copy upon the request of any person.

(b) The applicant shall provide its solicitors with identification cards showing who the solicitor is, who he is working for and where the association, company or corporation has its place of business. It shall be unlawful for any solicitor to fail or refuse to show or display such

identification card upon the request of any person.

Sec. 4.407 Appeal From Denial or Revocation

If an applicant is denied a permit or a permit is revoked, he may appeal that action to the city council by submitting a letter to the city administrator's office within ten days of the action. A hearing on the denial will be scheduled for the next regular meeting of the city council. The council will render a decision on the appeal within ten days of the hearing.

Agenda Item

8. NEW BUSINESS

- b. Discussion and possible action on approving a grant administration and project management service provider for the Flood Mitigation Assistance Elevation Grant for 28 Mimosa Lane.

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CITY OF TEAGUE REQUEST FOR QUALIFICATIONS

GRANT ADMINISTRATION AND PROJECT MANAGEMENT SERVICES

OPENING DATE: Monday December 30, 2019 @ 2:00 p.m.

Sealed Requests for Qualifications (RFQ), subject to the proposal documents hereto attached, for GRANT ADMINISTRATION AND PROJECT MANAGEMENT SERVICES are being accepted.

Jeffrey S. Ward & Associates, Inc.
Legal Name of Contracting Company

01-0722967
Federal I.D.# (Company Or Corporation)

Social Security # (Individual)

703-777-7076
Telephone Number

jswa1@outlook.com
Email Address

Jeff Ward
Contact Person

President
Title

P.O. Box 4356
Complete Mailing Address

Leesburg, VA
City & State

20177
Zip

19355 Wrenbury Lane, Leesburg, VA 20175
Complete Street Address City & State Zip

SECTION 1: VENDOR INFORMATION

Company Name and Address:

Jeffrey S. Ward, & Associates, Inc.
258 Bluemont Branch Terr, SE
Leesburg, VA 20175

Contact Information:

Jeffrey S. Ward, President
Direct: 540-668-6945
Cell: 703-472-2363
Fax: 866-635-6583
Email: jswa1@outlook.com

As the President of Jeffrey S. Ward & Associates, Inc., Jeff Ward has the has the binding authority to enter into contracts

SECTION 2: SOLUTION FRAMEWORK SUMMARY

Jeffrey S. Ward & Associates, Inc. (JSWA) is uniquely qualified to assist The City of Teague in the administration and project management of this awarded grant. JSWA is not only the grant administrator and project manager for over 100 ongoing elevations in the State of Texas but is also the Technical Assistant to the Texas Water Development Board (TWDB) for the FEMA FMA programs. JSWA has in-depth experience, in all aspects of the Scope as defined in the City's Elevation Grant application and in 2019 RFQ Elevation Grant-0001. JSWA has a strong and trustworthy relationship with the City's Grant Administrator, TWDB and the TWDB program managers that will be overseeing this grant's implementation. JSWA has been the project manager and grant administrator for over \$850M in FEMA grant funded mitigation projects.

Over the past several years, JSWA has developed a scope of work and implementation plan that mirrors the scope in the above referenced RFQ. This scope of work has been developed and revised based on a combination of best practices and lessons learned during actual grant administration and implementation, always with an eye on protection of the homeowners, the City, and to ensure adherence to FEMA, State, and City grant requirements and procurement regulations. This is the scope of work that is currently being followed in the implementation of the ongoing elevation programs in various communities in Texas.

Whenever an item of eligibility or compliance has come in to question, JSWA facilitates the State and FEMA's review and concurrence to ensure grant eligibility.

SECTION 3: PROPOSAL NARATIVE (w/Task and Time Line)

As stated in the prior section, JSWA has developed a scope of work and implementation plan that mirrors the above referenced RFQ scope. This scope of work has been developed and revised based on a combination of best practices and lessons learned during actual grant administration and implementation, always with an eye on protection of the homeowners, the City, and to ensure adherence to FEMA, State, and City grant requirements and procurement regulations. If JSWA is the successful proposer, the following approach will be followed.

While JSWA proposes to be the primary lead and homeowner point of contact for this grant, the elevation is still a permitted construction activity. In our experience, it is best to allow the permitting and inspection process for the City to be the primary approval process for the elevation "construction", while the program manager ensures grant compliance and adherence to schedule, scope, and budget.

General Grant Administration

- Administer all aspects of the grant according to the contractual agreement with TWDB and the Flood Mitigation Assistance Grant Agreement with FEMA
- Report to local officials on the grant process
- Prepare required reports to the State
- Prepare requests for payment from the City to the property owners or contractor
- Prepare requests for reimbursement from the City to the State
- Assist the City in evaluating options for procurement of qualified contractors in accordance with 2 CFR Part 200 and State of Texas procurement standards
- Assist the City in developing an agreement between the City and the Homeowners that passes along the relevant terms of the grant. This agreement will also establish Homeowner obligations that must be followed during the elevation of their home
- Coordination of inspection, structure requirement, and bid/contract process for elevation contractor procurement
- Coordinate and facilitate meetings with Homeowners to outline the project's scope of work requirements. Work closely with the Homeowners throughout the duration of the project and respond to their questions in a timely manner
- Prepare reconciliation with State on all grant funds
- Prepare all reports and forms required for grant closeout
- Participate in any review or audit of the grant by TWDB, FEMA or their assignee, and address any questions, findings, or deficiencies noted

Per Parcel Project Management Services for Elevation projects

- Meet with Homeowners to overview and explain the process and detail the Homeowner's and elevation contractor's responsibilities
- Provide an overview of the budget the Homeowners must stay within for their individual elevation. This data will come from the grant award documents
- Manage the budget to ensure all homes are completed within available Federal funding
- Assist the City in ensuring that the elevation contract specifications meet the FEMA grant requirements
- Develop a process to ensure that construction is performed in compliance with engineering specifications (especially homes not located within City limits)
- Ensure that a professional engineer reviews all construction specifications. Note, Professional Engineer is provided and paid for by the elevation contractor as part other total elevation contract amount bid and accepted by the homeowner and the City.
- Ensure Homeowner selects among the qualified contractors in the manner and method prescribed and supports the selection
- Prepare and present mitigation offer. Review details of mitigation offer and have offer signed by Homeowner
- Prepare and present Homeowner/City agreement for elevation. This agreement will provide the details of the Homeowner responsibility for hiring the elevation contractor and will have language indemnifying the City and their contractors from liability associated with the physical elevation. Have Homeowner sign the agreement
- Submit owner signed agreement to City for review and signature
- For those Homeowners that have a local cost share, collect this cost share at the time of execution of the agreement between City and Homeowner. Ensure these funds are deposited with the City in escrow accounts
- Facilitate payments to contractors from the City
- Meet with each Homeowner and review and concur with Elevation Contractor. Confirm bid is within grant limits and detail any/all costs that will not be reimbursable under the grant.
- Review work schedules and specifications to ensure that the elevation is completed in a timely manner and in compliance with the terms of the grant. If problems are encountered, the Contractor will seek resolution from the City and the State.
- This element requires the submittal of a schedule for completion for elevation as part of the bid and resultant contract for elevation. JSWA will closely monitor this schedule and include progress reviews in the below mentioned weekly reports.
- Facilitate the establishment and recordation of FEMA required post elevation deed restrictions.

3.1 TIMELINE

Knowing an elevation contractor with experience elevating homes under a FEMA funded grant has already been identified, the elevation project should be completed within six months.

SECTION 4: PROFILE AND HISTORY

4.1 Profile

I. Name and address of business entity submitting the proposal

Jeffrey S. Ward, & Associates, Inc.
19355 Wrenbury Lane
Leesburg, VA 20175

II. Type of business entity:

Subchapter S. Corporation

III. Place of incorporation:

State of Florida, Founded January 2002

IV. Name of Owner:

Jeffrey S. Ward, President and CEO

V. By submission of this proposal, Jeff Ward, President, hereby assures the City that Jeffrey S. Ward & Associates, Inc., has the resources and the ability to carry out the scope of work requested within the timeline.

4.1 Background

Jeffrey S. Ward & Associates, Inc. is highly experienced in all aspects of FEMA mitigation programs Grant Administration and Project Management. In addition to hands on FEMA mitigation grant administration and project management experience, JSWA has a very strong knowledge of and strong working relationship with both TWDB (the grant administrator) and FEMA Region VI, the awarding agency. The importance of having consultants with this kind of experience and relationships cannot be overstated. Our firm is a small business but has the appropriate numbers of experienced staff to complete all elements required by the City of Nassau Bay relative to this RFQ, on schedule and within budget. Mr. Ward will be principal in charge and overall project manager and will serve as overall technical lead. Although the staff of JSWA, is not especially large, (a) we are highly experienced and efficient; (b) we have a proven track record of completing large

and very complex projects on time and on budget, and; (c) we have an array of other technical resources available if we need them.

Primary services for this work will be conducted at JSWA's Virginia location. JSWA is committed to client service, and (as described in the Project Understanding and Methodology section above) anticipates on-site meetings, as well as visits and consultation with City staff and contractors. JSWA will have a local POC that will visit homes being elevated on a regular basis. JSWA and its team members are also available at the City's discretion for interim conference calls, onsite visits as needed, and other consultation. Our team has been very successful in administering and overseeing FEMA mitigation Grant Programs, and this is due in large part to our focus on communication and Homeowner/client service, in addition to technical skills and a deep understanding of FEMA and State of Texas requirements.

JSWA has been successful in the preparation of successful (awarded) applications for Hazard Mitigation Assistance (HMA), to include: Hazard Mitigation Grant Program, Flood Mitigation Assistance (FMA) project grants, FMA planning grants, and Pre-Disaster Mitigation (PDM) project grants, PDM planning grants, and Severe Repetitive Loss (SRL) applications. These applications have resulted in over \$800M of grant awards. In addition, JSWA is the Project/Grant Implementation Manager for the majority of the above-mentioned awards. A table overviewing these projects for which JSWA was responsible for application development and, in most cases, grant administration and project management, is included below.

Table 1: Mitigation Projects by Number of Homes

Jurisdiction	Number of Homes	Funding Source
Paterson, NJ	50	CDBG and HMGP, Green Acres
Wayne, NJ	350	FMA and SRL
Wayne, NJ	10	CDBG
City of Pearland	104	HMGP
City of Friendswood	148	HMGP
HCFC	3,000	HMGP, FMA, PDM, Local, SRL
Jefferson County DD6	60	HMGP and FMA
Liberty County	110	HMPG
Cameron County	40	HMGP
Travis County	200	HMGP, FMA, PDM, USACE
Conway SC	62	HMGP
City of Pasadena	44	PDM
City of Beaumont	50	FMA and SRL
City of Vidor	12	HMGP
Greenville SC	160	Local and PDM
City of El Paso	140	HMGP and local
Jefferson County TX	104	HMGP
Orange County	36	HMGP
City of Galveston TX	65	HMGP
Galveston County, TX	800	HMGP
Teague, TX	4	FMA
Total	5,273	

Notes:

- HMGP: Hazard Mitigation Grant Program
- FMA: Flood Mitigation Assistance
- RFC: Repetitive Flood Claims
- PDM: Pre-Disaster Mitigation
- TWDB: Texas Water Development Board (Engineering Study Grant)
- USACE: United States Army Corp of Engineers
- CDBG: Community Development Block Grant
- SRL: Severe Repetitive Loss

Table 2: Mitigation Projects by Federal Funds

Jurisdiction	Federal Share	Funding	Project Type	Support Provided
Cameron County, TX	\$1,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
Hardin County, TX	\$1,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
City of Beaumont, TX	\$15,400,000	HMGP/SRL	Structural/ Buyout	App Dev/Project Management/Grant Admin
Jefferson County DD6, TX	\$125,000,000	FMA/HMGP	Structural/ Buyout	App Dev/Project Management/Grant Admin
City of Friendswood, TX	\$17,440,000	HMGP/TWDB	Buyouts/Eng Study Grant	App Dev/B/C Dev on alts.
Harris County Flood Control District, TX	\$223,795,027	FMA/PDM/ SRL	Buyout	App Dev/Project Management/Grant Admin
Jersey Village, TX	\$3,200,000	PDM	Elevation	App Dev
Liberty County, TX	\$7,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
City of Pasadena, TX	\$15,358,208	PD/HMGP/SRL	Buyout	App Dev/Project Management/Grant Admin
City of Pearland, TX	\$27,716,417	HMGP/RFC	Buyouts	App Dev/Project Management/Grant Admin
Travis County, TX	\$7,000,000	HMGP/PDM/ USACE	Buyout	App Dev/Project Management/Grant Admin
City of Vidor, TX	\$1,575,000	HMGP/ TWDB	Buyouts/Eng Study Grant	App Dev/B/C/Project Mgmt.
Jefferson Parish LA	\$23,000,000	FMA/HMGP	Elevation/Mit Recon	App Dev
University of Miami, FL	\$12,000,000	PDM	Structural	B/C Development
NFCH – FL	\$1,000,000	HMGP	Wind Retrofit	B/C Development
Pohatcong Township, NJ	\$ 750,000	HMGP	Buyout	App Dev
State of New Jersey	\$ 130,000	HMGP	Plan Development	App Dev/Project Management/Grant Admin

Jurisdiction	Federal Share	Funding	Project Type	Support Provided
SNND, TX	\$5,040,000	FMA	Structural	App Dev/Project Management/Grant Admin
Jefferson County DD7, TX	\$36,500,000	HMGP	Structural	App Dev/Project Management/Grant Admin
Jefferson County, TX	\$18,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
City of Galveston, TX	\$20,000,000	HMGP	Buyout	App Dev/Project Management/Grant Admin
City of Euless, TX	\$ 200,000	SRL	Buyout	App Dev/Project Management/Grant Admin
City of Mansfield, TX	\$3,000,000	FMA/SRL	Buyout	App Dev/Project Management/Grant Admin
Galveston County, TX	\$151,300,000	HMGP/SRL	Buyout /Elevations	App Dev/Project Management/Grant Admin
Orange County, TX	\$3,433,431	HMGP	Buyout	App Dev/Project Management/Grant Admin
TX Med Center	\$2,300,000	HMGP	Shutters/Generator	App Dev/Project Management/Grant Admin
Wayne Township, NJ	\$66,300,000	FMA and CDBG	Buyout	App Dev/Project Management/Grant Admin
Santa Rosa Island Authority	\$6,500,000	FMA/SRL	Elevations and Mit/Recon	App Dev/Project Management/Grant Admin
City of League City, Texas	\$3,000,000	SRL	Elevations and Mit/Recon	App Dev/Project Management/Grant Admin
Brazoria County Drainage District 4	\$5,000,000	FMA	Structural	App Dev/Project Management/ Admin
Nassau Bay, Texas	\$6,600,000	FMA/SRL	Elevation	App Dev/Project Management/Grant Admin
Little Falls, NJ	\$10,300,000	FMA	Buyout	App Dev/Project Management/Grant Admin

Jurisdiction	Federal Share	Funding	Project Type	Support Provided
Guadalupe County, TX	\$17,600,000	FMA	Elevations	App Dev
City of Houston, TX	\$14,800,000	FMA	Elevations and Mit/Recon	App Dev
Total	\$852,238,084			

SECTION 5: CLIENT BASE

Client Name: Nassau Bay, Texas

Abstract: Grant Administrator and Project Manager for two grants elevating over 40 homes, \$10M FEMA grant administered by the Texas Water Development Board (Ongoing – No Extension Requested)

Point of Contact: Jason Reynolds, City Manager
1800 Space Park Dr #200, Nassau Bay, Texas 77058
281-336-6299, Jason.Reynolds@nassaubay.com

Client Name: Guadalupe County Texas

Abstract: Grant Administrator and Project Manager for two grants elevating over 60homes, \$18M FEMA grant administered by the Texas Water Development Board (Ongoing – No Extension Requested)

Point of Contact: Shelly Reed Coleman, Director, Environmental Health
2506 N. Guadalupe, Seguin, Texas 78155
830-303-8858, shelly.coleman@co.guadalupe.tx.us

Client Name: League City, Texas

Abstract: Grant Administrator and Project Manager of 10 home elevations, \$3M FEMA grant administered by the Texas Water Development Board (Complete)

Point of Contact: Rhonda J. Lee, CGFO, Senior Accountant, Finance
City of League City
300 W. Walker St., League City, Texas 77573
281-554-1353 – Direct, Rhonda.Lee@leaguecity.com

Client Name: Galveston County, Texas

Abstract: Homeowner Liaison and Subject Matter Expert for over 100 home elevations, \$30M FEMA grant administered by the Texas Water Development Board (Complete)

Point of Contact: James Gentile. Galveston County Housing & Economic Development
722 Moody St. Ave. 6th Fl., Galveston, TX. 77550
Office 409-770-5369, james.gentile@co.galveston.tx.us

Client Name: Santa Rosa Island Authority (SRIA), Pensacola Beach, Florida

Abstract: Grant Administrator and Project Manager of 17 home elevations and 9 home mitigation reconstruction, \$10M FEMA grant administered by the FL Office of Emergency Management (Ongoing – No Extension Requested – near complete)

Point of Contact: Paolo Ghio
Santa Rosa Island Authority
P.O. Drawer 1208 Pensacola Beach, FL 32561
850-932-2257, Paolo_Ghio@sria-fla.com

Client Name: Township of Wayne, New Jersey

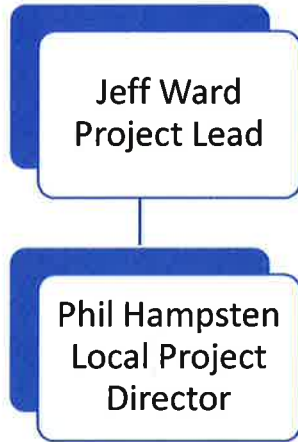
Abstract: Grant Administrator and Project Manager over 300 home acquisition and demolition, \$100M FEMA grant administered by the New Jersey Office of Emergency Management (six grants – three closed 2012 to 2017, and three ongoing – no extension requested).

Point of Contact: Neal Bellet MPA, RPPO, QPA. Business Administrator
Township of Wayne, 973-694-1800 ext. 3202
belletn@waynetownship.com



SECTION 6: RESUMES OF PERSONNEL ASSIGNED TO PROJECT

The figure below is the basic staffing table, showing individuals who are available to support this project if we are selected, and gives a general sense of their qualifications and experience. Resumes are only provided for key personal Jeff Ward and Phil Hampsten.



JWSA Proposed Staffing Chart										
Position	Name	Highest Degree	License/Affiliation	Project Management	Grant Administration (Reimbursement and Reporting)	Elevation Project Management	Elevation Contractor Support/Oversight	2 CFR Part 200 Knowledge/Support	Interface with TWDB	Homeowner Liaison
Project Management										
Principle/Project Director	Jeff Ward	MBA	CFM	✓	✓	✓	✓	✓	✓	✓
QA Officer/Grant Admin	Kristen Thatcher	MBA	CFM		✓			✓		
Grant Admin	Dan Ward	BA	CFM		✓					
Key Professionals										
Principle/Project Director	Jeff Ward		CFM	✓	✓	✓	✓		✓	✓
Asst. Project Manager	Phil Hampsten		PMP	✓	✓	✓	✓		✓	✓

JEFFREY S. WARD

President, Jeffrey S. Ward & Associates, Inc.,

Summary

Mr. Ward is an experienced project manager of large, complex mitigation projects, funded under federal, state, and local programs. He is a proven facilitator of Federal Emergency Management Agency (FEMA) mitigation plans for cities, counties, districts, and states. Mr. Ward has an unparalleled track record of successful mitigation project identification, grant application development, and grant implementation including Flood Mitigation Assistance (FMA), Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and Severe Repetitive Loss (SRL), and Repetitive Flood Claims (RFC). Additionally, he is a flood-damaged property acquisition, demolition, and elevation expert; a Certified Floodplain Manager; and a nationally recognized expert in FEMA's Benefit Cost Analysis software. A buyout expert, he authored an online course on managing a Buyout Program approved by the Association of State Floodplain Managers (ASFPM).

Relevant Experience

President, Jeffrey S. Ward & Associates, Inc., September 2001 to present

Mr. Ward has assisted communities throughout the country in the acquisition and demolition of more than 5,200 flood-damaged and flood-prone structures funded under HMGP, FMA, SRL, PDM, and RFC. His work has ensured that flood victims get treated fairly and equitably throughout the acquisition process. Many of these projects have included relocation assistance.

Overview of accomplishments:

- Assisting communities in Texas, Florida, Louisiana, New Jersey, and South Carolina with the preparation of successful (awarded) applications for Hazard Mitigation Grant Program (HMGP) project grants, Flood Mitigation Assistance (FMA) project grants, FMA planning grants, and Pre-Disaster Mitigation (PDM) project grants, PDM planning grants, and Engineering Study Grants. These applications have resulted in over \$850M of grant awards. Mr. Ward served as project/grant implementer for the majority of the above-mentioned awards.
- Oversight of demolition process, from demolition bid through completion, for home acquisitions that required demolition.
- Filing Increased Cost of Compliance (ICC) claims (over 700 claims filed - \$5 million in paid claims).
- Participated on client's mitigation planning committees to evaluate mitigation projects and recommending funding opportunities.

Unique understanding and experience with Harris County and Southeast Texas regional flood mitigation issues:

- Served as acquisition consultant for Travis County, Texas for all involuntary and voluntary acquisitions. His team assisted Travis County with the acquisition and demolition of over 200 flood-prone structures throughout the County. These acquisitions have been a mix of voluntary (FEMA and County-funded) and involuntary (U.S. Army Corps of Engineers [USACE]-funded) projects. All voluntary acquisitions included providing supplemental housing assistance to over 100 low income and minority

homeowner. All involuntary acquisitions included strict adherence to URA benefits for over 100 participants, both primary owner occupants and tenants.

- Co-authored Harris County Flood Control District's (HCFCD, TX) voluntary and non-voluntary acquisitions policies and procedures manuals.
- Acquisition counselor for HCFCD voluntary acquisitions after Tropical Storm Allison.
- Completed an acquisition program in three colonias for structures damaged in flood events. This included bi-lingual outreach; bi-lingual offer presentation and negotiations; and providing relocation assistance to minority, disadvantaged flood victims. All flood victims received supplemental housing benefits.
- Served as acquisition consultant for the City of El Paso, Texas for all involuntary and voluntary acquisitions. These acquisitions included both voluntary and involuntary acquisitions. All voluntary acquisitions included provided URA supplemental housing assistance to over 100 low income and minority homeowner. At the completion of the voluntary program, the City hired JSWA to acquire over 30 parcels using TXDOT funds, all of which required strict adherence to URA guidelines. A full-time interpreter supported these acquisition projects.
- Served as acquisition consultant for several communities following Hurricane Ike and assisted in the acquisition of over 1,200 flood damaged properties. All of these acquisitions included duplication of benefits. Duplication of benefits in these cases were more complicated than most due to the fact that many flood victims received flood insurance payments, repair grants, and TWIA insurance payments.
- Provided support to Texas Water Development Board (TWDB) in outreach to communities that have eligible SRL Properties and completed BCAs in support of application development.
 - Provided application development, administration, Project Management, and Benefit Cost Analysis for three TWDB-funded Flood protection planning grants totally over \$1M in total project costs (\$500,000 in State funding). These studies identified viable mitigation alternatives that were funded by FEMA and implemented.
 - More than \$100M in FEMA mitigation funds were obtained for alternatives identified in these studies.
- Served as mitigation consultant to the Texas Medical Center and over 50-member facilities.
- Acquisition consultant (under contract) for Travis County, Texas as well as Wayne, New Jersey and Greenville County, South Carolina.
- Lead mitigation consultant to Jefferson County Drainage District No. Six (DD6). JSWA has been DD6' mitigation consultant for the past ten years. JSWA has been successful in obtaining over \$125M in FEMA funds for drainage projects. Many of these projects required the acquisition of Right-of-Way and easements for location or expansion of drainage structures. JSWA provides direct support the District's attorney and Board of Director's for Right-of-Way acquisition, all of which required adherence to URA guidelines.

Specialized expertise and leadership in the field

- Author of an Association of State Floodplain Manager (ASFPM)-approved on-line course on managing a Buyout Program. The course is available nationwide as Continuing Education Credits (CEC) toward maintaining a CFM designation.
- Expert in FEMA's full and limited data module Benefit Cost Analysis (BCA) Software. Completed individual BCA runs on more than 100,000 structures for a variety of mitigation projects (detention basins, channelization, bridge raising, home elevations, home acquisition/demolition, and wind retrofitting).
- Provides in-depth analysis, data validation, and data correction/update of FEMA's National Flood Insurance Program (NFIP) databases (Repetitive Loss, Paid Claims, and Policies in Force). This effort includes the identification of properties that have been mitigated and providing required updates to FEMA/NFIP.

Education, Certifications/Licenses, and Specialized Training

- Certified Floodplain Manager (CFM), 2002
- MBA, Georgetown University, 2000
- Lockheed Martin Program Management Development Program, 1997
- Process Patent Inventor while at Lockheed Martin – (Patent No. 6,873,964)
- BS, Business Management and Finance, Salisbury State University, 1984

PHIL HAMPSTEN

President, Hampsten Consulting, LLC

Hampsten Consulting, LLC

02/2016 – present

- Provides grant management, hazard mitigation, project management activities for communities and organizations involved in disaster recovery and mitigation. Also, provides project oversight for organizations in various industries and government sectors.
- Hampsten Consulting, in a partnership with Jeff Ward and Associates is assisting performing project management activities in Guadalupe County for two ongoing elevation grant programs, as well as ongoing elevation programs in the City of Nassau Bay. These programs combined total more than 100 homes.
- Hampsten Consulting, in a partnership with Wendorf, Beward, & Partners has been awarded all post Hurricane Harvey FEMA and HUD's CDBG-DR housing and infrastructure application and grant/program management activities for Orange County Texas.

State of Texas

01/2009 – 08/2016

Sr. Project Manager – Enterprise & Customer Support Services; Health and Human Services Commission

- Provide planning, prioritizing, and governing of ECSS related projects including collaborating within HHSC and other HHS agencies to ensure a standard project management framework is utilized for projects.
- Major duties include planning, supporting, developing, and implementing major projects and initiatives and acting as a liaison with other HHS agencies and internal programs to gather requirements, and assist with the delivery of IT technology services.
- ECSS project management covers enterprise IT projects for 5 State agencies, 55,000+ employees, and 1,400+locations.

Project Manager – Coastal Resiliency & Recovery; Texas General Land Office

- Program Manager overseeing \$10,000,000 in coastal planning studies including Storm Surge Suppression study for the Gulf Coast Community Protection and Recovery District.
- Program Oversight Manager for \$1.2 billion CDBG disaster recovery infrastructure program.
- Provide outreach to elected officials, counties, and communities and assistance in maintaining compliance with local, state, and federal regulations.
- Leader in the development of the division's PMO and IT Maintenance Review Team
- Speaker at the 2015 National Hurricane Conference; "State of Texas Hurricane Response and Planning"

Compliance History Specialist – Texas Commission on Environmental Quality

- Applied the compliance history rule (30 TAC § 60) to more than 200,000 regulated entities, and handled appeals to compliance history ratings.
- Primary lead on the rulemaking team from HB2694 (Sunset Bill) and member of the 30 TAC § 70 rulemaking team.
- Voting member of two Change Control Boards and selected as the representative of the Office of Compliance and Enforcement in the development of the division's Information Strategy Plan.

IRM Architects and Construction Managers

10/2006 – 09/2008

- Manager of Construction Management Division
- Managed all bidding and construction activities, including day-to-day liaison with clients, lenders, engineers, inspectors, trade contractors, and city and state officials.
- Maintained all financial records and bookkeeping for more than \$2.5 million in annual construction activities.

EDUCATION

Texas State University; BA in Public Relations. GPA 3.85 (May '06)
Blue Key National Honor Society at Lamar University

CERTIFICATIONS

- Project Management Professional (PMP) by the Project Management Institute

VOLUNTEER WORK

- Site Based Planning Committee; Forest North Elementary RRISD 2016-present
- Church Council Chairman
Covenant United Methodist Church (CUMC) 2014-2016
- Executive Committee Chairman of CUMC 2014-2016
- Staff-Parish Relations Committee Chairman of CUMC 2013
- Watch D.O.G.S.
Forest North Elementary RRISD 2013-2015
- Director of BMF Cooks, Inc. 501(c)3 2007-2011

SECTION 7: PROPPSED COST OF SERVICES

Per Parcel Project Management Services for Elevation projects

Project Management will be billed on a per parcel basis at \$10,000 per parcel. 50% of this fee will be billed when Notice to Proceed (NTP) is given to contractors on a home by home basis, and the remaining will be billed when completion certificate is issued. No per parcel project management fee will be charged for a given home if the owner of that home does not proceed with elevation.

Grant Administration

The Contractor will assist the City in accounting for and requesting reimbursement for these incurred administrative expenses. The following table overviews the general elements of grant administration for which the contractor will be responsible.

\$160/hour x 65 hours = \$10,400.00 (not to exceed)

The total (NTE) proposed by JSWA for both Grant Administration and Project Management is \$20,400.00.



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Jeffrey S. Ward & Associates, Inc.

Date 12/31/19

By Jeff Ward, President

Name and Title of Authorized Representative

Signature of Authorized Representative

Standard Contract for General Services

The following is a Standard Contract with the City of Teague for example purposes only. Contractor is to submit proposed contract.

**CITY OF TEAGUE
STANDARD CONTRACT FOR GENERAL SERVICES**

I. General Information and Terms.

Contractor's Name and Address:

Description of Services:

Maximum Contract Amount:

Effective Date: On the latest date of the dates executed by both parties.

Termination Date: (See III C)

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Standard Contractual Provisions
- III. Additional Terms or Conditions
- IV. Additional Contract Documents
- V. Signatures

II. Standard Contractual Provisions.

A. Contractor's Services. The Contractor will provide to the City the scope of services fully described in Section V Attachment _____ and fully incorporated by reference for all purposes.

B. Billing and Payment. The Contractor will bill the City for the services provided at intervals of at least 30 days, except for the final billing. The City will pay the Contractor for the services provided for in this Contract with current revenues available to the City, but all of the City's payments to the Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the provisions of Chapter 2251 of the Government Code. The City is not liable to the Contractor for any taxes which the City is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any bill.

C. Termination Provisions.

(1) Unless terminated earlier as allowed by this Contract, this Contract terminates:

- (a) On the termination date, if any, specified in the General Information in Part I, but the obligation of a party to complete a contract requirement pending on the date of termination survives termination; or

(b) If there is no termination date specified in the General Information in Part 1, the Contract terminates when both parties have completed all their respective obligations under the Contract.

(2) The City's city administrator/secretary may terminate this Contract during its term at any time for any reason by giving written notice to the Contractor not less than five business days prior to the termination date, but the City will pay the Contractor for all services rendered in compliance with this Contract to the date of termination.

(3) If the City's Board of Aldermen do not appropriate funds to make any payment for a fiscal year after the City's fiscal year in which the Contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year.

D. Liability and Indemnity. Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision.

E. Assignment. The Contractor may not assign this Contract without the City's prior written consent.

F. Law Governing and Venue. This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Freestone County, Texas.

G. Entire Contract. This Contract represents the entire Contract between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.

H. Independent Contractor. The Contractor will perform the work under this Contract as an independent contractor and not as an employee of the City. The City has no right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor.

I. Dispute Resolution Procedures. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.

J. Attorney's Fees. Should either party to this Contract bring suit against the other party for any matter relating to this Contract, neither party will seek or be entitled to an award of attorney's fees or other costs relating to the suit.

K. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.

L. Contractual Limitations Period. Any provision of the Contract that establishes a limitations period that does not run against the City by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice and Remedies Code)

M. Conflicting Provisions. If there is a conflict between a provision in the Contractor's Additional Contract Documents and a provision in the remainder of this Contract, the latter controls.

O. Copyright. Any original work (the Work), including any picture, video, music, brochure, writing, trademark, logo or other work created by the Contractor for the use of the City under this Contract is a "work made for hire," as defined by federal copyright law. If the Work is not by law a "work made for hire," the Contractor by execution of this Contract assigns to the City all of its rights to the Work, including the copyright. The City, as the author and owner of the copyright to the Work, may alter, reproduce, distribute, or make any other use of the Work as it deems appropriate.

P. Boycott Prohibition. Contractor must provide a written verification that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

Q. Conflict Disclosures. Contractor must make all required conflict disclosures under Chapter 176 of the Texas Local Government Code and Chapter 2252 of the Texas Government Code.

III. Additional Terms or Conditions.

A. Contractor agrees to comply with all City Codes and state and federal laws.

IV. Additional Contract Documents. The following documents attached to this Contract are part of this Contract:

A. Contractor's Additional Contract Documents:

V. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF TEAGUE

CONTRACTOR:

By: _____

By: _____

Date: _____

Date: _____

(End of sample contract)

By my signature below, I certify that this proposal meets or exceed the requirements of this RFQ. (A signed copy of this RFQ must be included in your proposal to be accepted.)

Authorized signature: _____ 

Printed name: Jeff Ward

Title: President

Date: December 31, 2019



JSWA, Inc.
Mitigation and Buyout Consultants

PO Box 4356
Leesburg, VA 20177

(W) 703-777-7076 (F) 866-635-6582
Jswa1@outlook.com

December 31, 2019

Two requirements of the RFQ were a Conflict of Interest Questionnaire and a Conflict of Interest Affidavit. If selected, JSWA will complete and sign whatever form(s) necessary regarding Conflict of Interest, but as no form(s) were provided in the RFQ, none are included with this response. In the meantime, by way of signature on this document Jeff Ward, President of JSWA (VENDOR) represents and warrants the following:

No public official shall have interest in this contract in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171, including, but not limited to, Local Government Code §171.002 and §171.003.

Further, the Vendor represents and warrants that the Vendor has no actual or potential conflicts of interest in providing the deliverables required by this contract to the City. Vendor represents that the provision of services under this contract will not create an appearance of impropriety. The Vendor also represents and warrants that, during the term of this contract, the Vendor will immediately notify the City, in writing, of any potential conflict of interest that could adversely affect the City creating the appearance of a conflict of interest.

The Vendor represents and warrants that neither the Vendor nor any person or entity that will participate financially in this contract has received compensation from the City, or any agency of the State of Texas for participation in the preparation of specifications for this contract. The Vendor represents and warrants that he has not given, offered to give, and does not intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to any public servant in connection with this contract.

Sincerely,

Jeffrey S. Ward

Agenda Item

8. NEW BUSINESS

- c. Discussion and possible action on approving an estimate for the demolition of the City's Old Municipal Power Plant as requested by the action taken at the November 18, 2019 Board of Aldermen Meeting.

Jacob Cowling

From: Absoluteaaa@yahoo.com
Sent: Wednesday, January 15, 2020 11:44 AM
To: Jacob Cowling
Subject: Demo Bid

To whom it may concern,

We would like to be considered for the demo job of the building near the dump. We have completed several demo jobs in the Freestone County community.

We demoed the Park Pavilion at the City Park, Gilbertos in Fairfield and multiple house and buildings and are confident we have the experience needed to do

a good job. We also have several references on request. We look forward to having the opportunity to serve our home community.

AAAA ABSOLUTE A/C AND CONSTRUCTION
JOHN BIRDWELL
903-644-6130

JOB PROPOSAL for the City of Teague 105 South 4th Teague, Tx 75860 254-739-2547

Job bid includes the following:

Materials to build structure to protect generator on the south side of building

Complete demo of existing building WITHOUT Dynamite

Haul off of debris to appropriate land fill

The existing slab is to remain

The mobile building on the South side of the building will need to be moved to start the demo.

Job total: 28,000

AAAA ABSOLUTE A/C AND CONSTRUCTION
903-644-6130

BOBBY BROWN DIRT
 CONSTRUCTION LLC
 494 HWY 84 W
 TX 75860

Estimate

Date	Estimate #
1/3/2020	8

Name / Address
Jacob Cowling City of Teague

Project

Description	Qty	Cost	Total
Demolition of old City Electrical Plant : This bid includes removal of all brick walls, windows, concrete footings and add on that connects pump house to the building being demolished.		36,500.00	36,500.00
We appreciate your business and I look forward to serving your needs.		Total	\$36,500.00

Customer Signature _____

SKYLINE CONSTRUCTION & RESTORATION Co.

Proposal for Work

P.O. Box 574 Centerville, TX 75833
 (979) 412-9151
 82-2281017

City of Teague
 (Power Plant Demo)
 518 Magnolia St.
 Teague, TX

QUOTE # 5283
 DATE: DECEMBER 16, 2019

EXPIRATION DATE: DECEMBER 30, 2019

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Flint Doak	Power Plant Demo/Disposal	Determined upon acceptance of Quote	Dec 30, 2019

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Demolition of 35'x110' Structure and 35'x10' Addition		
	-Install Debris-guards for nearby generator and pump house		
	-Dispose of Approx. 65-70 tandem loads of debris		
	-Leave existing foundation as is, cap all live water lines and install junction boxes where electricity is still live		

SUBTOTAL	92,550.00
TAX	Na
TOTAL	92,550.00

Agenda Item

8. NEW BUSINESS

- d. Discussion and possible action on approving Ordinance No. 2020-01-21 amending Code of Ordinance Number 13.1001 amending the utility deposit for property renters to \$150.00.

CITY OF TEAGUE, TEXAS

ORDINANCE NO. 2020-01-21

AN ORDINANCE OF THE CITY OF TEAGUE, TEXAS AMENDING CHAPTER 13, UTILITIES, 13.1000 BILLING PROCEDURES AND FEES, SECTION 13.1001 FEES AND DEPOSITS OF THE CODE OF ORDINANCES OF THE CITY; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Teague, Texas (the "City" or "Teague") is a Type A General-Law municipality, and pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City finds there is a need to regulate meter accuracy checks within the City;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TEAGUE, TEXAS:

Section 1. Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

Section 2. Amendments. The Code of Ordinances (the "Code") of the City of Teague, Texas (the "City") is hereby amended as follows: Chapter 13 (Utilities), Article 13.1000 (Billing Procedures and Fees), Section 13.1001 (Fees and Deposits), by adding the underlined text to the Code and rescinding the struck-thru text from the Code as indicated on Attachment "A"

Section 3. Savings; Repealer. This Ordinance shall be cumulative of all other ordinances of the City and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those Ordinances are in direct conflict with the provisions of this Ordinance. Provided, however, that the repeal of such ordinances or parts of such ordinances, and the amendments and changes made by this Ordinance, shall not affect any right, property or claim which was or is vested in the City, or any act done, or right accruing or accrued, or established, or any suit, action or proceeding had or commenced before the time when this Ordinance shall take effect; nor shall said repeals, amendments or changes affect any offense committed, or any penalty or forfeiture incurred, or any suit or prosecution pending at the time when this Ordinance shall take effect under any of the ordinances or sections thereof so repealed, amended or changed; and to that extent and for that purpose the provisions of such ordinances or parts of such ordinances shall be deemed to remain and continue in full force and effect.

Section 4. Severability. The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional

by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the Board of Aldermen hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 5. Effective Date. This Ordinance shall become effective immediately upon passage and publication as provided for by law.

PASSED AND APPROVED by the Board of Aldermen of the City of Teague, Texas this the _____ day of _____ 2020.

James Monks, Mayor

ATTEST:

By: _____
Theresa Prasil, City Administrator/ Secretary

CITY OF TEAGUE CODE OF ORDINANCES

ARTICLE 13.1000 BILLING PROCEDURES AND FEES

SECTION 13.1001 FEES AND DEPOSITS

- (a) All service applicants new to the city shall pay a \$25.00 connection fee and a deposit of \$100.00 for property owners and \$150.00 for renters for water and sewer service. Applicants who are 65 years or older and can demonstrate a good payment record for the past 12-months' usage with the city or another utility will not be required to pay a deposit, nor will a deposit be required from existing customers with a good payment record as described by subsection (f) of this section. However, the city reserves the right to charge varying amounts of deposits for particular customers according to their payment history with the city.
- (b) Every service applicant who has previously been a customer of the utility and whose service has been disconnected for nonpayment of bills, meter tampering, bypassing of meter, or failure to comply with applicable state and municipal regulations will be required, before service is resumed, to pay a \$25.00 reconnection fee and all amounts due the city. Prior to restoration of service, a deposit will be required for the current service address.
- (c) A receipt of deposit shall be issued to each service applicant from whom a deposit is received. The city shall not be required to pay a customer interest on any deposit when it is refunded to the customer.
- (d) The city will keep records to show:
- (1) The name and address of each depositor
 - (2) The amount and date of the deposit.
 - (3) Each transaction concerning the deposit.
 - (4) A record of unclaimed deposits shall be kept for seven years, thereafter transferred to the city.
- (e) If service is not connected or after disconnection of service, the city will automatically refund the service applicant's or customer deposit or the balance, if any, in excess of the unpaid bill for service.
- (f) When a residential customer that was required to make the \$100 deposit has paid bills for service for 18 consecutive billing cycles, without being delinquent, the city will refund the deposit or credit the deposit to the customer's bill. Deposits from customers who do not meet these criteria will be retained until service is terminated.

Agenda Item

8. NEW BUSINESS

- e. Discussion and possible action on approving Ordinance No. 2020-01-21-A, amending Chapter 4, “Business Regulations”, Article 4.900, “Sale of Alcoholic Beverages” and Chapter 8, “Offenses and Nuisances”, Article 8.300, “Alcoholic Beverage Consumption”, to amend the regulations related to the sale of alcoholic beverages for off-premise consumption in a residential area and the consumption of alcoholic beverages; providing repealing, savings and severability clauses; providing a penalty clause; providing for publication and an effective date.

ORDINANCE NO. 2020-01-21-A

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF TEAGUE, TEXAS AMENDING CHAPTER 4, "BUSINESS REGULATIONS", ARTICLE 4.900, "SALE OF ALCOHOLIC BEVERAGES" AND CHAPTER 8, "OFFENSES AND NUISANCES", ARTICLE 8.300, "ALCOHOLIC BEVERAGE CONSUMPTION", TO AMEND THE REGULATIONS RELATED TO THE SALE OF ALCOHOLIC BEVERAGES FOR OFF-PREMISE CONSUMPTION IN A RESIDENTIAL AREA AND THE CONSUMPTION OF ALCOHOLIC BEVERAGES; PROVIDING REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING A PENALTY CLAUSE; PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the Texas Alcoholic Beverage Code authorizes the Board of Aldermen of the City of Teague, Texas ("Board of Aldermen") to impose restrictions regarding the location of businesses that sell alcoholic beverages to create a zone of protection around certain land uses such as residential areas; and

WHEREAS, pursuant to Chapter 109, Subchapter C, of the Texas Alcoholic Beverage Code, the Board of Aldermen passed and approved Ordinance 2012-12-04, on December 4, 2012, as amended by Ordinance 2013-06-18, adopted June 18, 2013, and codified as Chapter 4, "Business Regulations", Article 4.900, "Sale of Alcoholic Beverages" of the Code of Ordinances, regulating the sale of alcoholic beverages and adopted an ordinance regulating alcoholic beverage consumption on April 20, 1981, and codified as Chapter 8, "Offenses and Nuisances", Article 8.300, "Alcoholic Beverage Consumption" of the Code of Ordinances; and

WHEREAS, the Board of Aldermen wishes to promote new small business investment associated with outdoor events and festivals; and

WHEREAS, the Board of Aldermen believes that outdoor events and festivals can contribute to the unique character and vitality of the City and serve to stimulate economic growth and promote tourism thus significantly benefitting the City; and

WHEREAS, it is recognized that these outdoor events and festivals enhance the City lifestyle and provide benefits to citizens and visitors that are not normally provided as part of governmental services; and

WHEREAS, it is also recognized that events near residential areas provide a venue

for neighbors to get to know one another and helps build strong and safer neighborhoods throughout our City; and

WHEREAS, the Board of Aldermen having reviewed the regulations contained herein has determined that the adoption of this ordinance amending the sale of off premise consumption in residential areas is necessary for the economic development of the City while serving to protect and does serve the public health, safety and welfare of its residents.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TEAGUE, TEXAS:

SECTION I
INCORPORATION OF FINDINGS

The forgoing recitals are the governmental findings of the Board of Aldermen and are incorporated into this Ordinance as if set forth fully herein.

SECTION II.
AMENDMENTS

2.1 Chapter 4, "Business Regulations", Article 4.900, "Sale of Alcoholic Beverages" of the Code of Ordinances of the City of Teague is hereby amended as follows (with deletions in strikethrough text and additions in underline):

ARTICLE 4.900 SALE OF ALCOHOLIC BEVERAGES

Sec. 4.901 Permit Required; Fees

No person shall sell alcoholic beverages within the city without first obtaining a city permit to sell alcoholic beverages at a specific location. Following approval of the permit application, as set forth herein, the city secretary shall issue a permit for that location for a period of two years.

Sec. 4.902 Permit Application and Review

Prior to issuing a city permit to the applicant for the proposed location, the city secretary shall certify whether the location is located in an area that is wet and that the sale of alcoholic beverages at this location is not prohibited by charter or ordinance. the city secretary shall keep a record of all permits and certificates issued under this article.

Sec. 4.903 Sales Near School, Church, Hospital, Day-Care Center or Child-Care Facility

(a) For the purpose of this article:

(1) "Private school" shall have the meaning assigned by section 109.33(1) of the Texas Alcoholic Beverage Code.

(2) "Day-care center" and "child-care facility" shall have the meanings assigned by section 42.002 of the Texas Human Resources Code.

(b) The sale of alcoholic beverages within the city is prohibited by a dealer whose place of business is within 300 feet of a church, public or private school, day-care center, child-care facility, or public hospital.

(c) The measurement of the distance between the place of business where are alcoholic beverages are to be sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are to be sold and a public school, private school, day-care center, or child-care facility shall be in a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections.

(d) The city council may allow variances to the distance requirements if the city council determines that enforcement of the regulation in a particular instance is not in the best interest of the public, constitutes waste or inefficient use of land or other resources, creates an undue hardship on an applicant for a license or permit, does not serve its intended purpose, is not effective or necessary, or for any other reason the council, after consideration of the health, safety, and welfare of the public and the equities of the situation, determines is in the best interest of the community.

(e) This section does not apply to those permit holders expressly exempted by sections 109.33 and 109.331 of the Texas Alcoholic Beverage Code.

Sec. 4.904 Prohibition on the Sale of Beer in Residential Areas; Exception

(a) The sale of beer, for on-premises consumption and otherwise, shall be prohibited in areas of the city zoned for residential use.

(b) The prohibition provided for in this section 4.904(a) shall not apply if the drinking of beer is on governmental property, including but not limited to the city park of the City of Teague, during an activity, event or rental of space approved by the City in advance. The distance requirements under Section 4.903 shall not apply to the sale permitted by this section 4.904(b). The approval contemplated by this section may be granted by an approved permit issued by the city administrator or their designee.

2.2 Chapter 8, "Offenses and Nuisances", Article 8.300, "Alcoholic Beverage Consumption" of the Code of Ordinances of the City of Teague is hereby amended as follows (with deletions in strikethrough text and additions in underline):

ARTICLE 8.300 ALCOHOLIC BEVERAGE CONSUMPTION

(a) Prohibition. The drinking of any intoxicating liquor or any fermented malt beverage or the possession of any open container which contains an intoxicating liquor or fermented malt beverage is prohibited in the following places:

- (1) On any street, roadway, boulevard, alley, parking lot, or sidewalk in the city.
- (2) On any grounds owned by or under the control of the City of Teague, Freestone County, Texas, including but not limited to the city park of the City of Teague, Freestone County, Texas.

(b) Consumption of Alcoholic Liquor on Public Way – Parking Lot. It shall be unlawful for any person to drink, consume, transport, carry or possess any alcoholic liquor, except in the original package and with the seal unbroken, on the public street, sidewalk, parkway, public parking lot or semi-public parking lot. The term “semi-public parking lot” shall include any area wherein motor vehicles are parked by the public in conjunction with any business, enterprise, commercial establishment, office building or apartment building. It shall further be unlawful for any person to drink, consume, transport, carry, possess any alcoholic liquor except in the original package with the seal unbroken in the city park of the City of Teague, Texas.

(c) The prohibition provided for in this section shall not apply if the drinking of any intoxicating liquor or any fermented malt beverage or the possession of any open container which contains an intoxicating liquor or fermented malt beverage is on governmental property, including but not limited to the city park of the City of Teague, during an activity, event or rental of space approved by the City in advance. The exception provided by this subsection C shall not apply to any person who drinks, consumes, transports, carries or possesses any alcoholic liquor, except in the original package and with the seal unbroken, on the public street, sidewalk, public parking lot or semi-public parking lot. The distance requirements under Section 4.903 shall not apply to consumption permitted by this section. The approval contemplated by this section may be granted by the city administrator or their designee.

~~(D)~~ ~~(e)~~ Penalty. Any person violating any of the provisions of this article shall be deemed guilty of a misdemeanor, and the person, or any employee, agent, manager or officer thereof, who is guilty of violating any of the provisions shall upon conviction thereof, be fined in accordance with the general penalty provision in Section 1.109 of this code, and every violation of and each and every day's failure or refusal to comply with the said provision will constitute a separate offense.

SECTION III. **SAVINGS AND REPEALER CLAUSE**

This Ordinance shall be cumulative of all other Ordinances of the City and shall not repeal any of the provisions of such Ordinances, whether such Ordinances are codified or uncoded, except for those instances where there are direct conflicts with the provisions of this Ordinance and where such other Ordinance(s) do not specifically state that fees contained therein take precedence. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are

inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to any such Ordinance on the date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect.

SECTION IV.
SEVERABILITY CLAUSE

This Board of Aldermen of the City of Teague, Texas does hereby declare that if any section, subsection, paragraph, sentence, clause, phrase, work or portion of this Ordinance is declared invalid, or unconstitutional, by a court of competent jurisdiction, that, in such event that it would have passed and ordained any and all remaining portions of this Ordinance without the inclusion of that portion or portions which may be so found to be unconstitutional or invalid, and declare that its intent is to make no portion of this Ordinance dependent upon the validity of any portion thereof, and that all said remaining portions shall continue in full force and effect.

SECTION V.
PENALTY

A person, firm, corporation or association of persons subject to the licensing or reporting provisions of this chapter who sells an alcoholic beverage without having first obtained and maintained in effect a city permit and a TABC permit at all such times, paid the fee(s) herein levied, commits a Class C misdemeanor punishable by a fine not to exceed \$500. In addition, the City Secretary shall report such failure to pay to the Texas Alcoholic Beverage Commission. A permittee who sells an alcoholic beverage without first having paid the permit renewal fee under § 116.03 commits a Class C misdemeanor punishable by a fine of up to \$200 or as provided in the general provisions of the Code of Ordinances. Any person, firm or corporation violating any of the other provisions or terms of this chapter or the Code of Ordinances as amended hereby shall be deemed guilty of a Class C misdemeanor, and upon conviction shall be punished by a fine of not to exceed the sum of \$500 for each offense, and each and every day such violation shall continue shall constitute a separate offense.

SECTION VI.
TEXAS OPEN MEETINGS ACT COMPLIANCE

It is hereby officially found and determined that the meeting at which this Ordinance was considered was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION VII.
PUBLICATION

The City Secretary of the City of Teague is hereby directed to publish the caption of this ordinance as required by state law and Charter.

SECTION VIII.
EFFECTIVE DATE.

This Ordinance shall become effective immediately upon its adoption and publication, as required by law.

PASSED AND APPROVED by the Board of Aldermen of the City of Teague, Texas this the _____ day of _____, 2020.

James Monks, Mayor

ATTEST:

By: _____
Theresa Prasil, City Administrator/ Secretary

APPROVED AS TO FORM:

By: _____
Regina Edwards, City Attorney

Agenda Item

8. NEW BUSINESS

- f. Discussion and possible action on rescinding the action from the December 16, 2019 Board of Aldermen Meeting to not allow the sale of alcohol at the Christmas in the Parks February fundraiser.

Agenda Item

8. NEW BUSINESS

- g. Discussion and possible action on approving a pay increase for Chief of Police DeWayne Philpott.

Agenda Item

8. NEW BUSINESS

- h. Discussion and possible action on approving the Contract for Engineering/Surveyor Services with TRC Engineers, Inc. for the pending 2019 Texas Community Development Block Grant Program Sewer Improvement Project.

Contract

ENGINEERING/SURVEYOR SERVICES

**PART I
AGREEMENT**

THIS AGREEMENT, entered into this ____ day of _____, by and between the CITY OF TEAGUE, hereinafter called the "City", acting herein by Theresa Prasil, City Administrator, hereunto duly authorized, and TRC ENGINEERS, INC. hereinafter called "Firm," acting herein by Justin Thomas, Arlington CES Office Practice Leader.

WITNESSETH THAT:

WHEREAS, the City of Teague desires to improve the following: rehabilitate the Jefferson Street lift station and replace approximately 1,800 LF of 8" sewer line between Adams Street and South Street from Cemetery Road to Booker T. Washington, under the general direction of the Texas Community Development Block Grant (hereinafter called "TxCDBG") Program administered by the Texas Department of Agriculture (TDA); and Whereas the City desires to engage TRC Engineers, Inc. to render certain engineering/surveyor services in connection with the TxCDBG Project, Contract Number 7219439.

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services

The Firm will perform the services set out in Part II, Scope of Services.

2. Time of Performance - The services of the Firm shall commence on the date of the City's contract execution with the TxCDBG program. In any event, all of the services required and performed hereunder shall be completed no later than the completion date in the City's contract with TxCDBG program.

3. Local Program Liaison - For purposes of this Agreement, the City's Administrator or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Firm. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

4. Access to Records - The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas Department of Agriculture (TDA), and the City, or any of their authorized representatives, shall have access to any documents, papers, or other records of the Firm which are pertinent to the TxCDBG award, in order to make audits, examinations, excerpts, and transcripts, and to close-out the City's TxCDBG contract with TDA.

5. Retention of Records - The Firm shall retain all required records for three years after the City makes its final payment and all pending matters are closed.

6. Compensation and Method of Payment - The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$50,000. Payment to the Firm shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement.

7. Indemnification - The Firm shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the City and its agency members from and against any and all claims, costs, suits, and damages, including attorney's fees, arising out of the Firm's performance or nonperformance of the activities, services or subject matter called for in this Agreement, and shall assume full responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker's compensation and income tax laws.

8. Miscellaneous Provisions

- a. This Agreement shall be construed under and accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Freestone County, Texas.
- b. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
- c. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
- e. This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to an incorporated into this Agreement.

9. Extent of Agreement

This Agreement, which includes Parts I-V, represents the entire and integrated agreement between the City and the Firm and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both City and the Firm.

IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on the day and year first above written.

BY:

Theresa Prasil
City Administrator
City of Teague, Texas

BY:

Justin Thomas
Justin Thomas, P.E.
Arlington CES Office Practice Leader
TRC Engineers, Inc.

PART II
SCOPE OF SERVICES

The Firm shall render the following professional services necessary for the development of the project:

SCOPE OF SERVICES

1. Attend preliminary conferences with the City regarding the requirements of the project.
2. Make any necessary surveys of existing rights-of-way, topography, utilities, or other field data required for proper design of the project. Provide consultation and advice as to the necessity of the City providing or obtaining other services such as auger borings, core borings, soil tests, or other subsurface explorations; laboratory testing and inspecting of samples or materials; other special consultations. The Firm will review any tests required and act as the City's representative in connection with any such services.
3. Prepare a preliminary engineering study and report on the project in sufficient detail to indicate clearly the problems involved and the alternate solutions available to the City, to include preliminary layouts, sketches and cost estimates for the project, and to set forth clearly the Firm's recommendations.
4. Furnish the City copies of the preliminary report, if applicable (additional copies will be furnished to the City at direct cost of reproduction).
5. Make periodic visits, up to three (3), during the construction period, to the construction site to observe the progress and quality of the work, to ensure that the work generally conforms with the approved plans and specifications, and to determine if the work is proceeding in accordance with the Agreement.
6. Submit detailed drawings and plans/specifications to appropriate regulatory agency(ies) and obtain clearance.
7. Prepare bid packet/contract documents/advertisement for bids. At the time the bid packet is completed, the Firm shall also furnish to the City an updated written Estimate of Probable Costs for the Project.
8. Incorporate any and all wage rate modifications or supersedes via bid addendum (if applicable).
9. Conduct bid opening and prepare minutes.
10. Tabulate, analyze, and review bids for completeness and accuracy.
11. Conduct pre-construction conference and prepare copy of report/minutes.
12. Issue Notice to Proceed to construction contractor.
13. Provide in all proposed construction contracts deductive alternatives where feasible, so that should the lowest responsive base bid for construction exceed the funds available, deductive alternatives can be taken to reduce the bid price.
14. Use TDA-approved forms for instructions to bidders, general conditions, contract, bid bond, performance bond, and payment bond.
15. Consult with and advise the City during construction; issue to contractors all instructions requested by the City; and prepare routine change orders if required, at no charge for engineering services to the City when the change order is required to correct errors or omissions by the Firm; provide price analysis for change orders; process change orders approved by City and the Firm and submit to TDA for approval prior to execution with the construction contractor.
16. Review shop and working drawings furnished by contractors for compliance with design concept and with information given in contract documents (contractors will be responsible for dimensions to be confirmed and correlated at job site).
17. Resolve all payment requests within 14 days of receipt of signed pay request from the construction contractor.
18. Based on the Firm's on-site observations and review of the contractor's applications for payment, determine the amount owed to the contractor in such amounts; such approvals of payment to constitute a representation to the City, based on such observations and review, that the work has progressed to the point indicated and that the quality of work is in accordance with the plans, specifications and contract documents.
19. Recommend that a 10% retainage is withheld from all payments on construction contracts until final acceptance by the City and approval by TDA, unless State or local law provides otherwise.
20. Prepare Certificate of Construction Completion and Clean Lien Certificate. A Clean Lien Certificate may be prepared for each of the Prime Contractor(s) and each of the subcontractor(s).
21. Conduct final inspections.

22. Revise contract drawings to show the work as actually constructed and furnish the City with a set of "record drawings" plans.
29. The Firm will provide a copy of the final project record drawing(s) engineering schematic(s), as constructed using funds under this contract. These maps shall be provided in digital format containing the source map data (original vector data) and the graphic data in files on machine readable media, such as compact disc (CD), which are compatible with computer systems owned or readily available to the owner. The digital copy provided shall not include a digital representation of the engineer's seal but the accompanying documentation from the Firm shall include a signed statement of when the map was authorized, that the digital map is a true representation of the original sealed document, and that a printed version with the seal has been provided to the City. In addition, complete documentation as to the content and layout of the data files and the name of the software package(s) used to generate the data and maps shall be provided to the owner in written form.

SUBCONTRACTS

1. No work under this Agreement shall be subcontracted by the Firm without prior approval, in writing, from the City.
2. The Firm shall, prior to proceeding with the work, notify the City in writing of the name of any subcontractors proposed for the work, including the extent and character of the work to be done by each.
3. If any time during progress of the work, the City determines that any subcontractor is incompetent or undesirable, the City will notify the Firm who shall take reasonable and immediate steps to satisfactorily cure the problem, substitute performance, or cancel such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the City.
4. The Firm will include in all contracts and subcontracts in excess of \$150,000 a provision which requires compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). The provisions shall require reporting of violations to TDA and to the Regional Office of the Environmental Protection Agency (EPA).
5. The Firm will include in all contracts and subcontracts in excess of \$150,000 provisions or conditions which will allow for administrative, contractual or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
6. The Firm will include in all contracts and subcontracts in excess of \$10,000 provisions addressing termination for cause and for convenience by the City including the manner by which it will be effected and the basis for settlement.
7. The Firm will include in all contracts and subcontracts provisions requiring compliance with the following, if applicable:
 - a. Prime construction contracts in excess of \$2,000, compliance with the Davis-Bacon Act, as amended (40 U.S.C.3141-3144, 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5);
 - b. Prime construction contracts in excess of \$2,000, compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3)
 - c. Contracts greater than \$10,000, the inclusion of the Equal Opportunity clause provided under 41 CFR 60-1.4(b) (Executive Order 11246);
 - d. Section 3 of the Housing and Urban Development Act of 1968;
 - e. Contracts exceeding \$100,000, compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352);
 - f. For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), including work week requirements and safety conditions for workers, as supplemented by Department of Labor regulations (29 CFR Part 5); and
8. The Firm will include in all negotiated contracts and subcontracts a provision which indicates that funds will not be awarded under this contract to any party which is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 and 2 CFR Part 2424. A certification shall be provided and received from each proposed subcontractor under this contract and its principals.
9. The Firm will include in all negotiated contracts and subcontracts a provision to the effect that the City, TDA, the Texas Comptroller of Public Accounts, the Comptroller General of the United States, the U.S. Department of Housing and Urban Development (HUD), or any of their duly authorized representatives,

shall have access to any books, documents, papers and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

10. The Firm will include in all contracts and subcontracts a requirement that the contractor maintain all relevant project records for three (3) years after the City has made final payment to the contractor and all other pending matters are closed.

STANDARD OF PERFORMANCE AND DEFICIENCIES

1. All services of the Firm and its independent professional associates, consultants and subcontractors will be performed in a professional, reasonable and prudent manner in accordance with generally accepted professional practice. The Firm represents that it has the required skills and capacity to perform work and services to be provided under this Agreement.
2. The Firm represents that services provided under this Agreement shall be performed within the limits prescribed by the City in a manner consistent with that level of care and skill ordinarily exercised by other professional consultants under similar circumstances.
3. Any deficiency in Firm's work and services performed under this contract shall be subject to the provisions of applicable state and federal law. Any deficiency discovered shall be corrected upon notice from City and at the Firm's expense if the deficiency is due to Firm's negligence. The City shall notify the Firm in writing of any such deficiency and provide an opportunity for mutual investigation and resolution of the problem prior to pursuit of any judicial remedy. In any case, this provision shall in no way limit the judicial remedies available to the City under applicable state or federal law.
4. The Firm agrees to and shall hold harmless the City, its officers, employees, and agents from all claims and liability of whatsoever kind or character due to or arising solely out of the negligent acts or omissions of the Firm, its officers, agents, employees, subcontractors, and others acting for or under the direction of the Firm doing the work herein contracted for or by or in consequence of any negligence in the performance of this Agreement, or by or on account of any omission in the performance of this Agreement.

**PART III –
PAYMENT SCHEDULE**

City shall reimburse the Firm for professional services provided upon completion of the following project milestones per the following percentages of the maximum contract amount:

Basic Engineering Service Milestone:	Basic Fee: \$44,000
Milestone	% of Contract Fee
• Completion of Preliminary Engineering Plans and Specifications.	30%
• Completion of Plans, Specifications, bid advertisement and contract award.	35%
• Start of Construction.	20%
• Completion of Final Closeout Assessment and submittal of "As Builts" to City.	10%
• TxCDBG Closeout Requirements.	5%
Total	100%

SPECIAL SERVICES

The fee for all other Special Services (topographical surveying) shall not exceed a total of six thousand and No/100 Dollars (\$6,000.00). The payment for these Special Services shall be paid as a lump sum, upon completion of surveying and necessary field data.

PART IV
TERMS AND CONDITIONS

1. Termination of Agreement for Cause. If the Firm fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Firm violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the City shall have the right to terminate this Agreement by giving written notice to the Firm of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Firm pursuant to this Agreement shall, at the option of the City, be turned over to the City and become the property of the City. In the event of termination for cause, the Firm shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Notwithstanding the above, the Firm shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by the Firm, and the City may set-off the damages it incurred as a result of the Firm's breach of the contract from any amounts it might otherwise owe the Firm.

2. Termination for Convenience of the City.

City may at any time and for any reason terminate Contractor's services and work at City's convenience upon providing written notice to the Contractor specifying the extent of termination and the effective date. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as are permitted by the prime contract and approved by City; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph (1) above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against City for any additional compensation or damages in the event of such termination and payment.

3. Changes. The City may, from time to time, request changes in the services the Firm will perform under this Agreement. Such changes, including any increase or decrease in the amount of the Firm's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Agreement.
4. Resolution of Program Non-Compliance and Disallowed Costs. In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Amendment and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.

5. Personnel.
 - a. The Firm represents that he/she/it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.
 - b. All of the services required hereunder will be performed by the Firm or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
 - c. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

6. Assignability. The Firm shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City thereto; Provided, however, that claims for money by the Firm from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.

7. Reports and Information. The Firm, at such times and in such forms as the City may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

8. Records and Audits. The Firm shall insure that the City maintains fiscal records and supporting documentation for all expenditures of funds made under this contract in a manner that conforms to 2 CFR 200.300-.309, 24 CFR 570.490, and this Agreement. Such records must include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the funds provided under this Agreement. The Firm and the City shall retain such records, and any supporting documentation, for the greater of three years from closeout of the Agreement or the period required by other applicable laws and regulations.

9. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Firm under this contract are confidential and the Firm agrees that they shall not be made available to any individual or organization without the prior written approval of the City.

10. Copyright. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Firm.

11. Compliance with Local Laws. The Firm shall comply with all applicable laws, ordinances and codes of the State and local governments, and the Firm shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.

12. Conflicts of interest.
 - a. Governing Body. No member of the governing body of the City and no other officer, employee, or agent of the City, who exercises any functions or responsibilities in connection with administration, construction, engineering, or implementation of TxCDBG award between TDA and the City, shall have any personal financial interest, direct or indirect, in the Firm or this Agreement; and the Firm shall take appropriate steps to assure compliance.
 - b. Other Local Public Officials. No other public official, who exercises any functions or responsibilities in connection with the planning and carrying out of administration, construction, engineering or implementation of the TxCDBG award between TDA and the City, shall have any personal financial

interest, direct or indirect, in the Firm or this Agreement; and the Firm shall take appropriate steps to assure compliance.

- a. The Firm and Employees. The Firm warrants and represents that it has no conflict of interest associated with the TxCDBG award between TDA and the City or this Agreement. The Firm further warrants and represents that it shall not acquire an interest, direct or indirect, in any geographic area that may benefit from the TxCDBG award between TDA and the City or in any business, entity, organization or person that may benefit from the award. The Firm further agrees that it will not employ an individual with a conflict of interest as described herein.

13. Debarment and Suspension (Executive Orders 12549 and 12689)

The Firm certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 (1986) and 12689 (1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Firm. The Firm understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

Federal Civil Rights Compliance.

14. Equal Opportunity Clause (applicable to federally assisted construction contracts and subcontracts over \$10,000).

During the performance of this contract, the Firm agrees as follows:

- a. The Firm will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Firm will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The Firm will, in all solicitations or advertisements for employees placed by or on behalf of the Firm, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c. The Firm will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- d. The Firm will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Firm's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- e. The Firm will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity," and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - f. The Firm will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - g. In the event of the Firm's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Firm may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
 - h. The Firm will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Firm will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Firm becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Firm may request the United States to enter into such litigation to protect the interests of the United States.
15. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
16. Section 109 of the Housing and Community Development Act of 1974. The Firm shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
17. Section 504 of the Rehabilitation Act of 1973, as amended. The Firm agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.
18. Age Discrimination Act of 1975. The Firm shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
19. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) (if contract greater than or equal to \$100,000)
The Firm certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining this contract. The Firm shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

Agenda Item

8. NEW BUSINESS

- i. Discussion and possible action on approving Resolution Number 2020-01-21-B authorizing signatures for the Texas Community Development Block Grant Contract No. 7219439.

RESOLUTION No. 2020-01-21-B Regarding Civil Rights**The City of Teague, Texas**

Whereas, the City of Teague, Texas, has been awarded TxCDBG funding through a TxCDBG grant from the Texas Department of Agriculture (hereinafter referred to as "TDA");

Whereas, the City of Teague, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of Teague, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City of Teague, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the TxCDBG project area;

Whereas, the City of Teague, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State's certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City of Teague, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG project;

Whereas, the City of Teague, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City of Teague, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to

A1014

further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the TxCDBG contract, to affirmatively further fair housing;

Whereas, the City of Teague, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE TEAGUE, BOARD OF ALDERMAN OF THE CITY OF TEAGUE, TEXAS, that the CITY OF TEAGUE ADOPTS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Section 3 Policy (Form A1002);
3. Excessive Force Policy (Form A1003);
4. [If Grant Recipient employs 15 or more employees], Section 504 Policy and Grievance Procedures (Form A1004);
5. Code of Conduct Policy (Sample Form Appendix C);
6. [if a Plan is required] Limited English Proficiency Plan (Form 1010); and
7. Fair Housing Policy (Exhibit 1015).

Passed and approved this 21st day of January 2020.

James Monks, Mayor

Attest:

Theresa Prasil, City Administrator

09/01/2019

EXHIBIT 1

THE CITY OF TEAGUE
CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture's Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Teague, TX 75860, (254) 739-2547, during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the City Administrator, at 105 S. 4th Ave., Teague, TX 75860 or may call (254) 739-2547.
2. A copy of the complaint or grievance shall be transmitted by the City Administrator to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The City shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

1. At a minimum, the City shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made

aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.

4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the TxCDBG program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

James Monks, Mayor

1/21/2020

Date

**EXHIBIT 2
Section 3 Policy**

In accordance with 12 U.S.C. 1701u the *City of Teague* agrees to implement the following steps, which, to *the greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by TxCDBG grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in TxCDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDA to the Grant Recipient.
- G. Submit reports as required by HUD or TDA regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of the federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of *the City of Teague*, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

Signature

Title

1/21/2020
Date

A1003

**EXHIBIT 3
Excessive Force Policy**

In accordance with 24 CFR 91.325(b)(6), the *City of Teague hereby* adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of the City of Teague to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of the City of Teague to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. The City of Teague will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Teague, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

James Monk, Mayor

1/21/2020

Date

EXHIBIT 4
**Section 504 Policy Against Discrimination based on Handicap
and Grievance Procedures**

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), the City of Teague hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. The City of Teague does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. The City of Teague recruitment materials or publications shall include a statement of this policy in 1. above.
4. The City of Teague shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, the City of Teague shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
6. Grievances and Complaints
 - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the City of Teague to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to: **City Administrator, 105 S. 4th Ave., Teague, TX 75860, (254) 739-2547** who has been designated to coordinate Section 504 compliance efforts.
 - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

- d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by **City Administrator**. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by **City Administrator**, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- g. The Section 504 coordinator shall maintain the files and records of the City of Teague relating to the complaint's files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of Teague within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Teague complies with Section 504 and HUD regulations.

James Monks, Mayor

1/21/2020

Date

EXHIBIT 5

CODE OF CONDUCT POLICY

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) & (h), and 2 CFR 200.318.

CODE OF CONDUCT

As a Grant Recipient of a TxCDBG contract, the City of Teague shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Teague shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Teague shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the City of Teague, City Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Passed and approved this 21st day of January 2020.

James Monks
City of Teague

**EXHIBIT 6
Limited English Proficiency Plan**

Name Grantee:	City of Teague
Community Population:	3,207
LEP population:	396
Languages spoken: 1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or 2) By more than 5% of the eligible population or beneficiaries but has less than 50 or less in number; or 3) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries.	12.3% - Spanish

Program activities to be accessible to LEP persons:	
✓	Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
✓	Publications regarding TxCDBG application, grievance procedures, <i>complaint procedures, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action</i> , and other vital hearings, documents, and program requirements
	Other program documents: _____

Resources available to Grant Recipient:	
✓	Translation services: <u>The City will provide as requested by LEP persons.</u>
✓	Interpreter services: <u>The City will provide as requested by LEP persons.</u>
	Other resources: _____

Language Assistance to be provided:	
✓	Translation (oral and/or written) of advertised notices and vital documents for: <u>Translation of advertised notices/ vital documents will be provided by City upon request.</u>
	Referrals to community liaisons proficient in the language of LEP persons _____
✓	Public meetings conducted in multiple languages: <u>Will be provided as requested by LEP persons.</u>
✓	Notices to recipients of the availability of LEP services: <u>Will be provided as requested by LEP persons.</u>
	Other services: _____

Signature - Chief Elected Official or Civil Rights Officer

Date: 1/21/2020



DP02

SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES

2013-2017 American Community Survey 5-Year Estimates

Note: This is a modified view of the original table.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.

Subject	Teague city, Texas			
	Estimate	Margin of Error	Percent	Percent Margin of Error
LANGUAGE SPOKEN AT HOME				
Population 5 years and over	3,207	+/-136	3,207	(X)
English only	2,618	+/-245	81.6%	+/-6.8
Language other than English	589	+/-220	18.4%	+/-6.8
Speak English less than "very well"	396	+/-196	12.3%	+/-6.0
Spanish	589	+/-220	18.4%	+/-6.8
Speak English less than "very well"	396	+/-196	12.3%	+/-6.0
Other Indo-European languages	0	+/-13	0.0%	+/-1.2
Speak English less than "very well"	0	+/-13	0.0%	+/-1.2
Asian and Pacific Islander languages	0	+/-13	0.0%	+/-1.2
Speak English less than "very well"	0	+/-13	0.0%	+/-1.2
Other languages	0	+/-13	0.0%	+/-1.2
Speak English less than "very well"	0	+/-13	0.0%	+/-1.2

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Ancestry listed in this table refers to the total number of people who responded with a particular ancestry; for example, the estimate given for Russian represents the number of people who listed Russian as either their first or second ancestry. This table lists only the largest ancestry groups; see the Detailed Tables for more categories. Race and Hispanic origin groups are not included in this table because official data for those groups come from the Race and Hispanic origin questions rather than the ancestry question (see Demographic Table).

Data for year of entry of the native population reflect the year of entry into the U.S. by people who were born in Puerto Rico, U.S. Island Areas or born outside the U.S. to a U.S. citizen parent and who subsequently moved to the U.S.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using 2013 data or multi-year data containing data from 2013. For more information, see: Language User Note.

A1015

**EXHIBIT 7
Fair Housing Policy**

In accordance with Fair Housing Act, the *City of Teague hereby* adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. *City of Teague agrees to* affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. *City of Teague agrees to* plan at least one activity during the contract term to affirmatively further fair housing.
3. *City of Teague* will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Teague, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

James Monks, Mayor

1/21/2020

Date

A1007

**Fair Housing Month Proclamation
Proclamation of April as Fair Housing Month**

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the Board of Alderman of Teague, do proclaim April as Fair Housing Month in the City of Bridge City and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

IN WITNESS WHEREOF we have affixed our signatures and seal on this the 21st day of January 2020.

James Monks, Mayor

Attest:

Theresa Prasil, City Administrator

Agenda Item

8. NEW BUSINESS

- j. Discuss and consider Resolution Number 2020-01-21-C adopting and/or reaffirming policies and procedures for civil rights, equal opportunity, Limited English Proficiency Plan and fair housing as required by the Texas Community Development Block Grant Program.

RESOLUTION AUTHORIZING SIGNATORIES

No. 2020-01-21-C

A RESOLUTION BY THE BOARD OF ALDERMAN OF THE CITY OF TEAGUE TEXAS DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER 7219439.

WHEREAS, the City of Teague Texas has received a 2019 Texas Community Development Block Grant award to provide sewer improvements, and;

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents for requesting funds from the Texas Department of Agriculture, and;

WHEREAS, an original signed copy of the TxCDBG *Depository/Authorized Signatories Designation Form (Form A202)* is to be submitted with a copy of this Resolution, and;

WHEREAS, the City of Teague Texas acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.), the City must provide TxCDBG with the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised TxCDBG *Depository/ Authorized Signatories Designation Form (Form A202)*.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMAN OF THE CITY OF TEAGUE TEXAS, AS FOLLOWS:

The Mayor, Mayor Pro-Tem, be authorized to execute contractual and environmental review documents between the Texas Department of Agriculture and the City for the 2019 Texas Community Development Block Grant Program.

The Mayor, Mayor Pro-Tem, City Administrator, Public Works Director be authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the 2019 Texas Community Development Block Grant Program.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF TEAGUE TEXAS on January 21, 2020.

James Monks, Mayor

Attest:

Theresa Prasil, City Administrator

Depository/Authorized Signatories Designation Form

Grant Recipient: City of Teague

TxCDBG Contract No. 7219439

The individuals listed below are designated by resolution as authorized signatories for contractual and environmental review documents.

(Name)	(Name)
James Monks	Jerry Ballew
(Title)	(Title)
Mayor	Mayor Pro-Tem
(Signature)	(Signature)

In addition to the individuals listed above, the individuals listed below are designated by resolution as authorized signatories for the *Request for Payment Form* (Form A203)— (At least two (2) signatories required).

(Name)	(Name)
Theresa Prasil	Jacob Cowling
(Title)	(Title)
City Administrator	Public Works Director
(Signature)	(Signature)
(Name)	(Name)
(Title)	(Title)
(Signature)	(Signature)

NOTE: A copy of a Resolution passed by the city council or county commissioner’s court authorizing the signatories must be submitted along with this form. Grant Recipients are strongly encouraged to use the sample resolution provided.

Agenda Item

8. NEW BUSINESS

- k. Discuss and consider proclaiming April as Fair Housing Month.

Agenda Item

8. NEW BUSINESS

1. Discussion and possible action approving and authorizing the Mayor to execute Resolution No. 2020-01-21 which calls for the General Election to be held jointly with Teague Independent School District on May 2, 2020; and establishing procedures for that election; appointment of an Election Judge and Alternate Judge; providing for notice of election; establishing other procedures for conduct of election; and providing an effective date.

RESOLUTION NO. 2020-01-21

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF TEAGUE, TEXAS, CALLING FOR A GENERAL ELECTION TO BE HELD JOINTLY WITH THE TEAGUE INDEPENDENT SCHOOL DISTRICT ON MAY 02, 2020, AND ESTABLISHING PROCEDURES FOR THAT ELECTION; APPOINTMENT OF AN ELECTION JUDGE AND AN ALTERNATE JUDGE; PROVIDING FOR NOTICE OF ELECTION; ESTABLISHING OTHER PROCEDURES FOR CONDUCT OF THE ELECTION; AND PROVIDING AN EFFECTIVE DATE.

NOW THEREFORE, BE IT RESOVLED BY THE BOARD OF ALDERMEN OF THE CITY OF TEAGUE, TEXAS

WHEREAS: Section 41.001 of the Texas Election Code (the “Code”) specifies that the first Saturday in May shall be a “Uniform Election Date” and that a general election of a City may be held on such a day; and

WHEREAS: State law requires that a general election be held; and

WHEREAS: by this Resolution, it is the intention of the Board of Aldermen to designate all requirements of an Election Order and Notice of Election in accordance to state law.

SECTION 1. That an election is hereby called to elect the following officials to the Board of Aldermen

Mayor
Alderman Place I
Alderman Place III

to serve until May 2022 or until their successors are duly elected, appointed and qualified. Such elections shall be held at the Teague City Hall Conference Room, 105 S. 4th Ave, Teague, Texas on the 2nd day of May 2020, from 7:00 a.m. until 7:00 p.m.

SECTION 2. Qualified persons may file as candidates by filing an application for a place on the ballot in the office of the City Secretary, 105 S. 4th Ave., Teague, Texas, 75860 from 8:00 a.m. to 5:00 p.m. from January 15, 2020, if on a non-working day, the date shall be the next regular business day through February 14, 2020. Each application shall be on a form meeting the requirements of Section 141.031 of the Election Code. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the City Secretary as provided by state law. Notice of the time and place for such drawing shall be given in accordance with the Code.

SECTION 3. The following persons shall be the officers who shall conduct the election:

Mancy Johnson, Presiding Judge
Benny Walker, Alternate Presiding Judge

And no more than two (2) eligible persons as clerks whom the election judge shall appoint. The Presiding Judge shall receive compensation at the rate \$12.50 per hour per entity and the Alternate Judge shall receive compensation at the rate of \$10.00 per hour not to exceed the limits established by the Texas Election Code.

The person serving as the Early Voting Ballot Board is:

Mancy Johnson, Presiding Judge

The City Secretary is hereby authorized and directed to provide a copy of this RESOLUTION to the judge as written notice of their appointment as required by Section 32.009 of the Texas Election Code.

SECTION 4. Early Voting by Personal Appearance: The City Secretary is hereby appointed clerk for early voting, the appointment of a deputy clerk or clerks for early voting by the City Secretary shall be in accordance with Section 83.001 et seq. of the Texas Election Code. Teague City Hall Conference Room, 105 S. 4th Ave., Teague, Texas 75860, is hereby designated as the place for early voting for such election. Said clerks shall keep the office open during the regular business hours, that is from eight o'clock (8:00) a.m. to five o'clock (5:00) p.m. Monday through Friday, on each day for early voting which is not a Saturday, Sunday or an official City holiday, beginning April 20, 2020 and continuing through April 28, 2020, with the exception of April 21, 2020 and April 23, 2020, at which times the early voting by personal appearance will be from 7:00 a.m. until 7:00 p.m.

Said clerks shall not permit anyone to vote early by personal appearance at any time when such office is not open to the public.

Early Voting by Mail: Application for Ballot by mail may be accepted at any time prior to April 21, 2020 which is the last day to accept an application for ballot by mail. The mailing address for the request for a ballot application and ballot to be voted by mail is; **Theresa Prasil, Early Voting Clerk**, 105 S. 4th Ave., Teague, Texas 75860. The early voting clerk, in accordance with the provisions of the Texas Election Code, shall maintain a roster listing each person who votes early by personal appearance and each person to whom a ballot to be voted by mail is sent. The roster shall be maintained in a form approved by the Secretary of State.

Early Voting by Ballot Board: Early voting, both by personal appearance and by mail shall be canvassed by the Early Voting Board which is hereby created. The Agreement designates who shall serve as the presiding officer of the Early Voting Ballot Board.

SECTION 5. The election shall be held in accordance with and shall be governed by the election laws of the State of Texas. In all City elections, the Mayor, City Administrator/Secretary, or Board of Aldermen shall perform each act as is required to be performed in connection with the holding and consummation of such election and to give effect to the intent of the Resolution.

SECTION 6. The City Secretary is hereby authorized and directed to furnish all necessary election supplies to conduct such election.

SECTION 7. Notice of this election shall be given in accordance with provisions of the Texas Election Code and returns of such notice shall be made as provided for in said Code. The Mayor shall issue all necessary orders and writs for such election, and returns of such election shall be made to the City Secretary after the closing of the polls.

SECTION 8. Said election shall be held in accordance with the Texas Election Code and the Federal Voting Rights of 1965, as amended, as well as the Help American Vote Act (HAVA).

SECTION 9. The City of Teague finds as follows: HAVA compliant voting System approved by Resolution No. 2006-02-13 to use Election Equipment provided by the Election Systems and Software for early voting and election day. The use of paper ballots for applications by mail.

SECTION 10. The City Secretary is hereby directed to give notice of the election by:

(a) Publishing notice of the election at least once, not more than thirty (30) days not less than ten (10) days before the election in the official newspaper of the City, that being the (Teague Chronicle).

(b) Filing with the City Secretary, a copy of the notice of the election; and

(c) Posting a copy of the notice on the bulletin board at least twenty-one (21) days before the election.

SECTION 11. The Mayor and the City Secretary of the City, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Code in carrying out and conducting the election, whether or not expressly authorized therein.

SECTION 12. This resolution shall be effective upon its adoption.

DULY PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF TEAGUE, TEXAS, ON THIS _____ DAY OF January, 2020.

James Monks, Mayor

ATTEST:

Theresa Prasil, City Administrator/Secretary

Agenda Item

8. NEW BUSINESS

- m. Discussion and possible action on approving and authorizing the Mayor to execute the Joint Election Agreement between the City of Teague and Teague Independent School District for the General Election to be held on May 2, 2020.

**JOINT ELECTION AGREEMENT
BETWEEN
THE CITY OF TEAGUE AND
TEAGUE INDEPENDENT SCHOOL DISTRICT**

WHEREAS, the City of Teague, Texas, ("Teague"), and the Teague Independent School District, ("TISD") collectively referred to hereinafter as the "Participating Entities", will each hold an election on May 2, 2020; and,

WHEREAS, The City of Teague and TISD desire to enter into a Joint Election Agreement for the purpose of sharing Election equipment, Election officials, and sharing precinct polling locations and Election ballots where appropriate;

NOW, THEREFORE, The City of Teague and TISD enter this Joint Election Agreement under the terms that follow:

I. Scope of Joint Election Agreement

The Participating Entities enter this Joint Election Agreement ("Agreement") for the conduct of the Election to be held May 2, 2020.

II. Appoint Election Officer

The Participating Entities appoint Theresa Prasil, City Administrator/Secretary for the City of Teague, to serve as the Municipal Election Officer and Emily Evans, Director of Finance for Teague ISD to serve as Election Officer for Teague Independent School District in order to perform and supervise duties and responsibilities of the Election Officer for the May 2, 2020 election. If the City of Teague cancels their Election, the Election Officer designated for Teague Independent School District would assume duties for the Teague Independent School District Election.

III. Early Voting and Election Day

Early voting and Election Day voting shall be held in common precincts where appropriate at the dates, times and locations recommended by the Election Officer and authorized and ordered by the governing body of each Participating Entity.

IV. Joint Election Costs; Adjustments of Costs in the Event of Cancellation of Election of Other changes; Payment

Each Participating Entity will equally share the expenses for holding said Election and upon completion of Early, Regular Election and Run-Off Election (if necessary) expenses will be equally split. Should either entity cancel their Election the entity holding an Election will be solely responsible for holding their Election and the expenses.

It is mutually agreed that the Election Judge shall be paid at the rate of \$12.50 per hour per entity and the Alternate Judge shall be paid at the rate of \$10.00 per hour and these expenses shall be equally split between the Municipality and the Teague Independent School District.

V. Miscellaneous Positions

1. This agreement becomes effective upon execution by all Participating Entities. The obligations of this Agreement will continue as to each Participating Entity until each Participating Entity has made full payment of its share of Election costs under the Agreement and other agreements related to May 2, 2020 Election.
2. Notice under this Agreement must be in writing and may be affected by personal delivery or by certified mail to the Participating Entities at the following addresses:

Theresa Prasil
City Administrator/Secretary
City of Teague
105 S 4th Avenue
Teague, TX 75860

Emily Evans
Director of Finance Teague ISD
420 N. 10th
Teague, Texas 75860

3. This agreement may not be amended or modified except in writing executed by the Participating Entity.
4. The obligations under this Agreement are performable in Freestone County, Texas.
5. Venue for any dispute arising under this Agreement shall be in Teague, Freestone County, Texas. This agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.
6. If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement; and the Participating Entities shall perform their obligations under this Agreement as expressed in the terms and provisions of this Agreement.

INTESTIMONY WHEREOF, this Agreement is executed in duplicate on this
_____ Day of _____, 2020

By: _____

James Monks
Mayor
City of Teague

By: _____

Jeff Gonzales
President, Board of Trustees
Teague Independent School District

Agenda Item

8. NEW BUSINESS

- n. Discussion and possible action on assuming the responsibility and ownership of the Hilltop Water Board's water lines located near Highway 84, outside the western corporate city limits of the City of Teague.

Minutes
HILLTOP WATER SYSTEM
REGULAR MEETING
December 11, 2019

Member Stephanie Burns - Present
Member Calvin Howard - Present
Member Charlotte Chase - Present

Member Steve Dunn - Present
Member SB Jordan - Present

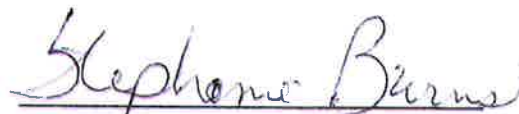
Notice is hereby given that a Regular Meeting of the Governing Body of the Hilltop Water System will be held on the 11th day of December 2019 at 5:30 pm. The meeting will be held at 942 W Hwy 84, Teague, Texas 75860. All agenda items are subject to action. The Board reserves the right to meet in closed session on any Agenda items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code

- A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT. At 5:30 Stephanie Burns announce a quorum was present

- B. GREETINGS

- C. NEW BUSINESS
 - 1. Discussion and Possible action on approaching City of Teague in taking the ownership of Hilltop Water lines. SB Jordan made motion to ask City of Teague to take ownership of Hilltop Water lines and Charlotte Chase Second. Motion passed 5-0

- D. Adjournment- At 5:45 Stephanie Burns made motion to adjourn meeting, Second by Steve Dunn -


Stephanie Burns Board Member

Agenda Item

8. NEW BUSINESS

- o. Discussion and possible action on approving the drafted and proposed policies for the City of Teague as follows:
 - Municipal Utility Billing
 - Service and Maintenance Request
 - Onboarding
 - E-mail Use
 - Responding to Citizen Request for City Documents, Records and Other Public Information
 - Volunteer Policy
 - Purchasing
 - Cash Handling
 - Accounts Payable
 - Accounts Receivable and Collections
 - Board of Aldermen



MUNICIPAL UTILITY BILLING POLICY

Approved _____

I. UTILITY BILLING POLICY PURPOSE

This policy shall govern the provision of municipal utilities of the City of Teague, Texas. The purpose of this policy is to provide consistent customer rules and guidelines. Individuals who have questions regarding the service provided by the City of Teague are encouraged to contact City Hall.

II. UTILITY BILLING INFORMATION

The utility office is responsible for the billing, recording and collecting charges for water, sewer and sanitation services to the residents of Teague and those located within the City of Teague's Certificate of Convenience and Necessity (CCN). Municipal utility services and this policy both include residential and commercial users.

The City of Teague shall maintain account records for each customer that includes the customer's legal name, billing address, account number, service address, current charges, and account history including consumption, past due charges, penalties, and fees

Utility Billing Hours

Office Hours: Monday through Friday
8:00 a.m. – 4:30 p.m.

Utility Billing Contact Information

Mailing Address: 105 South 4th Avenue Teague, Texas 75860
Phone Number: (254) 739 – 2547
Website: www.cityofteaguetx.com

III. UTILITY SERVICE ACCOUNTS

A utility account shall be secured in the name of the responsible individual for which the municipal utility services are established. Utility account customers may be either the property owner or a tenant renting the property. Property owners must provide proof of ownership of said property and tenants must provide proof of rental/lease of said property to establish a utility account and request connection to the municipal utility services.

IV. RATE CALCULATION

All municipal utility charges shall be calculated in accordance with the specific rate established by ordinance, resolution, or policy as adopted by the Teague Board of Aldermen and applicable to each municipal utility or service provided to a customer.

V. ADDITIONAL CHARGES

Billings for extra services, reconnection of services, installation charges, or other special charges shall be billed in accordance with the applicable utility or service rate schedule, approved by the

Teague Board of Aldermen, and shall be included on the appropriate monthly billing statement.

VI. MUNICIPAL UTILITY SERVICE APPLICATION

1. Any person, firm or corporation desiring to establish any municipal utility service or combination thereof shall make application for said service(s).
2. Must provide proof of ownership or tenant agreement for property.
3. Applicants must be at least eighteen (18) years of age.
4. The application shall be on such form(s) as may or now hereinafter be prescribed by the City of Teague.
5. The application shall include the applicant's name, service address, mailing address, telephone number, employer, signed agreement form and other necessary information.
6. Each service location shall be considered a separate account.
7. Customers that have an outstanding debt with the City of Teague Utility Department must pay all outstanding debt prior to new services being connected.
8. Applicants must agree to install a customer cut-off valve as prescribed in ordinance.
9. Applicants must agree to comply with all requirements established by City Ordinance and laws.

VII. BILLING CYCLE

Meter Read Date:

Meters connected to the fixed meter reading base station will be read on the 15th of each month. If the 15th is on a Saturday, the meter will be read on the 14th, if the 15th is on a Sunday the meter will be read on the 16th. For the meters not connected or are unable to be read by the fixed meter reading base station they shall be read between the 13th - 17th of each month.

Billing Period/Delinquent Date:

1. Utility service billings are mailed to each and all utility service users monthly.
2. Utility service billings are mailed on or before the twenty-fifth (25th) day of each month.
3. The date the bill is created shall be known as the billing date.
4. Utility service billings are due and payable on or before the tenth (10th) day of each month to avoid a 10% late penalty.
5. Utility service billings are assessed a late penalty after 5:00 p.m. on the tenth (10th) day of each month.
6. Utility service billings that are not paid by 5:00 p.m. on the twentieth (20th) day of each month shall be disconnected on the twenty-first (21st) day of the month for nonpayment.

VIII. DELINQUENT ACCOUNTS AND DISCONNECTION OF SERVICE

1. Notice of utility service billing delinquency will be mailed to each and every delinquent utility service account holder by the eleventh (11th) day of the month following the delinquency.
2. The notified delinquent utility service account holders will be given ten (10) days to pay the delinquent utility service billing, including any and all penalties, or to make arrangements for the payment of the same.
3. If following the notice of delinquency and the ten (10) day payment period a delinquent

utility service billing remains unpaid and no effort has been made to pay the said bill, the utilities shall be disconnected.

4. If following the notice and disconnection the account is not paid in full and reconnected the account shall be terminated out of the billing system.
5. Delinquent utility service billings remaining unpaid, and over ninety (90) days delinquent, shall be turned over for collection. If a delinquent utility service billing remains unpaid and/or has been turned over for collection, utility services will not be reconnected and/or reinstated to the applicable user at any property in the utility service area until all applicable delinquent utility service billings, reconnection fees and collection costs have been paid.

IX. RECONNECTING TO MUNICIPAL UTILITY SERVICES

1. Once a utility service account has been disconnected from municipal utility services it shall not be reconnected until the applicable delinquent utility service billing(s), including penalty has been paid.
2. In addition, a \$25.00 reconnect fee shall be charged the delinquent utility service account.
3. Following payment of the applicable delinquent utility service billing(s) and the reconnection fee the utility services shall be reconnected between 2 p.m. - 4 p.m.
4. The City of Teague does not accept personal or business checks for reconnection payment.

X. PAYMENTS

The City of Teague provides several options to make payment on their utility bill:

1. In person – Payment can be made at City Hall, 105 South 4th Avenue Teague, TX 75860
Accepted forms of payments: Cash, Money Order, Cashier's Check, Personal Check and Credit Cards
2. Drop box - A drop box is located on the west side of City Hall for customer use.
3. Credit card payments are accepted over the phone
4. Electronic payments – Through the Utility's website, customers can set up an account which will allow them to pay their utility bill wherever there is an internet connection. Payments can be made electronically using a credit card or a checking account.

XI. DEFERRED PAYMENT PLANS

As prescribed by City Ordinance 13.1002 (e) A deferred payment plan may be considered for delinquent accounts in special circumstances where a customer has unforeseen financial hardships due to medical or health conditions. The City Administrator may approve a deferred payment plan where such special circumstances exist subject to the following conditions:

- (1) The delinquency must be paid in full within months (3) months.
- (2) All current bills must be paid prior to becoming past due.
- (3) Persons with more than one disconnection in the prior twelve (12) month period will not be eligible for a deferred payment plan.
- (4) A deferred payment plan must be requested before the 20th of the month.

XII. BILLING ADJUSTMENTS

The City of Teague allows for adjustments to be made to utility accounts as described below:

1. Swimming Pool Adjustment – Customers are allowed one (1) sewer billing adjustment within a twelve (12) month period for filling a swimming pool. Customers must submit an adjustment request in writing to the Utility Billing Office and must include, the location address, account number, the beginning and ending water meter readings, the approximate total of gallons the pool holds and the date(s) the pool was filled. The request must be submitted within 15 days of filling the pool to be eligible.
2. Average Bill Adjustment – Customers may be billed an average bill a maximum of three (3) consecutive months due to the inability to read the water meter. The Utility Billing Clerks will use the prior three (3) months of successful meter readings to configure the average bill.
3. Water Leak Adjustment – Customers are allowed one (1) sewer billing adjustment within a twelve (12) month period for those who identify a water leak that did not result in the water being processed and treated by the City of Teague's wastewater system. Customers must submit an adjustment request in writing to the Utility Billing Office and must include the location address, account number and the location of the water leak identified. Request must be submitted prior to the account becoming delinquent to qualify. The Utility Billing Clerks will use the prior three (3) months of successful meter readings to configure the average sewer charges and adjust the account accordingly.

XIII. COLLECTION AGENCY

All utility accounts not paid within 90 days of disconnection shall be submitted to the City's collection agency for collection.

XIV. IMPLEMENTATION

The implementation of this stated utility billing policy and procedures does not amend City Ordinances which may be more restrictive and/or authorize other utility bill collection procedures.



SERVICE AND MAINTENANCE REQUEST POLICY

Approved _____

I. SERVICE AND MAINTENANCE REQUEST POLICY PURPOSE

To accurately receive, communicate, monitor and efficiently respond to request for service and maintenance orders.

II. PROCEDURES

REPORTING: Service and maintenance orders may be requested in person, by telephone or emailed to City Hall. To request a service and/or a maintenance order the following procedures must be completed.

DURING BUSINESS HOURS - Office Hours are Monday through Friday from 8:00 a.m. – 4:30 p.m.

A. IN PERSON

- i. To request a service and/or a maintenance order in person one should visit the Utility Office at City Hall during office hours.
- ii. Please include the nature, location and details of the issue being reported.

B. BY TELEPHONE

- i. To request a service and/or a maintenance order by telephone one should call the Utility Office at City Hall (254)739-2547 ext. 101 or 102.
- ii. Please include the nature, location and details of the issue being reported.

C. BY EMAIL

- i. To request a service and/or a maintenance order by email, one should email workorder@cityofteaguetx.com. (This email account is only monitored during business hours.)
- ii. Please include the requestors contact information, the nature, location and details of the issue being reported.

AFTER BUSINESS HOURS All after business hour emergency maintenance and/or service orders should be reported to the on-call Public Works Technician by calling (903) 390-6875. Please be sure to include the nature, location and details of the issue being reported.

CLERICAL PROCEDURES: It shall be the responsibility of the Utility Clerks to intake all in person, telephone and emailed service and maintenance orders during business hours.

- A. Utility Clerk will collect and enter the pertinent data from the requestor regarding the requested maintenance and/or service order.
- B. Utility Clerks will prepare, print and email the electronic service and/or maintenance order to the Public Works Director or his designated employee.
- C. Utility Clerks will notify the Public Works Director or their designee regarding all emergency request.
- D. Upon the Public Works Department's completion and submission of the service and/or maintenance order the Utility Clerk will enter all documented data into the computer software system and close the request.

- E. Utility Clerks will create any additional request that are noted by the Public Works Department on the submitted order.
- F. Completed service orders will be filed in the customers utility file and completed maintenance orders will be filed in the completed maintenance order file.
- G. Utility Clerks are to review pending Service and Maintenance Order Logs one time weekly and make any necessary follow-up communication.

PUBLIC WORKS PROCEDURES:

- A. It shall be the responsibility of the Public Works Director to distribute all open service and maintenance order request to their pertinent staff.
- B. The assigned Public Works Department's employee will complete and submit the request to the Public Works Director for processing.
- C. It shall be the responsibility of the Public Works Department to contact the customer and/or related party to communicate any necessary information.
- D. The Public Works Director or his designee will review the order for completion and if completed they will submit the completed order to the Utility Clerks for final processing.



ONBOARDING POLICY

Approved _____

I. ONBOARDING POLICY PURPOSE

Through an effective onboarding process the City of Teague can continue to promote engaged employees in the workplace.

II. HIRING PROCESS

- Please refer to the City of Teague's Personnel Manual for recruitment and employment selection procedures.

III. PREEMPLOYMENT PROCESS

- All applicants approved contingently for hire must complete and pass drug and alcohol testing, criminal history checks and any other requirement as outlined in the City of Teague's Personnel Manual.

IV. ONBOARDING PROCESS

- Prior to First Day.
 - i. Welcome letter to be issued by City Administrator / Secretary prior to start date.
 - ii. Department Head to submit Employee Payroll and Information Form to the Administration Office.
- First Day
 - i. Hiring Paperwork with Bookkeeper
 - Orientation; City Code, Policies & Procedures, Employee Personnel Manual (Sexual Harassment, Equal Opportunity, Diversity, Disciplinary Actions, Leave Policies, etc.)
 - Job Description; confirmation of understanding
 - Prepare City Identification Card – Chief of Police will provide this
 - Complete Personnel Data Form
 - Complete I-9 (if not already with your department)
 - Medical and Dental benefits overview; packet included
 - Complete application forms and designation of beneficiary
 - Complete W4
 - Complete Direct Deposit, Deduction Authorization, and other wage forms
 - Introduction to Department Heads and Tour of City Facilities
 - ii. Risk Management
 - On the Job Injury (OJI) overview: importance of reporting injuries and/or accidents to a supervisor immediately
 - iii. Department Onboarding
 - Introduce to Supervisor and co-workers
 - Give tour of department
 - Review Departmental structure (Department Head, Crew Chiefs, Supervisors, etc.)
 - Review department's mission, strategy, values, functions, policies and procedures
 - Review job responsibilities, competencies, and expectations

- Review work schedule, pay schedule, procedures for scheduled time off and unexpected absences; discuss timesheet and overtime requirements
 - Consider software needs of the job; coordinate with IT for network credentials
 - Create a 30-60-90-day plan; what are the goals or expectations at each checkpoint?
 - Review Departmental Safety Plan: Locations of fire exits, fire extinguishers, first aid kits, SDS, flammable storage area, hazardous chemical storage area, and emergency eye wash and shower stations
 - Review importance of reporting all accidents; discuss Employee Safety Manual
 - Review potential hazards the employee may face in their new position
 - Discuss safe working procedures within new employee's work section. Emphasize proper lifting techniques, good housekeeping, and why horseplay in the work area will not be tolerated
 - If employee's job requires a Driver's license or a CDL, the employee must have and maintain a valid license with no limitations or restrictions that would inhibit the lawful operation of a City vehicle. If there is a change in the validity or restrictions of the employee's license, that change must be reported to the Department Head immediately.
 - Emphasize Safety and the importance of respecting you co-workers
- iv. 30 Day Milestone
- Department Head to visit with employee to identify and address any areas the employee may have concerns.
- v. 90 Day Milestone
- City Administrator / Secretary to visit with employee.
- vi. 6 Month Milestone
- Department Head to Complete 6 months performance evaluation.
- vii. 1 Year Milestone
- Department Head to Complete 1-year performance evaluation.



E-MAIL USE POLICY

Approved _____

I. E-MAIL USE POLICY PURPOSE

The City provides electronic mail access to certain employees at taxpayer expense for these employees to use in performing their duties with maximal efficiency. It is not an individual entitlement, benefit or perquisite of employment. Electronic mail (e-mail), Internet access, and telecommunications access are resources made available to City employees to efficiently communicate with each other, other governmental entities, companies and individuals for the benefit of the City and to perform research beneficial to the missions and goals of the City. Because telecommunications bandwidth is a scarce resource, the unauthorized use of these services for purposes unrelated to City business is not only a productivity issue, but an impediment to the efficient use of the system for legitimate purposes. The City of Teague (City) has therefore established a directive with regard to proper use, access, and disclosure of electronic mail messages created, sent, or received by City employees using the City's electronic mail system.

II. GENERAL GUIDELINES

- The City maintains an electronic mail system that is provided and reserved to assist in conducting business at the City of Teague. The use of electronic mail for personal use is not allowed. However, employees may forward unsolicited-personal e-mail received at the City to a personal email account.
- The electronic mail system is City property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the City of Teague. Electronic mail messages are not the private property of any employee.
- The City reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system for any purpose, upon concurrence of the City Administrator and the City Attorney, or their respective designates. The contents of electronic mail, properly obtained for legitimate business purposes, may be disclosed within the City without the permission of the employee.
- The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- All electronic mail messages sent out by any City employee will reference an individual username or ID that can be traced back to the sender. Electronic messages may not be sent out anonymously or from an identified group. Individual Department Directors shall reserve the right to have their employee's supervisors give prior approval of messages that are being sent out to the entire organization.
- The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, legally privileged information, or similar materials without prior authorization of the City Attorney or his or her designate.
- Texas law requires that all employees protect the integrity of the City's confidential information as well as the confidentiality of others. The confidentiality of any message should not be assumed. Even when a message is erased, it may still be possible to retrieve and read that message. Further, the use of passwords for security does not guarantee

confidentiality. Confidential information should never be transmitted or forwarded to other employees inside the City who do not have a need to know the information. Electronic mail messages that contain confidential information should have a confidentiality legend in all capital letters at the top of the message in a form similar to the following: THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION OF THE CITY OF TEAGUE. UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED. However, the failure of a message to contain such a legend shall not be deemed a waiver of any such privileges which may otherwise exist.

- Notwithstanding the City's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this directive must receive prior approval by the employee's supervisor, or someone higher in the employee's chain of command. However, individual employees may authorize other individuals by proxy access to read their e-mail and set calendar events, with the understanding that such proxy access is limited to the legitimate and efficient conduct of City business on behalf of the individual granting such proxy privileges, with due respect for the limited purposes of such access.
- Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages or send messages using another employee's identity without the latter's permission. Correlatively, any employee who gives permission to another employee to "ghost write" e-mails assumes responsibility for the content and character of any such "ghost written" message, and it is not an excuse or defense to this directive that the account holder identified in the e-mail message did not actually review a message "ghost written" with his or her permission. Any employee who discovers a violation of this directive shall notify his/her supervisor.
- The use of electronic mail to violate any other City policies or directives is prohibited. Any employee who violates this directive or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including termination. In addition, violations of this directive may be referred for criminal prosecution, where appropriate.
- Retention and deletion of e-mail messages and attachments are governed by the applicable Records Retention schedules maintained by the City Secretary. All users of the e-mail system are charged with the responsibility to know and follow these retention schedules, and to refrain from deleting any e-mail message or attachment until they have verified that such deletions are appropriate to, and do not conflict with, these records retention schedules.

All employees who use e-mail shall certify that they have read and fully understand the contents of this directive.

**CITY OF TEAGUE
E-MAIL USE
Acknowledgement**

As an employee of the City of Teague, I, _____,
recognize and understand that the City's e-mail systems are to be used for conducting the City's
business only. I understand that use of the e-mail system for private purposes is strictly prohibited
with the exception of forwarding unsolicited-personal e-mails received at my City address to my
personal e-mail account. Further, I agree not to access a file or retrieve any stored communication
other than where authorized unless there has been prior clearance by an authorized City of Denton
representative. I understand that any e-mail messages that I send will not be sent anonymously, from
a group, or using another employee's identity without permission.

I am aware that the City reserves and will exercise the right to review, audit, intercept, access, and
disclose all matters on the City's e-mail systems at any time, with or without employee notice, and
that such access may occur during or after working hours. I am aware that use of a City of Teague
provided password or code does not restrict the City's right to access electronic communications. I
am aware that violations of this directive may subject me to disciplinary action, up to and including
discharge from employment.

I authorize that I have read and that I understand the City's E-mail Use Policy. I authorize that I have
read and that I understand this notice.

Employee Signature

Date Signed

PLEASE RETURN TO: ADMINISTRATION



**RESPONDING TO CITIZEN REQUEST
FOR CITY DOCUMENTS, RECORDS,
AND OTHER PUBLIC INFORMATION
POLICY**

Approved _____

I. POLICY PURPOSE

Employees of the City of Teague shall observe the requirements of the Texas Public Information Act, and related statutory and case law, in responding to citizen requests for information. This Act requires that public records be made available for public inspection and copying; that the records be carefully protected and preserved from deterioration, loss, removal, or destruction; and that public records be repaired, renovated, or rebound whenever necessary to preserve them properly.

II. PUBLIC INFORMATION DEFINED

- A. "Public Records" include any information that is collected, assembled or maintained under a law or ordinance or in connection with the transaction of official business by or for a governmental entity and the governmental body owns the information or has a right of access to it.
- B. "The Public Information Act" applies to records regardless of their format; it includes information that is maintained in paper, film, audiotape, microfilm, videotape, electronic data held in a computer memory, Mylar, linen, silk or vellum. A document labeled "draft" is not a protected document if it is used in the course of conducting public business.
- C. Exceptions: the following is a list of exceptions to public information recognized under the Public Information Act that are relative to government:
 - 1. "Litigation Exception" – information about civil or criminal litigation or settlement negotiations that are pending or reasonably anticipated on the date the requestor requests the information will not be released.
 - 2. "Private/Confidential Information" – information that is legally recognized as highly intimate or embarrassing [that if disclosed would constitute a clearly unwarranted invasion of personal privacy] and which is of no legitimate concern to the public is exempted. Also exempted from disclosure is information considered to be confidential by law, either constitutional, statutory or by judicial decision.
 - 3. "Trade Secrets/Commercial Information" – exempted from public disclosure are trade secrets and certain commercial or financial information. Cities do not typically have trade secret protection in their own information-this exception is typically used to protect the trade secrets of a third party, such as software and source code.
 - 4. "Economic Development" – protected from disclosure is information relating to economic development negotiations involving the City and a business prospect that the City wants to locate, stay or expand in or near the City.
 - 5. "Attorney/Client Privilege" – The City will not disclose information that reveals client confidences or contains legal advice or legal opinions.
 - 6. Other – Employee personnel files, City utility customer records, records within the Police Department and Civil Service employee records all have various but limited exceptions to disclosure. When in doubt as to whether or not an exception applies, contact the City Attorney.
 - 7. Opinions, recommendations and advice that relate to the policy-making processes of the City Council that are included in intra-agency and interagency memorandums or letters.
 - 8. Public Power Utility Competitive Matters - Teague Municipal Electric information that is a competitive matter that includes commercial information that

if disclosed to the public would give an advantage to competitors or prospective competitors.

- D. An "Open Records Request" or "Public Information Request" must be for inspection or copies of an existing document or record. An open records request does not require the City of Teague to produce information that is not in existence. It does not require the City of Teague to calculate statistics, perform legal research, to prepare answers to questions, conduct research, collect raw data, or construct new records. On the other hand, the City may be required to query a computer database to generate a report with the requested information. If the City of Teague has the technological ability to do so, and if the requestor is willing to pay the expenses of doing so under scheduled charges, the City may be required to produce the information in a particular requested format. The City of Teague is not required by the Public Information Act to buy additional hardware or software to accommodate an open records request.

III. ADMINISTRATIVE PROCEDURES

A. Employees Authorized to Provide Information to the Public

Department directors shall be responsible for ensuring that this directive is observed in their respective departments and divisions. Each department director shall be authorized to respond to citizen requests for written documentation with the permission of the City Administrator / City Secretary. Only those employees with such authorization may release information to the public. Employees lacking such authorization will refer citizen requests to an authorized employee. Authorized employees will be required to participate in training to ensure compliance with the Public Information Act and will need to keep current with the regulations as needed.

B. Determination of Whether Information is Public

Authorized employees shall provide information to the public in the manner described in Section II, Part C unless the information clearly falls into one of the exceptions described in Section II, Part B. If the request is for questionable materials (i.e., it is not clear whether the information is public or confidential), the authorized employee will refuse disclosure at that time and explain to the citizen that he/she is not sure if such information is public. The employee will then forward the completed "Request for Information" form to the department director and the City Attorney's Office as quickly as possible.

C. Procedures for Releasing Information that is Deemed Public

1. Public Information Act Activation

- a. The mandatory provisions of the Public Information Act are activated only by a written request, and authorized employees should insist that all oral requests be reduced to writing and time stamped when received.
- b. A "Request for Information" form or any written format of a request will be accepted, including e-mail.
- c. Essential information needed in the written request includes name, address,

phone number, and a detailed description of documents requested.

2. Restrictions on Asking Why a Person is Requesting Information It is a violation of the Public Information Act to inquire of any applicant the reason why he or she wishes to inspect or copy public records. The City of Teague may only inquire to the extent of establishing proper identification and to identify the public records being requested. City of Teague employees shall not inquire into the motives or use that a requestor may have for the requested information.
3. Processing a Public Information Act Request
 - a. Authorized employees shall stamp the date the written request is received and forward a copy to the City Secretary promptly. The City Secretary will maintain all Public Information Act requests and their disposition.
 - b. Any documents produced will be made available for inspection during normal business hours.
 - c. Authorized employees shall not allow requestors to use city computer terminals for searches nor may requestors use portable copiers under the following conditions:
 - a. When it is unreasonably disruptive of working conditions;
 - b. When the records contain confidential information;
 - c. When it would cause safety hazards; or
 - d. When it would interfere with other persons' rights to inspect and copy records.
 - d. Authorized employees shall use city supplies (diskettes, paper and other materials) rather than supplies provided by a requestor.
4. Time Frames for Public Information Act Responses
 - a. Any requested public information that is produced shall be produced as quickly as possible within a reasonable time frame but not to exceed 10 business days.
 - b. Authorized employees shall notify a requestor in writing if the requested records cannot be produced within 10 business days, setting a date and hour within a reasonable time when the records will be available.
 - c. If the information is in active use or in storage and cannot be produced within 10 business days, authorized employees shall certify that fact to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.
 - d. The requestor shall complete the inspection of public records within 10 days of the date the information is made available but authorized employees may extend this time period upon written request for additional time from the requestor.
 - e. Authorized employees shall provide a written notice to a requestor within 20 days of receipt of the request if the production of records in a particular format requires additional computer programming or manipulation of data that will substantially interfere with the department's ongoing operations, or can be supplied in requested form only at a cost that covers programming and manipulation. This notice will inform the requestor that the information is not

available in the requested format, an estimated cost, time that it will take to provide the information, a description of the forms in which the information is available and a description of any contract or services that would be required to provide the information in the requested form and will also state if additional time is needed to calculate the costs and timing of the request.

- f. Any requests that are forwarded to the City Attorney for review will be forwarded as quickly as possible to allow adequate time for legal analysis and review. Likewise, potentially responsive data or records shall be forwarded to the City Attorney as soon thereafter as they become available.
- g. The City Attorney's Office shall provide written notice to the requestor within 10 business days of receipt of a request if the City seeks an Attorney General Open Records ruling on the request. The 10 days will not run during any time the City and requestor are actively discussing the scope of information requested.

D. Authorized Employees Always Present

An authorized employee shall be present at all times when a person is inspecting documents. In no instances shall the person be left alone with the records. In addition, no employee shall allow official records to be removed from City buildings without the permission of a department head or division director.

E. Costs, Charges for Copies

Charges for Public Information records are set by the General Service Commission and City Ordinance.

F. Notification of Copy Charges

- a. If a request for copies or to inspect information will result in charges exceeding \$40, an authorized employee will provide a written itemized estimate, notify the requestor of less costly alternatives and request an address of the requestor's choice. If actual charges are greater than originally estimated, an updated itemized statement will be sent or a charge of no more than 20% more than the original estimate will be used. If the requestor does not respond within ten business days, the request will be considered withdrawn
- b. A bond or deposit will be required if the anticipated costs of preparing a copy of information will exceed \$100.00. A bond or cash deposit will be required for anticipated personnel costs for making information available for inspection if it will take more than five hours to prepare the information for inspection and (a) the information is more than five years old or (b) the information completely fills six or more archival boxes.

G. Limitations on Copies

- 1. Authorized employees will not provide more than one copy of requested materials.
- 2. A requestor will be notified by an authorized employee if requested documents are not in existence at the time of the request and will be asked for a re-submittal of the request at a later date. The authorized employee is not required to notify a

requestor in the future that the information has come into existence.

3. Authorized employees will not honor a repeated request from the same requestor for the same information once copies have been provided. A written certificate will be provided to the requestor detailing a description of the information that was previously furnished or made available, the date the City received the previous request, the date the City previously furnished or made available the information to the requestor and that no subsequent additions or corrections have been made.

H. Procedures for E-Mail Requests

The City Secretary is designated as the authorized individual to receive e-mail requests for information for the City of Teague. City employees receiving an email request for information shall inform the requestor that his request must be directed to the City Secretary. City employees shall forward an e-mail request for information to the City Secretary's Office. Time frames associated with Public Information Act requests will begin at the time the e-mail is received by a City of Teague employee in his mailbox.

I. Procedures for Faxed Requests

The City Secretary is designated as the authorized individual to receive faxed requests for information for the City of Teague. City employees receiving faxed requests for information shall inform the requestor that his/her request must be directed to the City Secretary at 254-739-2433. City employees shall forward a faxed request for information to the City Secretary's Office. Time frames associated with Public Information Act requests will begin at the time the fax is received by a City of Teague employee.

In all cases, if employees are unsure of how to proceed with a request for public information, the City Secretary or Legal Department should be contacted. While this directive, in some cases, may summarize portions of the Public Information Act, it is not intended to substitute for the Act and that in any situation where the directive may state something contrary to the Act; the language of the Act would supersede the language of the directive. The standards set out in this directive are not intended to limit or waive the legal standards existing under state law.



VOLUNTEER POLICY

Approved _____

I. VOLUNTEER POLICY PURPOSE

From time to time, City of Teague departments may utilize volunteer workers, such as unpaid interns, to assist in the performance of daily operations. This policy addresses the procedures and background checks that volunteers are required to undergo before they may begin operating in the City of Teague business environment. This policy only addresses those volunteers who perform duties that assist departments in their day-to-day operations.

This policy does not apply to Police Department Reserves, who undergo background checks as administered by the Teague Police Department. Unless otherwise noted, this policy does not apply to volunteer labor supplied by individuals who are performing Court ordered community service. This policy also does not apply to volunteers who provide labor for a single City event or City sponsored special events unless specifically noted. Rather, volunteers working a single City event or City sponsored special event will be required to sign in on a release and waiver form on the day of the event.

II. REQUIRED PRE-REPORTING PROCEDURES

1. **VOLUNTEER AGREEMENT:** All volunteer workers are required to sign a "Volunteer Agreement and Release" and agree to abide by the statements within the Release before they may report for duty. Non-emancipated volunteer workers (minors who have not obtained Court approval to enter into contracts) under eighteen (18) must obtain their parent's or legal guardian's signature on a "Volunteer Agreement and Release" before they may report for duty.
2. **CRIMINAL HISTORY BACKGROUND CHECKS:** All volunteer workers 18 or older must pass a criminal history background check as administered by the Human Resources department if their duties will fall into one or more of the following categories:
 - a. The volunteers' duties will give them exposure to children, disabled citizens, or senior citizens;
 - b. The volunteers' duties will require them to enter into citizen homes or residences;
 - c. The volunteers' duties will allow them to have potential access, authorized or unauthorized, to controlled substances;
 - d. The volunteers' duties will require them to handle cash;
 - e. The volunteers' duties will require them to drive vehicles or work with motorized equipment such as chippers, mowers, weed eaters, chain saws, etc.;
 - f. The volunteers' duties will allow them to work with or have access to chemicals or other hazardous substances;
 - g. The volunteers' duties will expose them to confidential information, such as personnel records; or
 - h. At the discretion of the volunteers' supervisors.

Although the Human Resources department has established certain criteria by which it analyzes the criminal history backgrounds of applicants for employment for the City of Teague, the City of Teague is not restricted by these standards when determining whether a candidate for volunteer work will be permitted to report for duty. For example, the City of Teague reserves the right to consider a volunteer candidate's arrest history and probationary history when determining whether the volunteer will be permitted to perform volunteer work. Each review of the criminal

history will be done based upon a case by case determination and will be relevant to the department in which the candidate seeks to perform volunteer work and the duties that the volunteer candidate is expected to perform. In no case shall an individual who has been convicted of a crime involving violence (Misdemeanor A or above) be permitted to report for volunteer duties with the City of Teague. Additionally, in no case shall an individual who has been convicted of a crime against a child be permitted to volunteer in a department that coordinates or facilitates programs for children.

3. **DRUG TESTING:** If requested by the department head or if approved to operate a City of Teague vehicle as described below, volunteer workers will be required to pass a drug screen before they report to the City of Teague. The drug screen that will be administered is identical to the one that new employees must pass before they begin their employment with the City of Teague. If, at any time, a City of Teague employee responsible for overseeing the volunteer worker's duties has a reasonable suspicion that the volunteer worker is under the influence of or incapacitated by alcohol or drugs, the volunteer worker will be required to leave City property and will not be permitted to return to his/her volunteer duties. "Reasonable suspicion" with regards to a volunteer worker is not as strict as the "reasonable suspicion" standard required by the drug and alcohol testing of a City of Teague employee. In the case of a volunteer worker, the City of Teague employee must only establish that sufficient facts exist which, if true, would tend to cause a reasonable person to suspect that the volunteer worker is under the influence of or incapacitated by alcohol or drugs.

If a volunteer worker disputes the City of Teague employee's reasonable suspicion, the volunteer worker may request to take an alcohol breath test and a drug screen. The alcohol breath test must be taken within one hour of being confronted with the reasonable suspicion and the drug screen must be taken within three hours of being confronted with the reasonable suspicion. The alcohol breath test must be administered by a trained and certified breath alcohol technician. The drug screen must be administered and analyzed by a licensed laboratory. The volunteer worker will be required to pay all expenses of the breath test and drug screen. Even if the volunteer worker passes the breath test and the drug screen, he/she is not guaranteed a return to his/her volunteer position.

4. **CASH HANDLING:** Any volunteer who will be handling cash for the benefit of the City of Teague must be approved by the department head and receive training on the City of Teague's cash handling procedures.

III. MANDATORY DRIVING RECORD BACKGROUND CHECKS

Any volunteer candidate who will be expected or permitted to drive a city vehicle must first receive permission from the department head before being permitted to perform such duty. Upon approval from the department head, the volunteer candidate must agree to a review of his/her driving record and receive clearance from the City Administrator before being permitted to drive a city vehicle. The City Administrator will set standards by which the volunteer candidate will or will not be approved to drive City vehicles. Volunteers who are performing community service under a Court order or probation as well as volunteers for single City events or City sponsored special events are also subject to provisions of this section.

IV. RECORD MANAGEMENT

The executed "Volunteer Agreement and Release" must be sent to the Administration department. Administration will also maintain any documentation relating to pre-reporting tests and background checks.

V. TERMINATION OF VOLUNTEER SERVICES

1. The City of Teague can cease utilization of volunteer services at any time for any or no reason.
2. All active volunteers must resubmit all required forms and documents listed in this directive at least every three (3) years. Department heads have the discretion to require resubmission more often depending on the business needs of the department/division.
3. Any person who has not participated as a volunteer in the preceding twelve months must resubmit all required forms and documentation as listed in this directive.



PURCHASING POLICY

Approved _____

I. PURPOSE

The City of Teague is committed to ensuring that all purchases are in compliance with State laws when procuring the highest quality goods and services at the best value. This document is the policy for the procurement and purchases of goods, materials, supplies, equipment, construction services, and professional and consulting services.

II. POLICY MANAGEMENT

The Board of Aldermen delegates to the City Administrator / City Secretary the authority to make orders and rules as the City Administrator / City Secretary deems appropriate or necessary to provide for the procurement of goods and services for the City and for the disposition of City property. The Purchasing Policy shall be reviewed by the Board of Aldermen annually.

III. SPENDING AUTHORIZATION

A. Authorization to Expend Funds

The City Administrator / City Secretary , or bookkeeper when so designated by the City Administrator / City Secretary , approves each expenditure, but may authorize certain employees to make expenditures/purchases in compliance with this policy. The City Administrator / City Secretary may limit purchase authorization by line item and/or specified project or designate specific authorizers and dollar limits for individual budget line items and/or projects.

B. Purchase Orders (PO)

A PO is a formal, binding, legal agreement issued according to the City Administrator / City Secretary's authorization. When accepted by a vendor without qualifications within a specified time period, the PO becomes a contract. A PO grants the vendor the authority to deliver the goods or services to the City and to invoice City for the same. The City is committed to accept the goods or services and to pay for them at the agreed upon price provided that those goods or services are of the quality and scope promised. The City employee that buys goods and services for the City ("Purchaser") must document the prior authorization for the purchase with a PO, except when the purchase is exempt. The following types of purchases are exempt from the PO requirement:

1. Debt services payments;
2. Petty cash transactions;
3. Utilities;
4. Interlibrary loans;
5. Lease or rental payments;
6. Payroll liabilities;

7. Travel expenses and local expense reimbursement;
8. Postage and delivery expenses;
9. Telephone bills;
10. Insurance premiums;
11. Membership dues;
12. Periodical subscriptions;
13. Legal fees;
14. Training;
15. Package delivery services;
16. TCEQ permits;
17. Legal Notices; and
18. Pre-employment background checks.

A Blanket Purchase Order (BPO) is a Purchase Order that is valid for a specified period of time and authorizes multiple orders during that time period, as long as the total dollars on the BPO are not exceeded and whose prices have been established by a quote or as a result of a competitive purchasing method. BPOs may be established for buying material and services on a continuous basis from specified vendors but will limit the types of goods or services that can be ordered and may also limit the order amounts. No single purchase on a BPO shall exceed spending limit authority established herein.

IV. **PERSONAL INTEREST IN CITY CONTRACT**

No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or shall be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or service, except on behalf of the City as an officer or employee. No officer or employee of the City shall accept, directly or indirectly, from any person to which any purchase order or contract is or might be awarded, any rebate, gift, money or anything of value whatsoever, except when given to the City for the use and benefit of the City. Any such rebate, gift, money or thing of value shall be reported in writing to the City Administrator / City Secretary within five working days of its receipt.

V. **REQUIREMENTS BASED ON DOLLAR AMOUNT**

A. Purchases less than \$3,000 (per transaction or annually)

No documented quotes are required; however, competitive pricing through purchasing cooperatives or other discount retailers or distributors should be checked first before purchasing when time and practicality permit.

B. Purchases of \$3,000 but less than \$50,000 (per transaction or annually)

For purchases of \$3,000 up to \$ 10,000, at least two (2) written, email, or faxed quotes must be received prior to submitting a PO request. For purchases of \$10,000 up to \$50,000, at least three (3) written, email, or

faxed quotes must be received prior to submitting a PO request. Purchases over \$10,000 require prior approval by the City Administrator / City Secretary . Pricing and contact information from all contacted vendors must be documented, including any "no response" vendors. The Purchaser must also contact and document the response of at least 2 historically underutilized businesses ("HUB"s) on a rotating basis, based on information provided by the Texas Comptroller pursuant to Texas Government Code Chapter 2161. If the list fails to identify a HUB for Freestone County for the requested good or service, then the City is exempt from this requirement. The City staff is authorized to give local preference for purchases under \$50,000 when the local bid is within 5% of the lowest bid.

C. Purchases of \$50,000 or greater (per transaction or annually)

Purchase requires Board of Aldermen approval. Unless exempted by law, purchase also requires use of a competitive purchasing method (listed below) after advertisement in the newspaper. No City employee may make any "separate, sequential, or component" purchases for any goods or services in order to avoid competitive bidding procedures. The Purchaser will make an award recommendation and will be responsible for all disclosure and briefing information to the City Administrator / City Secretary and Board of Aldermen. It is the responsibility of the Purchaser to present the request to Board after the approval of supporting documentation by the City Administrator / City Secretary . The Council approval date must be noted on the PO. (Tex. Loc. Gov't Code §§ 252.021 *et seq.* and 271.006 *et seq.*) The Board of Aldermen may, upon prior written notice to an apparent low bidder or qualified proposer, refuse to award a contract or enter into a transaction with a bidder or proposer that is indebted to the City. (Tex. Loc. Gov't Code § 252.0436). The City shall encourage the use of products made of recycled materials as required by Section 361.426 of the Texas Health and Safety Code. (Tex. Loc. Gov't Code § 252.003). The Board of Aldermen is authorized to give local preference pursuant to Local Government Code §§ 271.905 - 271.9051 and may consider doing so on a case-by-case basis. If a contract is approved by Board of Aldermen, then prior to any payments under the contract the vendor must file a Texas Form 1295. (Tex. Gov't Code § 2252.908). In relevant situations, staff will use the following criteria in determining whether to recommend a higher bid from a local vendor:

- 1) the employment of residents of the City created through the award of the bid to the local vendor; and
- 2) any increase in tax revenue created through the award of the bid to the local vendor.

D. Change Orders

If changes in plans or specifications are necessary after the performance of a contract is begun, or if it is necessary to decrease or increase the quantity of the work to be performed or of the materials, equipment, or supplies to be furnished, the City has authorized the City Administrator / City Secretary

to approve a change order that involves an increase or decrease of \$50,000 or less; provided, further, the aggregate of the change orders may not increase the original contract price by more than 10 percent. Additional change orders may be issued only as a result of unanticipated conditions encountered during construction, repair, or renovation or changes in regulatory criteria or to facilitate project coordination with other political entities. (Tex. Loc. Gov't Code § 252.048).

VI. COMPETITIVE PURCHASING METHODS; EXEMPTIONS; OTHER APPROVED PROCUREMENT METHODS

A. Request for Bids (RFB)/Sealed Proposals - construction project, goods, equipment, materials or machinery

RFB is a formal written document that requests from bidders a firm price or proposal for a specific job or goods, equipment, materials or machinery. By statute, an RFB, a Request for Competitive Sealed Proposal (RFCSP) or another competitive delivery system is always required when the anticipated expenditure for a construction project, goods, equipment, materials or machinery will be greater than \$50,000. If a bid or proposal is required to be sealed for a particular request for goods or services, then the City will not accept any electronic bids or proposals for that request. (Tex. Loc. Gov't Code § 252.0415).

In addition, an RFB for a construction/public works contract requires:

1. Plans and specifications for the work, approved by a licensed architect or engineer if appropriate;
2. bid bond or other bid security;
3. Retainage or other withholding (e.g., turn-key) provisions;
4. A payment bond for contracts over \$50,000 (Tex. Gov't Code Ch. 2253); and
5. a performance bond for contracts over \$100,000 (Tex. Gov't Code Ch. 2253).

B. Request for Proposals (RFP) - goods or services

RFP is formal written document requesting that potential vendors make an offer for goods or services to the City. The RFP method of procurement may be used for goods or services, including high technology, insurance, and professional services (architectural, engineering, or land surveying services must be procured using the RFQ process). When the RFP method is used for the selection of professional services, the City shall comply with Government Code Chapter 2254, the Professional Services Procurement Act. When the RFP method is used for the selection of any services or goods other than professional services, the notice for proposals shall include the criteria that will be used to evaluate the offers and the applicable weighed value for each criterion. The City shall not award a contract for professional services based on competitive bids, but shall make the selection and award

on the basis of demonstrated competence and qualifications (Tex. Gov't Code, Sec. 2254.003).

C. Request for Qualifications (RFQ) – professional services

RFQ is a formal written document used when soliciting providers of professional services, including architectural, engineering, land surveying services, and other services, consulting services, or other personal services for which an RFQ is permitted. For professional services and other services subject to the RFQ process, the City will first select the most highly-qualified provider of those services on the basis of demonstrated competence and qualifications. After a firm has been selected based on qualifications and experience, then the City shall negotiate a fair and reasonable fee for the proposed services. If a satisfactory contract cannot be negotiated with the most highly qualified provider, then the City shall formally end negotiations with that firm and select the next most highly-qualified firm and begin negotiations with that provider for a fair and reasonable price.

D. Exemptions from Competitive Purchasing

The following items are exempt from competitive bidding. The City Administrator / City Secretary is authorized to exercise the options below; however, any use of funds over \$50,000, with the exception of consulting services, must be approved by the Council.

1. Equipment, materials, or machinery purchased by the City at an auction that is open to the public;
2. Contracts for services or property for which there is only one source or for which it is otherwise impracticable to obtain competition;
3. High technology procurements as provided by Sections 252.021 (a) and 252.042, Local Government Code;
4. Land or right of way;
5. State of Texas Catalog Purchases;
6. Contracts for services or property for which there is only one source or for which it is otherwise impracticable to obtain competition, including
 - (a) Items available from a single source because of patents, or copyrights;
 - (b) Unique replacement parts or components for fleet, equipment; pumps, motors, valves, high technology, etc.
 - (c) Any items not listed above that are considered sole source and for which the following is documented: (i) statement on how the determination was made that the item requested is only available from one source, (ii) names of those contacted in an effort to find other sources, (iii) approval of the City Administrator / City Secretary before purchase is made; and
 - (d) Emergency Purchases where an emergency is defined as a situation which endangers lives, property, or the continuation of a vital process and which can be rectified only by immediate purchase (or rental) of

equipment, supplies, materials, or contractual services. Emergency purchases are exempt from competitive bidding only after formal declaration by the City Administrator / City Secretary that an emergency exists and prior approval of the City Administrator / City Secretary . Board approval must be obtained as soon as practical thereafter.

E. Other Approved Procurement Methods

The following delivery or procurement methods may be used, where appropriate:

1. Interlocal Cooperative Purchasing Contracts or any other governmental agency, as provided by the Texas Government Code, Chapter 791. A local government cooperative purchasing agreement must be approved by the Board before purchases can be made.
2. Construction service contracts using a construction manager agent, construction manager at risk, design build, or job order contracts as provided by Texas Government Code Chapter 2269.

VII. VENDOR REQUIREMENTS

All vendors are required to have W-9 and Conflict of Interest Questionnaire Form (CIQ) on file (if a conflict of interest exists). Any employee requesting a purchase needs to make sure the vendor has a W-9 and CIQ on file with the Finance Department. If the vendor does not have a W-9 or CIQ on file, it is the requestor's responsibility to obtain one from the vendor. If the vendor will be on City property a certificate of insurance may also be required, (See Insurance Requirements for Contractors and Consultants below) Vendors are required to submit all invoices for payment to the Finance Department at:

City of Teague
ATTN: Accounts Payable
105 South 4th Avenue
Teague, Texas 75860

Vendors shall be solely responsible for all taxes of any kind incurred as a result of a contract with the City. Vendors may be required at the City's sole discretion to indemnify the City and provide insurance appropriate to the scope of the purchase or contract.

Adopted: _____



CASH HANDLING POLICY

Approved _____

Purpose Statement

To provide direction for ensuring proper controls over all revenue sources and payment types by safeguarding, depositing and recording on a daily basis unless otherwise approved in writing from the City Administrator / City Secretary.

Scope

This procedure applies to all staff whose duties involve receipting, handling and/or processing of payments of any type inclusive of cash transactions.

Procedures

For the purposes of these procedures, "cash" will include:

- Currency
- Checks
- Money Orders
- Bank Drafts
- Web Payments
- Credit Card Transactions
- Debit Card Transactions

General Controls:

1. All payments should be deposited and/or processed within 24 hours of receipt
2. Documentation for each transaction may be generated manually (receipt form) or through the use of a cash register or computer that will provide detailed and/or summary information
3. Where practical, use automated systems (computer or cash register) to increase cash processing efficiency to provide more detailed support for reconciliations and provide an audit trail
4. Establish a starting cash drawer amount of \$300.00 requiring daily verification by the cashier responsible
5. Require collections for each individual cash drawer be reconciled daily, documented, signed off by the responsible cashier and deposited in a timely manner
6. All transactions will be receipted
7. Segregate duties between collection and deposit process
8. Daily reconciliation and counting of receipts should be done in a secure area

9. Cashier(s) are obligated to report overages and shortages on the daily cash reports. Significant overages or shortages should be brought to the attention of the City Administrator / City Secretary by both the cashier and the bookkeeper that reviews the daily cash report
10. Revenue reports are prepared by department staff on a daily or weekly basis and submitted to the Finance Department
11. During the monthly bank reconciliation, the revenue deposited will be reconciled with the revenue recorded in the G/L and any discrepancy will be followed up with the originating department

Security Controls – Cash Drawers, Safes & Lock Boxes:

1. Access to cash drawers should be limited to the cashier collecting the cash and/or the supervisor
2. Assign responsibility to the cashier for ensuring the security of the cash drawer after each use
3. Where possible, cash drawers should not be visible to the general public
4. Where possible, cashiers should have access to a security alarm or buzzer that would alert management or security personnel of robberies or any other threatening activities
5. At end of day, ensure cash drawer is locked and secured in a safe
6. Any un-deposited checks or cash will be stored in a secure facility at the end of each business day
7. Any “paid” or “received” stamps shall be stored and locked at the end of each business day
8. Safes must be kept in a secure area and shall be locked at all times when unattended
9. Only limited staff shall have safe combinations or keys to lock boxes where funds are being locked for safekeeping
10. Keys to lock boxes must be kept in a secure area

Petty Cash Fund:

Petty cash fund is available for making emergency or immediate purchases of small dollar items that are not routinely carried by departments in their operating supplies inventory. The City of Teague's petty cash funds is maintained by the City Administrator / City Secretary and is not to be commingled with other cash funds. Petty cash funds are to be maintained only for the purpose of providing petty cash as needed, and no department shall possess a petty cash fund.

1. The petty cash fund must have one, and only one, fund custodian responsible for the disbursement of petty cash. The City Administrator / City Secretary shall serve as the custodian of the City's petty cash fund. In the absence of the fund custodian, the Bookkeeper, or their designee, should make all disbursements from the petty cash fund. Each person with whom the control of petty cash has been entrusted shall be held accountable for: a) making sure that the petty cash fund is properly balanced (cash on hand and vendor receipts equaling the authorized balance), and, b) that a vendor ticket or receipt is on hand for each petty cash disbursement made.

2. The petty cash fund should have a \$200.00 set dollar amount of funds to be accounted for. The Finance Department will not process payment authorizations to reimburse petty cash if the request exceeds the established amount of the petty cash fund.
3. The petty cash fund must be reconciled on a regular basis by the petty cash custodian. A detailed listing of petty cash payouts is to be used as the transmittal document for reimbursement. The petty cash custodian must sign the detailed listing of petty cash payouts, attesting that each entry is properly coded and has full supporting detail attached. A check request for the petty cash amount and all supporting detail should be forwarded to the Finance Department for reimbursement. The Finance Department will review supporting detail, general ledger account codes, and verify that the support documentation agrees with the total amount of the requested reimbursement.
4. The payment authorization requesting reimbursement of petty cash is to be processed with enough lead-time to prevent the remaining petty cash funds from being depleted prior to the issuance of the reimbursement check. The custodian should retain a copy of the detail listing sent to the Finance Department for reconciliation purposes.
5. All check payments to reimburse the petty cash fund are to be made payable to the City of Teague.
6. Periodic unannounced counts of petty cash will be made by the Finance Department staff.

Petty Cash Reimbursement Procedures

1. A petty cash voucher must be completed to support all disbursements of cash from the petty cash fund.
2. The petty cash voucher must be completed in its entirety and approved by the Department head or designated employee with signature authority prior to the disbursement of any cash from the custodian.
3. A receipt ticket must accompany each petty cash voucher in order to qualify for petty cash reimbursement.
4. An employee that obtains petty cash funds in order to make a purchase must sign a petty cash voucher for each vendor ticket or invoice when the petty cash voucher is submitted to the petty cash custodian. The petty cash custodian will sign the voucher as well when the invoice or ticket is returned, acknowledging and registering that cash has been disbursed from the fund.
5. The Department head must approve fund reimbursement/disbursement for purchases made by the petty cash custodian.

Cash Advanced for Purchases Made with Petty Cash

1. When cash is advanced for the purpose of making petty cash purchases, a petty cash disbursement voucher must be issued, and it must note that an advance of cash has been made. The person receiving the cash must sign the disbursement voucher as the person receiving funds. The custodian will retain the original copies until proof of purchase is made and the receipt is returned to the custodian. At the time the receipt for purchased goods and any change is returned and verified as correct by the custodian, the custodian will void the original petty

cash disbursement voucher and cross reference to a second petty cash disbursement voucher. The custodian will then prepare the second petty cash voucher recognizing a disbursement of funds for the amount of the returned receipt. The person who has purchased goods will then be given the signed original of the petty cash voucher.

2. Petty cash that is relinquished in advance is not to be held by any employee longer than one business day. Receipts and unused funds must be returned and be reconciled to vouchers within one business day.
3. Advances for purchases made from the petty cash fund are not to exceed \$50.00. Purchases that exceed \$50.00 should be purchased by normal purchasing procedures. Splitting of purchases to avoid exceeding the \$50.00 limit is considered a violation of this policy.

Petty Cash Restrictions

1. Loans to employees from the petty cash fund are strictly prohibited.
2. IOUs for employee's personal use to the petty cash fund are strictly prohibited.
3. Cashing personal checks for the department head, petty cash custodian or other employees from the petty cash fund is strictly prohibited.
4. Employees may be reimbursed for sales tax for petty cash purchases if the vendor has not been provided an exemption certificate. It is the responsibility of department heads to ensure that employees are aware of the City's exempt status.
5. Only one open petty cash voucher per person is allowed at any one time.
6. Traveling or training expenses, including use of personal vehicle, parking and entertainment, are not to be reimbursed from petty cash. These expenditures should be reimbursed by submitting the proper expense report form to the Finance Department for audit, approval and issuance of a reimbursement check.

Processing Checks, Money Orders, and Bank Drafts

City staff may accept checks only when the check is made payable to the City of Teague. Upon receipt of checks, money orders or bank drafts the receiver must:

1. Ensure the date, amount and payee are correct and that the check is signed by the customer
2. Stamp the back of the check with the department endorsement showing the City of Teague.
3. For Manual Receipting:
Departments without access to automated systems (a cash register or computer) should use pre-numbered official City of Teague receipts with triplicate receipts, with the following completed:
 - i. Prepared by, department of staff taking the payment
 - ii. The payer's name and address
 - iii. Description of the item/service purchased
 - iv. Quantity and unit price if applicable
 - v. GL account number

- vi. Taxes if applicable
 - vii. Type of cash received (e.g. check, cash)
 - viii. Total amount of cash received
 - ix. Date of receipt of revenue
 - x. The signature of the person receiving the cash
4. The first copy of the receipt along with the payment should be forwarded to the Finance Department for deposit on a daily basis
 5. The second copy of the receipt is provided to the customer
 6. The third copy will remain with the originating department
 7. Departments shall file all receipts in numeric order for audit purposes
 8. If an error is made on a receipt or if the receipt must be cancelled, write "VOID" across the receipt ensuring that the word "VOID" is seen on the receipt including copies. The first copy of the voided receipt should be forwarded to the Finance Department. This receipt is then filed numerically
 9. Automated System Receipting:
If departments have an automated system or cash register, receipting will occur through those means, and the daily revenue reports and payments are sent to the Finance Department daily.

Counterfeit Cash and Foreign Currency

1. Staff shall not take currency, which is suspicious, if taken in error, please contact the City Administrator / City Secretary and/or the Bookkeeper who will contact the police
2. Foreign Currency will not be accepted

Cash Loss

Staff are expected to take reasonable precautions not to lose funds in their care, and not to accept counterfeit funds. However, during the course of the daily reconciliation of cash to the revenue, shortages can occur. Depending on the value and reason for the cash loss, the following shall occur:

1. Cash loss identified as a cash shortage
 - a. Include cash discrepancies due to clerical errors, cash mishandling, loss of deposits, deposit not equal to cash identified at the bank
2. Cash shortages, which are identified by the department, should be recorded on the revenue sheet with a clear explanation. If the cash shortage is identified by the Finance Department staff or the bank, staff will investigate, notify the department and make the appropriate journal entry to record the shortage
3. Cash loss as a result of missing funds or theft must be reported directly to the City Administrator / City Secretary for further investigation. The City Administrator / City Secretary will determine who should be notified and the actions to be taken. In cases of suspected theft, the police department will be notified.
4. Large cash losses should be reported to the City Administrator / City Secretary

Large Cash Transactions:

When clients attend the Customer Service Representatives counter with large cash remittances (greater than \$10,000), the following steps shall be utilized:

1. In a secured area, the client will be requested to count and sort the cash by denomination and give staff a total of the deposit
2. Two staff members will then recount and reconcile the cash total given by the client
3. Once this procedure has been completed a receipt be given

Segregation of Duties:

Persons collecting cash should not have any other responsibilities related to cash handling. Cash receipting functions should also be segregated from cash disbursement functions.

A different person should be involved in each step of the process:

- Cash collecting/receipting
- Cash depositing
- Reconciliation
- Billing

If there are not enough people to segregate the collecting, depositing and reconciling functions (a minimum of two staff are required) then mitigating controls should be developed. For example:

- Increased supervision or job rotation can be alternative controls

Credit Cards

Credit cards shall not be accepted as payments for the following revenue sources:

- Any fees or charges collected by the City on behalf of other third party
- Security deposits
- Transactions over \$5,000, including tax

When taking credit cards staff must do the following:

1. Check the expiration date on the credit card
2. Process through a POS machine, POS computer software, using the appropriate payment key
3. Ensure the person presenting the card is the card holder
4. Give customer the duplicate copy of the credit card receipt

Staff must follow the Payment Card Industry Standards (PCI) and all internal City procedures in order to protect the card holder and the City.

NSF Checks, Bank Drafts, & Web Payments

The City is notified of non-sufficient funds through the return of checks, bank drafts, and web payments from the bank. The Finance Department staff will contact the applicable department, or the payer that issued the check. The Finance Department will send letters to all other customers and seek a replacement check. All NSF checks, bank drafts, and web payments are subject to a \$35 fee.

Responsibilities

Staff

- Staff receiving funds on behalf of the City must adhere to this procedure, and must maintain records for audit

Director of Finance

- Establishing an effective internal control system. This includes:
 - Delegating responsibility for cash handling duties
 - Maintaining proper segregation of duties
 - Requiring that staff handling cash be properly trained
 - Requiring that staff follow all cash handling and depositing procedures
 - Reviewing receipts and reconciliations on a regular basis
 - Specifying the actions to be taken by management based on the dollar amount and/or frequency of overages and shortages
 - Investigating unusual variations in revenue

Finance Department Staff

- Monitoring deposits to ensure cash is actually being deposited
- Performing timely bank account reconciliations and investigate any discrepancies between internal records and the bank's records

External Auditors

- Reviewing the City's cash management controls as needed



ACCOUNTS PAYABLE POLICY

Approved _____

I. SERVICE AND MAINTENANCE REQUEST POLICY PURPOSE

To provide policies and procedure for processing payments for all goods/services rendered to the City. The procedures are intended to provide safeguards for maintaining the quality and integrity of accounts payable.

II. DEFINITIONS

- AP – Accounts Payable
- PO – Purchase Order
- Vendor – Business or individual that provides a product or service to the city.

III. VENDORS

All vendors must be authorized by the finance office. Parties seeking to obtain qualified vendor status with the City of Teague must complete the following forms:

- Form W-9: Request for Taxpayer Identification Number and Certification
- Form CIQ- Conflict of Interest Questionnaire: For Vendors doing business with local government entity.

IV. PURCHASE ORDERS

A PO is a formal, binding, legal agreement issued according to the City Administrator / City Secretary's authorization. When accepted by a vendor without qualifications within a specified time period, the PO becomes a contract. A PO grants the vendor the authority to deliver the goods or services to the City and to invoice City for the same. The City is committed to accept the goods or services and to pay for them at the agreed upon price provided that those goods or services are of the quality and scope promised. The City employee that buys goods and services for the City ("Purchaser") must document the prior authorization for the purchase with a PO, except when the purchase is exempt. The following types of purchases are exempt from the PO requirement:

1. Debt services payments;
2. Petty cash transactions;
3. Utilities;
4. Interlibrary loans;
5. Lease or rental payments;
6. Payroll liabilities;
7. Travel expenses and local expense reimbursement;
8. Postage and delivery expenses;
9. Telephone bills;
10. Insurance premiums;
11. Membership dues;
12. Periodical subscriptions;
13. Legal fees;
14. Training;
15. Package delivery services;
16. TCEQ permits;
17. Legal Notices; and
18. Pre-employment background checks.

A Blanket Purchase Order (BPO) is a Purchase Order that is valid for a specified period of time and authorizes multiple orders during that time period, as long as the total dollars on the BPO are not exceeded and whose prices have been established by a quote or as a result of a competitive purchasing method. BPOs may be established for buying material and services on a continuous basis from specified vendors but will limit the types of goods or services that can be ordered and may also limit the order amounts. No single purchase on a BPO shall exceed spending limit authority established herein.

Department Directors must obtain an approved Purchase Order for purchases over \$1,000.00, from the Bookkeeper. All Purchase Orders must have the approval of the Department Director and the City Administrator prior to making the purchase. The Bookkeeper maintains a record of all Purchase Orders records.

V. INVOICE PROCESSING FOR PAYMENT:

Payments are to be made on original invoices received from vendors. Payments are not to be made based on statements from vendors.

Please see the attached Accounts Payable Standard Operating Procedures for detailed instructions on processing Accounts Payables.

VI. INVOICE DEADLINES

Department Directors shall process and forward all received invoices and documentation to the Bookkeeper within three business days of receipt. It is the goal of the finance office to process all invoices for payment within 5 business days. However, Texas Government Code 2251 does not consider a payment overdue until the 31st day after the later of:

1. The date the governmental entity receives the goods under contract
2. The date the performance of the service under the contract is completed
3. The date the governmental entity receives an invoice for the good or service

VII. AUTHORIZED SIGNATURES

All City of Teague checks shall be signed by two authorized signatures. The Mayor, Mayor Pro Tempore and City Administrator / City Secretary are the approved signers on the City's financial banking signature cards and shall be authorized to sign accounts payable checks.

VIII. CHECK DISTRIBUTION

Once the two signatures are obtained the Bookkeeper shall distribute all payments within two business day.

IX. RETURNED ACCOUNTS PAYABLE

If a check is returned because the address is undeliverable the Bookkeeper shall make attempts to contact the recipient to obtain updated information. If unable to obtain updated information the check may be held for 180 days from the date of the check. If unable to forward the check to the vendor within 180 days, the check shall be voided, and the vendors accounts shall be noted, and the balance shall be escheated to the State of Texas. To report escheatment visit

<https://claimtexas.org/>



Accounts Payable SOP

1. When there is any kind of services rendered or any goods received from a vendor, there will be an invoice that will need to be process and paid to the vendor. If the services rendered/goods ordered cost is over \$1000.00, it will need a Purchase Order (PO) filled out beforehand for the Department Head and the City Administrator to authorize the services to be rendered/goods to be ordered. The department head will request a PO from the finance bookkeeper, who will fill out the PO for the department head and then record the PO number and invoice information in the PO book. The department head will code the invoice with the date of receiving the invoice, the general ledger code, and their signature. They will sign the Department Head portion on the bottom left side of the PO form then deliver it to the Administrator for their approval. They will deliver the documents back to the finance department for payment processing.
2. Before you begin you will need to take the invoices that are not electronically sent to you and scan those documents into your computer from the Canon printer.
3. Login to <https://www.myfundview.com/Account/LogOn>. This is where you will process your Accounts Payable Checks and EFTs.
4. You will hover over the Applications tab and select Accounts Payable. You will then click the Processes drop down arrow and select Payables Management. It will bring you to the screen where the process starts.
5. You will then click Create Invoice batch which will then have a pop up come up on the screen that will ask you for a description for this batch and also ask if you would like to change the bank account to a different account. Leave then account that says Enterprise on there because that's where everything will be processed out of.
6. You will then see that you can put in your Vendor's Name. if your Vendor is new then you will select New Vendor and input the necessary information.
HINT: Before you input a new Vendor, you will need their W9 and a copy of a Conflict of Interest Form filled out and signed before you may process a check for them.
7. Once you have your Vendor Name in the Vendor Field, you will then enter the invoice number, invoice date, amount, if there is a PO number, description and whether it is an EFT or a Check. If it is an EFT then you will need to enter the check date.
8. You will then drop down to the Account Distribution section and give it the GL Code that is given to you or that is appropriate for the invoice. You will tab over and it will automatically input the description from above in the Account Distribution Description, then you will tab over again and input the amount you need to deduct from that certain GL Code. You can have multiple GL Code entries in this section. Make sure you have distributed all the amount correctly.
9. You need to attach the correct invoice to this vendor payment entry. You will click on the attachments selection on the top right of the screen then it will bring a popup on your screen. Fill out the description and then click browse in the next section. It will bring up your computer files. Click on the desktop file then go to the scans file and select the correct invoice for this vendor and payment. Then click save on the popup and it will then show that there is an attachment with this payment request.

10. When you have completed an invoice and you have more to input you will click the Save and New button but if you have entered all of your invoices then you can click Save and it will take you back to the Payables Management Page.
11. Now on that page you can see that you have entered a batch and so you will need to click on the tab that states Register. It will pop up on the bottom to ask you if you want to Open it or Save it. You will open it and print that report. Then if everything looks correct you will click the check mark under Approve then you will click the arrow under Post to post the batch to the General Ledger.
12. Your batch will then disappear, and you will receive a pop up asking if you would like to create a payment batch you will select yes and either leave the same description as before or create a new description.
13. Your batch will appear in the payment batches section, when it does then you will print the Register for the Payment Batch and then you will let your Administrator know that you have a check request pending for them to approve and whether or not you need to contact the Mayor or the Mayor Pro tempore to be the second signer on the checks.
14. Once the checks are approve and electronically signed then you will see either the Print Checks light up blue indicating you need to print a paper check or the Check Register will be lite up blue indicating you need to print the confirmation for you to go ahead and pay your EFT Payments.
15. After you have completed that step then you will Post the batch indicating that the batch is now completely processed, and checks are ready to be mailed out.



ACCOUNTS RECEIVABLE AND COLLECTIONS POLICY

Approved _____

I. ACCOUNTS RECEIVABLE AND COLLECTIONS POLICY PURPOSE

To provide policies and procedure for effective management and oversight of accounts receivable and activities associated with account receivable collection. To ensure that all billings for services and other billable activities are recorded and tracked for financial reporting purposes including:

- Distributions of City resources or services to customers in exchange for promises of future payments; and
- Receipts of payments from customers for resources and services rendered.

To ensure that all billings for services and other billable activities include:

- Proper authorization to provide and bill for the service;
- Proper approval for fee charges or rate structures for the billable service or activity;
- A process to monitor and review the collection status of delinquent accounts;
- A process to create an allowance for doubtful accounts and to write off from the financial statements uncollectible or waived accounts (Note: This does not remove any legal responsibility to keep track of all outstanding receivables indefinitely nor does it release the debtor's obligation); and
- A process to calculate and record deferred revenue, if applicable;

To ensure that all City receivable accounts are properly recorded and presented in accordance with generally accepted accounting principles and reported in accordance with the Governmental Accounting Standards Board (GASB), including the utilization of the modified accrual system for governmental funds.

To establish a system of internal controls which provide reasonable, but not absolute, assurance for:

- Safeguarding of receivable assets against loss from fraud or theft;
- Maintaining the reliability of financial records for preparing financial statements; and
- Segregating duties for those processing billing, cash receipts, and account reconciliation.

To recommend methods to enhance the collection of all accounts receivables.

To ensure that all receivables are recorded in the accounting records, supported by detailed records by debtor, aged appropriately, and reported at net amounts that City anticipates it can collect in a reasonable time period.

To provide adequate disclosure of the City's accounts receivable in its reported financial statements.

II. SCOPE

This Administrative Procedure applies to all City departments and includes general, special revenue and enterprise funds.

Component units may use their own separately audited financial statements insofar as information required by this Administrative Procedure is contained therein.

III. DEFINITIONS

Roll Forward – The systematic establishment of a new accounting period balance through use of prior accounting period data.

Write-off – Write off of an account receivable is an accounting action that results in reporting the debt/account receivable as having no value on the department's financial and management reports. An account receivable cannot be written off until the estimated collection amount becomes immaterial (Note: This does not remove the legal responsibility to keep track of all outstanding receivables indefinitely nor does it release the debtor's obligation).

IV. POLICY

The City accounts receivable and collections policy includes the following:

- Collection of monies owed the City is a core responsibility of each department. The department whose billable services or functions result in a fee, charge or other cash recovery comprising an account receivable shall use its best efforts to service such accounts and collect such accounts receivable. Basic servicing activities include billing the debtor, processing and crediting payments, monitoring the account, documenting servicing action, timely responding to account related inquires, providing regular aggregate reports on receivables and providing receivables collection reports;
- All billable services provided by the City where a fee, charge or other cash recovery has been duly authorized shall be billed within thirty (30) calendar days of the date of service unless an alternate schedule has been defined by ordinance or approved by Finance;
- All amounts billed must be recorded in an accounts receivable sub-ledger. The sub-ledger shall fully identify the person and/or entity responsible for payment. For individuals, the first, last and middle name, if any, shall be provided, for legal entities the entities' complete name. Required information shall also include the complete address of the service recipient, amount billed, service provided, service period, date billed, payments received, and payment received date. The sub-ledger shall be able to calculate an outstanding balance;
- All amounts collected for outstanding receivables must be posted to the sub- ledger used for billings. The sub-ledger must be reconciled to the appropriate general ledger control accounts monthly;
- Separate general ledger accounts shall be maintained for cash accounts receivable sub-ledger or activity;
- Unpaid receivable balances shall be reported to the Bookkeeper and City Administrator/ City Secretary at least monthly and promptly upon request;
- All amounts owed to the City must be accounted for on the City financial accounting system. Receivables must also be recorded on a detailed sub-ledger system that captures and maintains all information necessary to collect the outstanding account receivable; and
- A ledger account reflecting currently non-collectible accounts receivable shall be maintained. Once an account receivable is paid, the account receivable is closed out, all collections actions are legally precluded or, when authorized, the account receivable is sold, the corresponding account receivable entry may be removed from the ledger.

V. PROCEDURES

Collections – Acting on a delinquency quickly enhances the probability that the delinquency can be “cured”, or the account receivable fully collected. Collection efforts utilized should be undertaken in accordance with applicable federal, state, and local laws.

- Collection techniques may include but are not limited to assessment of late charges, penalties and/or administrative fees, license or permit revocation, credit bureau reporting and referral to private collection agencies and litigation. When determining the appropriate collection technique or tool to use, staff shall consider whether the city is required by law to use the account receivable collection tool, the size and age of the account receivable, the type of account receivable, the availability of the account receivable collection tool, whether one tool can be used concurrently with another tool, the time and resources required to use the collection tool, the feasibility of using each tool, including any legal or contractual constraints and the cost of each tool relative to the size of the account receivable. Use of specific collection techniques for categories of accounts receivable is contingent upon approval of Finance and the Legal Department.
- All contact with the debtor is to be documented in account files. Automated systems may be used to document contacts with the debtor and other account receivable collection activities.
- Notices concerning a delinquent account must include the amount and type of account receivable owed, and, where applicable, advise of authorized interest, fees, penalties and/or late charges.
- Within 20 days after the payment due date or at the end of any permissible grace period, or as otherwise mandated by ordinance or approved in writing by Finance, departments shall send a notification of account status showing the account to be past due. Until such time as Finance has excused the issuance of further notices concerning payment status, the account has been submitted to an outside vendor for collection or referred to litigation, subsequent statements of account showing the account to be past due are to be mailed at 30 day intervals.
- At least 30 days before submission of delinquent debtor data to a credit bureau, the debtor must be notified in writing of the following: (1) that payment of the claim is overdue; (2) that, not less than 30 days after sending the notice, the City intends to disclose to a credit bureau that the person is responsible for the claim; (3) the specific information to be disclosed to the credit bureau; and (4) of the rights the person has to a complete explanation of the claim and to dispute information about the claim.
- Account holders are to be provided with notice of the intent to initiate litigation at least 30 days prior to suit being filed.
- Once a claim has been referred to the Legal Department, unless the Legal Department authorizes otherwise, departments shall stop the use of any collection activities and refrain from further contact with the debtor concerning the delinquent account. Departments shall promptly notify the Legal Department of any payments received on a debtor’s account after referral of the claim for litigation.

- Termination and suspension of collection activities are legal procedures which are separate and distinct from the accounting procedure of write off. Departments shall consult with the Legal Department for requirements which must be met prior to terminating or suspending collection efforts.

When it appears that no person liable on a claim has the present or prospective ability to pay a significant amount of the claim, or the cost of collecting the claim is likely to be more than the amount recovered, a request may be made to discontinue collection efforts. Requests for write-offs or requests to discontinue collection efforts shall be subject to Aldermen approval. Aldermen approval shall be provided in writing upon the advice and consent of the Legal Department. Write-offs will be handled in accordance with City procedure.



BOARD OF ALDERMEN POLICY

Approved _____

Introduction

The Board of Aldermen are the governing body for the City of Teague. Therefore, it must bear the initial responsibility for the integrity of governance. The Board of Aldermen is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy addresses Mayor and Board of Aldermen relations, Board of Aldermen and staff relations, and Board of Aldermen and citizen/media relations. By adopting these guidelines for elected officials, Board of Aldermen acknowledges their responsibility to each other, to the city's professional staff and to the public.

The Board of Aldermen will govern the city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy and a dedication to the promotion of efficient and effective governing. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community.

1. The Board of Aldermen has, as high priorities, the continual improvement of the member's professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.
2. The Board of Aldermen will endeavor to keep the community informed on municipal affairs; strive for strong working relationships among Freestone County, Teague Independent School District (TISD), and Teague Hospital District (THD) elected officials.
3. In its governance role, the Board of Aldermen will continue to be dedicated to professional and courteous relationships with staff, other Board of Aldermen members and the public. Board of Aldermen will strive to enhance the quality and image of public service.
4. The Board of Aldermen will recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural and physical characteristics of the community when making policies.
5. Each Board of Aldermen member will make a commitment to improve the quality of life for the individual and the community and to be dedicated to the faithful stewardship of the public trust.
6. The Board of Aldermen will endeavor to act as one unified body, not as individuals.

Mayor – Board of Aldermen Relations

In order to ensure proper discharge of duties for the improvement of democratic local government, Board of Aldermen members will display behavior that demonstrates independent, impartial review of all matters addressed by them and be duly responsible to the citizens of Teague and to each other in their relationships.

Mayoral Responsibilities

1. The Mayor will be the presiding officer at all meetings. The Mayor Pro Tempore will preside in his/her absence.

2. The Mayor shall vote only in the case of a tie in the votes of the Aldermen.
3. The Mayor will preserve order and decorum and will require Board of Aldermen members engaged in debate to limit discussion to the item and policy under consideration. The Mayor will encourage all Board of Aldermen members to participate in discussion and give each member an opportunity to speak before any member can speak again on the same subject.
4. The Mayor is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging healthy debate among members and keeping discussion on the agenda item being considered.
5. If a conflict arises among Board of Aldermen members, the Mayor will serve as mediator.

Board of Aldermen Responsibilities

1. The Mayor or two Board of Aldermen members may request the City Administrator / City Secretary to place an item on the agenda for discussion.
2. Each Board of Aldermen member is responsible for arriving at the meeting and being prepared to discuss the agenda.
3. Each Board of Aldermen member is encouraged to attend at least one Texas Municipal League (TML) or Heart of Texas Council of Governments (HOTCOG) sponsored conference/meeting each year to stay informed about the issues facing municipalities. Reservations for budgeted training and travel expenses may be coordinated through the City Administrator's Office.
4. It is the responsibility of Board of Aldermen members to be informed about previous action taken by the Board of Aldermen in their absence. All agendas and meeting minutes are available on the city's website. In the case of absence from a work session where information is given, the individual Board of Aldermen member is responsible for obtaining this information prior to the Board of Aldermen meeting when said item is to be voted upon.
5. When addressing an agenda item, the Board of Aldermen member will first be recognized by the Mayor, confine himself/herself to the question under debate and refrain from impugning the integrity or motives of any Board of Aldermen member or staff member in his/her argument or vote. Board of Aldermen members will respect other members' positions/opinions and will work together to further Board of Aldermen's, not individual's, goals and objectives.
6. Board of Aldermen members will avoid speaking their opinion in such a manner that it may be perceived to be that of the entire Board of Aldermen and/or in such a manner that may appear to obligate the entire Board of Aldermen.
7. In the absence of a ruling by the Mayor or Attorney on any procedural matter, a Board of Aldermen member may move to change the order of business or make any other procedural decision deemed appropriate. The affirmative vote of a majority of the Board of Aldermen members present and voting will be necessary to approve the motion.

8. Any Board of Aldermen member may appeal to the Board of Aldermen as a whole from a ruling by the Mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the Mayor may explain his/her position, but no other member may speak on the motion. The Mayor will then put the ruling to a vote of the Board of Aldermen.
9. Any Board of Aldermen member may ask the Mayor to enforce the rules established by the Board of Aldermen. If the Mayor fails to do so, a majority vote of the Board of Aldermen members will require him/her to do so.
10. Board of Aldermen members are appointed to serve as liaison to certain boards, commissions and committees and are encouraged to attend those meetings as often as possible.

Code of Conduct for Mayor and Board of Aldermen Members

1. During Board of Aldermen meetings, Board of Aldermen members will preserve order and decorum, will not interrupt or delay proceedings and will not refuse to obey the orders of the Mayor or the rules of the Board of Aldermen. Board of Aldermen members will demonstrate respect and courtesy to each other, to city staff members and to members of the public appearing before the Board of Aldermen. Board of Aldermen members will refrain from rude and derogatory remarks and will not belittle other Board of Aldermen members, staff members, or members of the public.
2. Board of Aldermen members will not use their position to secure special privileges and will avoid all situations that could create a perception of bias or partiality to a question before the Board of Aldermen.
3. Members of the Board of Aldermen will not condone any unethical or illegal activity. All members of the Board of Aldermen agree to uphold the intent of this policy and to govern their actions accordingly.
4. Before a Board of Aldermen member may speak, they must first be recognized by the Mayor. Upon recognition, the Board of Aldermen member will hold the floor and will make their point clearly and succinctly. If a Board of Aldermen member fails to request to speak before speaking, the Mayor will rule them 'out of order' and remind them that they do not have the floor.
5. Board of Aldermen members will not leave their seats during a meeting without first obtaining permission of the Mayor or making a motion to recess.
6. Once recognized, a Board of Aldermen member will not be interrupted when speaking unless it is to call him/her to order, or other such interruption expressed below. If a Board of Aldermen member, while speaking, is called to order, he or she will cease speaking until the question of order is determined and if the Board of Aldermen member is found to be in order, he/she will be permitted to proceed speaking. Allowable interruptions or, points of order are as follows:
 - a. Point of Privilege. The proper interruption would be: "Point of Privilege." The Mayor would then ask the interrupter to, "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For

example, the room might be too hot or cold, or a fan motor might interfere with a Board of Aldermen member's ability to hear.

- b. Point of Order. The proper interruption would be: "Point of Order." The Mayor would then ask the interrupter to, "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor called for a vote on a motion that permits debate without allowing any discussion.
 - c. Motion to Appeal. If the Mayor makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Mayor by stating, "motion to appeal." If the motion is seconded and after debate if it passes by a simple majority vote, the ruling of the Mayor is reversed.
 - d. Call for orders of the day. This is simply another way of saying, "let's return to the agenda." If a Board of Aldermen member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he/she simply returns to the business of the day.
 - e. Withdraw a Motion. During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his/her motion. The motion is immediately deemed withdrawn and discussion on the motion will cease. Board of Aldermen members are free to make the same motion or another motion.
7. The following provisions may be used to enforce the good order and decorum of the meeting. The action may be taken by the Mayor under his/her own action, or upon a motion to enforce by any Board of Aldermen member.
- a. Warning. The presiding officer may order any person (Board of Aldermen member, staff member or audience member) in violation of these rules to be silent.
 - b. Removal. If, after receiving a warning from the presiding officer, the person continues to disturb the meeting or breach the peace and good order of the meeting, the presiding officer may order the person to leave the meeting. If the person does not leave the room, the presiding officer may order the sergeant-at-arms to remove the person.
 - c. Sergeant-at-Arms. The sergeant-at-arms will be the highest-ranking police officer in attendance at the meeting, or such other officer designated by the chief of police for that purpose. Upon instruction of the presiding officer, it will be the duty of the sergeant-at-arms to remove from the meeting any person who intentionally disturbs the Board of Aldermen proceedings.
 - d. Resisting Removal. Any person who resists removal by the sergeant-at-arms may be charged with violating Section 42.05 of the Texas Penal Code.
 - e. Motion to Enforce. Any Board of Aldermen member may move to require the presiding officer to enforce these rules and the affirmative vote of a simple majority of the Board of Aldermen will require the presiding officer to do so. A motion to enforce is an allowable interruption and is not debatable.
8. In the event a Board of Aldermen member violates these rules or any other ordinance of the city, or acts in a manner that causes embarrassment or disgrace to the City of Teague, the Board of Aldermen, on super majority vote, may discipline the offending member. Such action may only take place after an executive session is held to discuss the offense. The offending member will be present at the executive session to answer any questions asked by Board of Aldermen members or make other statements as he/she may desire to make in

his/her defense. If the offending member refuses to attend the executive session, the remaining Board of Aldermen members may proceed in his/her absence. The outcome of the executive session will be made publicly in open session, as follows:

- a. No Action. The Board of Aldermen chooses to take no action.
 - b. Private Censure. The Board of Aldermen may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the executive session.
 - c. Public Censure. The Board of Aldermen may choose to publicly censure the offending member through a resolution passed by super majority vote and entered into the public record.
9. A Board of Aldermen member prevented from voting by a conflict of interest will file a conflict of interest questionnaire with the City Secretary as soon as possible after the posting of an agenda which contains a conflict, unless an applicable conflict of interest questionnaire has already been filed. A Board of Aldermen member prevented from voting by a conflict of interest will step down from the dais and take a seat in the audience, will not vote on the matter, will not participate in discussions regarding the matter or attempt to influence the Board of Aldermen's deliberation of the matter in any way, will not attend executive sessions regarding the matter and will otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code.

Code of Ethics

The office of an elected official is one of trust and service to the citizens of Teague. This position creates a special responsibility for the Board of Aldermen member. In response to this unique challenge, the Board of Aldermen is expected to govern this city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing.

To further these objectives, certain ethical principles will govern the conduct of every Board of Aldermen member, who will adhere to the following.

1. Be dedicated to the highest of ideals of honor and integrity in all public and personal relationships in order that any member may merit the respect and confidence of the citizens of Teague.
2. Recognize that the chief function of local government at all times is to serve the best interests of all the people of Teague.
3. Be dedicated to public service by being cooperative and constructive and by making the best and most efficient use of available resources.
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Board of Aldermen.
5. Refrain from seeking and/or accepting gifts or special favors.
6. Believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest.

7. Avoid the undesirable influences of family relationships or close relatives of the members of Board of Aldermen, the appearance of preferential treatment related to family relationships or close relatives and any interference with the proper administration of the affairs of the City of Teague. (See Part 1, Exhibit A regarding nepotism and kinship.)
8. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the Board of Aldermen.
9. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Teague. It is recognized that certain exceptions are made by the state for closed sessions (executive sessions); however, any action as a result of that type of meeting will be handled later in the open session as noted on the agenda.
10. Each Board of Aldermen member should annually take online or attend in person ethics training offered by TML, ICMA, NTCMA, NTCOG, or the Texas Tech Murdock Center.

Board of Aldermen – Staff Relations

No single relationship is as important as that of the Board of Aldermen and their City Administrator / City Secretary in effectively governing the City of Teague. It is for this reason that the Board of Aldermen and the City Administrator / City Secretary must understand their respective roles in that process.

The City Administrator / City Secretary is the primary link between the Board of Aldermen and the professional staff. Therefore, the Board of Aldermen's relationship with the staff will be through the City Administrator / City Secretary. In this manner the citizens are assured integrity is evidenced in local governance in Teague.

1. In order to ensure proper presentation of agenda items by staff, questions regarding clarification will be, whenever possible, addressed with the appropriate staff prior to the Board of Aldermen meeting. Concerns or problems regarding an agenda item will be, whenever possible, addressed with the City Administrator / City Secretary or his/her designee prior to the Board of Aldermen meeting. This allows staff time to address the Board of Aldermen member's concern and provide all Board of Aldermen members with the additional information.
2. The City Administrator / City Secretary will designate the appropriate staff member to address each agenda item and will see to it that each presentation is prepared and presented in order to inform and educate the Board of Aldermen on the issues which require Board of Aldermen action. The presentation will be professional, timely and allow for discussion of options for resolving the issue. The staff member making the presentation will either make it clear that no Board of Aldermen action is required, present the staff recommendation, or present the specific options for Board of Aldermen consideration.
3. The City Administrator / City Secretary is directly responsible for providing information to all Board of Aldermen members concerning any inquiries by a specific Board of Aldermen member. If the City Administrator / City Secretary or his/her staff's time is being dominated or misdirected by a Board of Aldermen member, it is the City Administrator / City Secretary's responsibility to inform the Mayor of the concern.

4. The City Administrator / City Secretary will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff. The City Administrator / City Secretary is also responsible for ensuring that his/her staff receives the education or information necessary to address the issues facing municipal government.
5. Any conflicts arising between the staff and Board of Aldermen will be addressed between the Mayor and the City Administrator / City Secretary.
6. All staff members will show each other, each Board of Aldermen member and the public respect and courtesy at all times. All staff members are responsible for making objective and professional presentations to ensure public confidence in the process.
7. After an election, the City Administrator / City Secretary will ensure staff has prepared the information needed for the orientation of new Board of Aldermen members. The orientation will include but is not limited to Board of Aldermen procedures, staff/media relations, departmental overviews, city facilities, procedures, current agenda items and municipal training programs through TML and HOTCOG.

Board of Aldermen – Media Relations

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their community, it is imperative that the media play an important role in the public relations. It is through an informed public that progress is ensured, and good government remains sensitive to its constituents.

These guidelines are designed to help ensure fair relationships with print, radio and television reporters. The Board of Aldermen and the City Administrator / City Secretary recognize that the news media provide an important link between the Board of Aldermen and the public. It is the Board of Aldermen's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

1. During the conduct of official business, the news media will occupy the places designated for them or the general public. The media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the Board of Aldermen chambers while Board of Aldermen is in session.
2. Since each governmental body conducts business differently, it is requested that all reporters new to Teague Board of Aldermen meetings meet with the City Administrator / City Secretary or Mayor prior to covering their first meeting to be informed of policies and procedures to help foster a professional working relationship between the media reporter and the city.
3. On administrative matters, the City Administrator / City Secretary, or his/her designee, is the spokesperson regarding staff information on the agenda.
4. On policy decisions or any Board of Aldermen information pertaining to issues on the agenda, the Mayor, or his/her designee, is the primary spokesperson. In order to ensure fair treatment of an issue, any clarifications requested by the media will be addressed after the meeting.

When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated and that options were discussed before a vote was taken.

5. The Teague Board of Aldermen is comprised of five Board of Aldermen members and a Mayor and each is elected at-large by the citizens of Teague. In respect to each Board of Aldermen member and his/her constituents, his/her views as presented on an issue before the Board of Aldermen will provide equitable representation from all five elected officials. Even though Board of Aldermen members may express differing ideas, equitable representation in the media helps promote unity of purpose by allowing each member's position during his/her term of office and not only during the campaign.

Nepotism and Kinship

The City of Teague Personnel Manual policy reference number 3.10 pertains to nepotism. The policy is applicable to both employees as well as elected officials, in its present and/or future amended form.

Social Media Participation Policy

The term "social media" refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Some examples include, but are not limited to, Internet-based platforms such as Facebook, Twitter, Instagram and YouTube.

Many local governments use social media as a tool to communicate with citizens. Rather than waiting until a regularly scheduled Board of Aldermen meeting to receive citizen input, city officials are able to instantly interact with them via social media. Although this technology greatly increases communication outreach and efficiency, some restrictions are required in order to comply with federal and state law.

A. Purpose

The use of social media presents an opportunity for the City to further its goals of creating a vibrant community for its citizens to live and work. The City has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites. This policy establishes social media use policies, protocols, and procedures intended to mitigate associated risks from use of this technology, where possible.

B. Scope

This policy applies to all City officials, employees, and volunteers.

C. Definitions

1. "City-issued electronic or wireless communication device" includes an iPhone, iPad, laptop personal computer, MacBook computer, or any other device used to send and receive messages, electronic mail, and/or access the internet.

2. "City social media account" is the official social media account for the City as a whole that has been approved by the City Administrator. Only one city social media account should exist on each social media site.
3. "Departmental social media accounts" are the social media accounts approved by the City Administrator for use by a specific city department.
4. "Social Media Site" means a third-party platform that allows for creation of social media content between users. Examples include Facebook, Twitter, LinkedIn, and Instagram.
5. "Social media content" includes information, images, or photographs posted or provided on a social media site.

D. Policy

1. Acceptable Use

Employees creating, maintaining, or posting social media content on a City social media account must at all times conduct themselves as representative of the City and follow Employment Policies and Procedures, as well as other departmental rules or directives. Employees should follow these guiding principles when posting social media content:

- A. Use correct grammar and spelling;
- B. Write and post only about the employee's area of expertise;
- C. Keep postings factual and accurate (advocating for certain elections may result in criminal prosecution);
- D. Reply to comments in a timely manner, when a response is appropriate;
- E. Understand that postings are widely accessible, not retractable, and content should be carefully considered before posted;
- F. Refrain from posting social media content that is considered private or confidential;
- G. Never comment on anything related to legal matters, litigation, or an investigation without approval from the City Attorney; and
- H. Refrain from expressing personal opinions or positions regarding political campaigns, religion, or practices of other public or private agencies.

Non-exempt employees who maintain or post content on city or departmental social media accounts shall work on the City or departmental social media accounts only during normal office hours unless specifically pre-approved in writing by the employee's supervisor.

2. Account Management

No employee may create or maintain a social media account that purports or appears to be a City social media account without the permission of that employee's department director and the City Administrator. Before any employee or department representative creates a City Social Media Site, approval must be provided by the City Administrator.

Once the City or departmental social media account is approved, then the following information must be provided to the City Administrator:

- A. The login and password information;
- B. Any changes to the login and password;

- C. Names of the employees authorized to maintain and obligated to report a violation on the Social Media site to the City Secretary.

The following should be clearly posted on the City social media account on a social media site:

This social media account is a public forum. The City respects the viewpoint of each and every citizen. As such, the City will err on the side of non-removal of posts on the City's official social media accounts. However, the City recognizes that in some instances, it is necessary to hide or remove certain types of social media content posts. A post that contains any of the following material is prohibited and will be removed:

- A. Obscene or pornographic material;
- B. Harassing statements, personal attacks, or threats to another poster;
- C. Support or opposition for a political campaign, candidate, or measure; or
- D. Advertisements of a commercial entity, product, or service.

Each departmental social media account shall contain a clear statement of the intent, purpose, and subject matter of the account. The following should be clearly posted on any Departmental social media account:

This social media account is a limited public forum. As such, any social media content posted must pertain to the scope and purpose of the department's page. A post that contains any of the following material is prohibited and will be removed:

- A. Contains obscene or pornographic material;
- B. Harasses, personally attacks, or threatens another poster;
- C. Endorses or opposes a political campaign, candidate, or measure;
- D. Is unrelated to the purpose and topical scope of the page;
- E. Contains profanity or abusive language; or
- F. Advertises a commercial entity, product, or service

All city and departmental social media accounts should also include:

- A. City contact information;
- B. Link to the City website;
- C. A statement indicating that all social media content posted on a city or departmental social media account is subject to the Public Information Act, including private messages sent;
- D. A statement indicating that Public Information Act requests may not be made through social media and providing the email address where an individual should submit a request; and
- E. "Posted comments do not necessarily reflect the views or position of the City."

3. Citizen Conduct

The official City social media account is considered a "public forum" site. Departmental social media accounts that are focused and limited in scope and topic are "limited forum" sites.

The City respects the viewpoint of each and every citizen. As such, the City will err on the side of non-removal of posts on the City's social media accounts. However, the City recognizes that in some instances, it is necessary to hide or remove certain types of social media content posts. A post that contains any of the following material is prohibited and will be removed:

- A. Obscene or pornographic material;
- B. Harassing statements, personal attacks, or threats to another poster;
- C. Support or opposition for a political campaign, candidate, or measure; or
- D. Advertisements of a commercial entity, product, or service.

If a post contains any material prohibited above, the City Secretary shall immediately screenshot the post for record retention and delete the post from the social media account. As soon as practicable, the City Secretary shall send a private message to the user:

“Dear [Name]: We removed your post on the City [social media site] because it violates our terms; the content you posted was found to be [INSERT REASON]. Please review our social media content posting guidelines. Frequent and repeated violations of our terms may lead to your temporary or permanent loss of posting privileges. Thank you.”

After 3 violations, the City Secretary shall report the violator to the City Attorney. If the City Attorney agrees to block the user, then the City Attorney, or a designated representative of the City Attorney’s Office, shall send a private message to the blocked user:

“Dear [Name]: Due to frequent and repeated violations of our terms, you have been temporarily blocked from posting on the City’s [social media site]. If you wish to have your privileges restored, please send your request to [Designated Employee and Email Address] no earlier than 6 months from today’s date. Thank you.”

Departmental social media accounts are limited in scope. As such, any social media content posted on a departmental social media account must pertain to the scope and purpose of the department’s account. If a post:

- A. Contains obscene or pornographic material;
- B. Harasses, personally attacks, or threatens another poster;
- C. Endorses or opposes a political campaign, candidate, or measure;
- D. Is unrelated to the purpose and topical scope of the page;
- E. Contains profanity or abusive language; or
- F. Advertises a commercial entity, product, or service

If a post that contains any material prohibited above, the City Secretary shall immediately screenshot the post for record retention and delete the post from the social media account. As soon as practicable, the City Secretary shall send a private message to the user:

“Dear [Name]: We removed your post on the City [social media site] because it violates our terms; the content you posted was found to be [INSERT REASON]. Please review our social media content posting guidelines. Frequent and repeated violations of our terms may lead to your temporary or permanent loss of posting privileges. Thank you.”

After 3 violations, the City Secretary shall report the violator to the City Attorney. If the City Attorney agrees to block the user, the City Attorney or a designated representative of the City Attorney’s Office shall send a private message to the blocked user:

“Dear [Name]: Due to frequent and repeated violations of our terms, you have been temporarily blocked from posting on the City’s [social media site]. If you wish to have your privileges restored,

please send your request to [Designated Employee and Email Address] no earlier than 6 months from today's date. Thank you."

4. Employee Access

Employees of the City are discouraged from accessing personal social media accounts while at work. Any use of personal social media at work must be brief and not interfere with performance of the employee's duties or with the workplace. Any brief social media use may not involve commercial or political activities or violate the City's Employment Policies. Employees should understand that they have **no expectation of privacy** while using the Internet on any city-owned computer, cell phone, or other Internet equipped electronic device, and employees that chose to access personal social media accounts do so with this absence of privacy in mind.

5. City-Issued Devices

- A. Each city employee or official who receives a city-issued electronic or wireless communication device understands that they are responsible for the security and care of the device.
- B. Upon departure from the city, the device will be returned to the City Secretary. Any additional accessories purchased by an official or employee for use with the device shall remain the property of that individual at the end of the individual's service to the city.
- C. All data stored on a city-issued device is subject to disclosure under the Public Information Act.
- D. Members of the council may not use a city-issued device for the purposes of communicating privately with other councilmembers in violation of the Texas Open Meetings Act.
- E. Personal use of a device is permissible so long as it does not interfere with the City's mission, does not interfere with or negatively impact any other person's or entity's rights, and does not conflict with any law. **Employees and officials understand that personal communications on a city-issued device may be subject to the Public Information Act.**
- F. Installation of applications is limited to applications that are consistent with the terms of this policy.
- G. Modification of a device's operating system is prohibited.
- H. The City does not tolerate discrimination, disparagement, or harassment of any class of individuals protected under federal, state, or local law. Under no circumstances may a city official or employee use a city-issued device to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racist messages, jokes, or cartoons).
- I. Devices may not be used to copy or send copyrighted materials unless the user has the City's and the author's permission or is accessing a single copy only for the user's reference for city-related work.
- J. City officials and employees may not use a city-issued device for any illegal purpose, in violation of any City policy, in a manner contrary to the best interests of the City, in any way that discloses confidential or proprietary information of the City or third parties, for the conduct of non-City business, to solicit or proselytize others for commercial ventures, religious or political causes, election related activities, or for other purposes not related to the User's duties with or responsibilities to the City.
- K. Users are personally responsible for the security and safety of their assigned device and may be held liable if stolen, lost, destroyed, or not returned. Damage occurring in the ordinary course of use will be repaired at the expense of the City. Loss or damage must be reported immediately to the City Secretary.

6. Employee Conduct

Employees are expected to follow the City's Employment Policies and departmental directives when using personal social media accounts. On any social media account that an employee identifies him or herself as an employee of the City, or posts social media content that indicates that the individual is an employee of the City, an employee must post a disclaimer that any social media content posted is solely the opinion of the employee and not the city.

Employees are prohibited from using the city's logo, seal, trademark, or other symbol without written consent from the City. Additionally, employees are prohibited from posting confidential and sensitive city information and records, as well as personal information relating to city residents or utility customers.

7. Public Records

City social media accounts create city records that are subject to the Texas Public Information Act and record retention rules of the state of Texas. The City Secretary shall be responsible for ensuring that the posts on the official City social media accounts are retained in accordance with these laws. Each departmental records administrator shall ensure that posts are retained for their departmental social media account, if applicable.

The City Secretary shall be responsible for requesting, retaining, and archiving social media posts from city councilmembers. Each city councilmember understands it is their responsibility to submit social media posts subject to the Public Information Act to the City Secretary when requested. [Each city may wish to develop procedures for retention matters.]

8. Security

Employees with access to city and departmental social media account login information are prohibited from sharing login information with anyone outside of the City. Social media account passwords should be changed every 365 days, and new passwords shall be shared promptly with the City Administrator. All employees are expected to comply with the City's Computer Network Security Policy and other security-related departmental directives.

[Policy Updates](#)

The Board of Aldermen reserves the right to amend these terms of use at any time.

[Proclamation Policy](#)

Proclamations will be issued at the discretion of the Mayor and in keeping with the following guidelines:

1. Should be requested by a City of Teague citizen or business owner.
2. Should have a positive local impact.
3. Should not duplicate other requests.
4. Should not take sides in matters of political controversy, ideological or religious beliefs, or individual conviction.

5. May be issued to organization for presentation by them or Mayor at their own event in lieu of at a Board of Aldermen meeting.

Rules of Procedure

Article 1. Meetings

1.1 Regular Meetings.

Regular meetings of the Board of Aldermen will be held at 6:00 p.m. on the third Tuesday of the month for the months of January and February and at 6:00 p.m. on the third Monday of the month for the months of March through December. The Board of Aldermen may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate.

1.2 Special Meetings.

Special meetings may be called by the Mayor or by any two (2) members of the Board of Aldermen. The call for a special meeting shall be filed with the City Administrator / Secretary in written form, and the City Administrator / Secretary shall cause the posting of notice of the meeting as governed by applicable law. The Mayor, City Administrator / Secretary, or two Council Members may designate a location for the special meeting other than City Hall as long as the location is open to the public and in compliance with applicable law.

1.3 Emergency Meetings.

In case of an emergency or urgent public necessity, which will be expressed in the meeting notice, it will be sufficient if members receive and notice is posted two (2) hours before the meeting is convened. Notice will be provided also to the media in accordance with the Texas Government Code, Section 551.047.

1.4 Work Sessions and Executive Sessions.

Work sessions are special meetings called for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Board of Aldermen.

Executive sessions are sessions closed to the public. They are only permitted for the purpose of discussing matters enumerated in Chapter 551, Open Meetings Act of the Texas Government Code. The Board of Aldermen can retire into an executive session as stated on a posted agenda during a regular or special meeting, if a motion is duly made and seconded and affirmed by a majority of the Board of Aldermen. Before said session begins, the presiding officer will announce that the executive session is commencing. A certified record of the meeting will be created by the presiding officer or his/her designee, sealed and permanently kept, subject to opening only by court order. No voting or action will be taken by the Board of Aldermen during an executive session. No other subjects but those posted on the agenda are to be considered. Adjournment of the executive session and any vote needed will be made during open (public) session. Items discussed in executive session are to remain private. Except for action taken in open session, no Board of Aldermen member, staff member or legal counsel may discuss or reveal the proceedings of an executive session. Section 551.146 of the Texas Government Code makes such an act a class B misdemeanor and opens the person who reveals such information personally liable for any damages resulting from such action.

1.5 Quorum.

A quorum at any meeting of the Board of Aldermen will be established, Regular Called Meetings quorum consist of the presence of three members of the Board of Aldermen and all other meetings require the presence of four members of the Board of Aldermen. The Mayor shall not count as a member of the Board of Aldermen to establish a quorum.

1.6 General Procedures

General rules of parliamentary procedures are defined herein, consist of any applicable City Ordinance, statute or other legal requirement, shall govern the proceedings of the Board of Aldermen. To the extent not inconsistent with these rules, the Board of Aldermen shall use Robert's Rules of Order as a general guideline for additional rules of parliamentary procedure without being a procedural requirement.

1.7 Presiding Officer.

The Mayor will serve as the presiding officer for all meetings of the Board of Aldermen. In the absence of the Mayor, the Mayor Pro Tempore will serve as the presiding officer. In the absence of the Mayor Pro Tempore, the City Secretary will call the meeting to order if a quorum of the Board of Aldermen is present and the first order of business will be for Board of Aldermen to elect by majority vote, a temporary presiding officer from the members then seated and in attendance. The temporary presiding officer will serve in such capacity until the meeting is adjourned.

The presiding officer will serve as the chair of all meetings and will make final rulings on all questions pertaining to these rules. All decisions of the presiding officer are final unless overruled by the Board of Aldermen through a motion to appeal as described in Article 3 section 7. c.

The presiding officer is entitled to participate in the discussion and debate and is entitled to vote on all business before the Board of Aldermen.

The presiding officer of boards, commissions or committees will be the person selected by the board, commission, or committee as the chair, co-chair, or vice chair. If these persons are not in attendance, the secretary will call the meeting to order and the board, commission, or committee will choose a temporary presiding officer from among the members in attendance.

1.8 Minutes of Meetings.

The City Secretary will keep an account of all proceedings of the Board of Aldermen and they will be open to public inspection.

1.9 Suspension and Amendment of Rules.

Any provisions of these rules not governed by federal or state law may be temporarily suspended by a super majority vote (see Article 3.7 of these rules) of the Board of Aldermen and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Board of Aldermen and will have received preliminary approval of the Board of Aldermen at such meeting. For the purpose of this section, preliminary approval will mean a motion and a second with a majority vote to preliminarily approve the amendment.

Article 3. Parliamentary Procedure

3.1 Purpose.

The purpose of these rules of parliamentary procedure is to establish orderly conduct of the meetings.

Simple rules lead to a wider understanding and participation. Complex rules create two classes: (1) those who understand the rules, and (2) those who do not fully understand and those who do not fully participate. The ultimate purpose of these rules of parliamentary procedure is to encourage and facilitate decision-making by the Board of Aldermen. In a democracy, the majority opinion carries the day. These rules enable the majority to express their opinion and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

3.2 Model Format for an Agenda Item Discussion.

The following steps may be used as a model or guidebook by the presiding officer. The meeting is governed by the agenda and the agenda constitutes the only items to be discussed. Each agenda item can be handled by the presiding officer (Mayor) in the following basic format:

1. **Announce the Item.** Clearly announce the agenda item number and clearly read the caption for the item being considered.
2. **Receive a Report.** Invite the appropriate person(s) to report on the item, including any recommendation they might have. Staff reports will be given first, followed by applicant presentations, if any.
3. **Ask Clarifying Questions.** Board of Aldermen members, once recognized by the presiding officer, may ask technical questions for clarification by the person(s) who reported on the item.
4. **Seek Citizen Input.** The presiding officer will invite public comment or, when necessary, open the public hearing. Upon conclusion, the presiding officer will announce that public comment is closed or close the public hearing.
5. **Motion First.** The presiding officer will invite a motion from Board of Aldermen members before debate is given on the merits of the item and stated which member made the motion.
6. **Motion Second.** The presiding officer will determine if any member seconded the motion and announce which member seconded the motion. If no member seconded the motion, then the motion fails and will be so stated by the presiding officer.
7. **Repeat Motion.** If a motion is made and seconded, the presiding officer will make certain that everyone (including the audience) understands the motion. This is done in three ways:
 - a. Ask the maker of the motion to repeat it;
 - b. Repeat the motion; or
 - c. Ask the City Secretary to repeat the motion.

8. Discuss the Motion. The presiding officer invites Board of Aldermen members to discuss the motion. If there is no desired discussion, the presiding officer calls for a vote. If there has been no discussion or a brief discussion, then there is no need to repeat the motion before taking a vote. If the discussion has been lengthy, it is a good idea to repeat the motion before calling for the vote.
9. Vote. The presiding officer calls for the vote. Unless a super majority is required for passage of the motion, a simple majority vote determines whether the motion passes or fails. Unless a Board of Aldermen member seeks recusal from voting on any question where the vote would constitute a conflict of interest and that recusal is consented to by a majority of the remainder of the Board of Aldermen, all members of the Board of Aldermen, including the Mayor, will vote upon every item. Any Board of Aldermen member refusing to vote unless so excused will be entered upon the minutes as voting in the affirmative. (Art. VII § 15 – Legislative Procedure of the City Charter). Action items require a vote.
10. Announce the Outcome. The presiding officer announces the results of the vote and will also state what action (if any) the Board of Aldermen has taken. The presiding officer will announce the name of any member who voted in the minority on the motion.

3.3 The Basic Motion.

The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move approval of the ordinance as submitted,” or “I make a motion that we deny the resolution.”

3.4 The Motion to Amend.

If a member wants to change a basic motion, he or she would move to amend the original or previously amended motion. A motion to amend might be: “I move that we amend the motion to include the changes we discussed to the ordinance.” A motion to amend seeks to retain the basic motion on the floor (a motion already made and seconded), but to modify it in some way. A motion to amend requires the agreement of the person making the original motion. If the basic motion has already been seconded, the motion to amend must also be acknowledged and accepted by the member who seconded the basic motion.

3.5 Discussion and Debate.

The basic rule of motions is that they are subject to discussion and debate. Accordingly, the basic motion and the motion to amend are all eligible, each in their turn for full discussion by and before the Board of Aldermen. Discussion and debate can continue as long as the members wish to discuss it, or until the presiding officer decides that it is time to move on and calls for a vote on the motion.

3.6 Other Motions.

The following motions are NOT debatable, and the presiding officer must immediately call a vote on the motion, if seconded by another member.

1. Motion to Adjourn. Requires the Board of Aldermen to immediately adjourn to its next regularly scheduled meeting.
2. Motion to Recess. Requires the Board of Aldermen to immediately take a recess. Normally the presiding officer will determine the length of the recess, which could last for a few minutes to several hours.

3. Motion to Fix the Time to Adjourn. Requires the Board of Aldermen to adjourn the meeting at the specific time set in the motion. For example, "I move we adjourn this meeting at Midnight."
4. Motion to Table. Requires discussion of the agenda item to be halted immediately and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item will be placed on the agenda for the following meeting.
5. Motion to Remove from the Table. Allows the Board of Aldermen to remove an item previously placed on the table. A vote in favor of removing an item from the table must be made before the Board of Aldermen can act on an item that was tabled.
6. Motion to Continue. Allows the Board of Aldermen to continue a public hearing until a date and time certain.

3.7 Motion to Reconsider.

A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. As such, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting (if properly noticed and on the posted agenda). A motion to reconsider made at a later time is considered untimely and it may not be considered unless the Board of Aldermen suspends the rules to consider it.

The motion to reconsider can only be made by a member of the Board of Aldermen who voted in the majority on the original motion. The motion to reconsider may be seconded by any member of the Board of Aldermen regardless of how they voted on the original motion. If a member of the Board of Aldermen who voted in the minority on the original motion seeks to make a motion to reconsider, it MUST be ruled out of order by the Mayor. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back again and again, which would defeat the purpose of finality.

If a motion to reconsider passes, then the original matter is back before the Board of Aldermen and a new original motion is in order. The matter may be discussed as if it were on the floor for the first time.

Article 4. Agenda Order

The City Administrator / City Secretary will prepare an agenda a. The agenda will be posted a minimum of 72 hours prior to the meeting. Agendas will be available to the Board of Aldermen on the city's website and in legislature on the day of the posting. Agendas will be posted timely and prior to the 72-hour minimum when possible. In the event of an emergency meeting, this provision will be suspended when not inconsistent with the provisions of federal or state law.

In order to facilitate the agenda process, the Mayor or two Board of Aldermen members may place an item on the agenda. Staff assistance, if required, will be requested through the City Administrator / City Secretary. Agenda items must be provided to the City Administrator / City Secretary's office at city hall by 12:00 noon on the seventh (7th) calendar day preceding the date of the regular meeting. If the agenda topic does not allow for staff to adequately prepare information for Board of Aldermen's consideration, the item may be postponed until the next regular meeting.

1. Invocation. All regular meetings will begin with an invocation.
2. Call to Order & Announcement of a Quorum. The presiding officer will call the meeting to order, will announce that a quorum is present and will state the names of members that are absent.
3. Pledges of Allegiance to the United States & Texas Flags. The Board of Aldermen will recite the Pledge of Allegiance, first to the United States Flag and then to the state Flag of Texas. The Board of Aldermen welcomes individuals and organizations, young and old, to lead the pledges.
4. Citizens Comments. This is an opportunity for the public to address the Council on any matter included on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. To address the Council, speakers must complete a Speaker Form and provide it to the City Secretary prior to the start of the meeting. Each speaker shall approach the podium and state his/her name and street address before speaking. Speakers shall address the Council with civility that is conducive to appropriate public discussion. The public cannot speak from the gallery but only from the podium. Per the Texas Open Meetings Act, the Council is not permitted to take action on or discuss any item not listed on the agenda. The Council may: (1) make a statement of fact regarding the item; (2) make a recitation of existing policy; or (3) propose the item be placed on a future agenda, in accordance with Council procedures.
5. Presentations & Proclamations. The presiding officer will make any presentation or deliver any proclamation as may be permitted. Outside entities and organizations granted permission to make a presentation will be placed in this section.
6. Consent Agenda Items. The consent agenda may consist of any and all business regularly coming before the Board of Aldermen including approval of the minutes of previous meetings. All items set out in the consent agenda will be deemed passed upon passage of an affirmative motion, by a vote of the majority of the Board of Aldermen members in attendance. No further action will be deemed necessary. Any member of the Board of Aldermen may request that any item be removed from the consent agenda and considered separately. Such request will be honored as if it had been passed by majority vote. If any item was removed from the consent agenda, it will be considered immediately following approval of the remainder of the consent agenda.
7. Public Hearings. This section is only used when a statutorily required public hearing is part of the order of business. The presiding officer will: 1) request staff presentation; 2) open the public hearing and receive citizen input in the following order: proponents, then opponents (Board of Aldermen members may ask questions of the speakers); 3) close the public hearing upon conclusion of citizen comments; and 4) allow for Board of Aldermen deliberation and/or action on the matter.
8. Regular Agenda Items. Items for individual consideration will be considered by the Board of Aldermen individually and approved by either a simple majority vote or a super majority vote as the case may be.

9. Executive Session Items. This section is only used when it is known in advance that it will be necessary for the Board of Aldermen to convene in executive session. Executive sessions are closed to the public.
10. Action on Executive Session Items. This section is only used if Board of Aldermen conducts an executive session. Action on executive session items must be taken during public session of the Board of Aldermen.
11. Staff Reports. This section is used for routine reports provided by staff to Board of Aldermen.
12. Adjournment. The presiding officer will adjourn the meeting upon passage of the appropriate motion.

Agenda Item

8. NEW BUSINESS

p. Discussion and possible action on approving the job descriptions for the following positions:

- Police Officer
- Police Sergeant
- Chief of Police
- Administrative Assistant-Police Secretary / Deputy Court Clerk
- Municipal Judge
- City Administrator / Secretary
- Finance Bookkeeper
- Administrative Assistant – Utility Clerk
- Administrative Assistant
- Librarian
- Library Clerk
- Chief Utility Operator
- Utility Operator
- Streets Crewman
- Parks Crewman
- Director of Public Works

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

POLICE OFFICER CLASSIFICATION

POSITION STATEMENT

A Teague Police Department Police Officer is called upon to perform a variety of tasks, both enforcement and non-enforcement related. This job description outlines those tasks (functions) and divides them into two categories, essential and marginal.

The essential functions are those tasks that a person must be able to perform, with or without reasonable accommodation, to obtain and maintain employment as a police officer for the City of Teague Police Department.

The marginal functions are those tasks that a police officer might be called upon to perform and should be able to perform with or without reasonable accommodation.

Duty assignment may be to any patrol shift or to any of the specialized function directed by the Chief of Police.

ENTRY LEVEL REQUIREMENTS

To be eligible for consideration for employment as a police officer for the City of Teague, a person must:

- Be a citizen of the United States,
- Be twenty-one years of age,
- Possess a high school diploma or G.E.D.,
- Possess a valid Texas driver's license,
- Possess a license or be eligible for licensing as a peace officer by the Texas Commission on Law Enforcement Officers Standards and Education, and
- Possess the abilities necessary to perform the essential functions of a police officer job as outlined in the job description.

WORK ENVIRONMENT

The working environment, for the most part, consists of working in an air-conditioned building with frequent and disruptive noise, or working outdoors or in an air-condition vehicle, frequently subject to intense or inadequate lighting, disruptive and extreme noise, extreme temperatures, dust/dirt, and constant exposure to various weather conditions, hazards, and accidents.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

SUPERVISION RECEIVED AND EXERCISED

A police officer shall receive supervision from a Sergeant and/or the Chief of Police and additional supervision from higher level supervisory or management personnel within the city.

A police officer shall exercise supervision over other police officers at any assigned scene until properly relieved by supervisory or specialized personnel. In addition, a police officer assigned as a Field Training Officer shall exercise supervision over any assigned probationary officer.

ABILITIES REQUIRED – The following are the abilities required to perform the essential functions of the police officer job:

ORAL COMPREHENSION

The ability to understand words and sentences spoken in English.

WRITTEN COMPREHENSION

The ability to read and understand words, sentences and paragraphs written in English.

ORAL EXPRESSION

The ability to use English words and sentences in speaking so others will understand. Oral Expression includes the ability to communicate information and the meaning of ideas to other people. This ability involves knowledge of the meanings and distinctions among words and the way words should be put together to communicate the intended meaning of a message.

WRITTEN EXPRESSION

The ability to use English words and sentences in writing so others will understand. Written Expression includes the ability to communicate information and ideas in writing. This ability involves knowledge of the meanings and distinctions among words, strong working knowledge of grammar, and the ability to organize sentences and paragraphs.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

MEMORIZATION

The ability to remember information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. It emphasizes what cognitive psychologists call episodic memory which is the memory for specific events. This can be distinguished from semantic memory which refers to the general knowledge base.

PROBLEM SENSIVITY

The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as the elements of the problem.

NUMBER FACILITY

This ability involves the degree to which adding, subtracting, multiplying, or dividing can be done quickly and correctly. These procedures can be steps in other operations like finding percents or taking square roots.

DEDUCTIVE REASONING

The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

INDUCTIVE REASONING

The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. This involves the ability to think of possible reasons why things go together. It also includes coming up with a logical explanation for a series of events which seem unrelated.

INFORMATION ORDERING

The ability to correctly follow a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules to be used must already be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

SPEED OF CLOSURE

The ability to quickly make sense of information which initially seems to be without meaning or organization. It involves the degree to which different pieces of information can be combined and organized into one meaningful pattern quickly. The material may be visual or auditory.

FLEXIBILITY OF CLOSURE

The ability to identify or detect a known pattern (a figure, word or object) which is hidden in other material. The task is to pick out the pattern you are looking for from the background material.

SPATIAL ORIENTATION

The ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. It involves maintaining directional orientation as in one's bearings with respect to the points of a compass. This ability allows one to keep orientation in a vehicle as it changes location and direction. It helps one from getting disoriented or lost as one moves in a new environment.

VISUALIZATION

The ability to imagine how something will look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of what patterns or objects would look like after certain changes such as unfolding or rotation. One has to predict what an object, set of objects or pattern would look like after the changes were carried out.

PERCEPTUAL SPEED

This ability involves the degree to which one can compare letters, numbers, objects, pictures or patterns, both quickly and accurately. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered one.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

SELECTIVE ATTENTION

The ability to concentrate on a task without getting distracted. When distraction is present, it is not part of the task being done. This ability also involves concentrating while performing a boring task.

TIME SHARING

The ability to shift back and forth between two or more sources of information. The information can be in the form of speech, signals, sounds, touch or other sources.

RESPONSE ORIENTATION

The ability to choose between two or more movements quickly and accurately when two or more different signals (light, sounds, pictures, etc.) are given. The ability is concerned with the speed with which the right response can be started with the hand, foot or other parts of the body.

ARM-HAND STEADINESS

The ability to keep the hand and arm steady. It includes steadiness while making an arm movement as well as while holding the arm and hand in one position. The ability does not involve speed or strength.

MANUAL DEXTERITY

The ability to make skillful, coordinated movements on one hand, a hand together with its arm, or two hands to grasp, place, move or assemble objects like hand tools or blocks. This ability involves the degree to which these arm-hand movements can be carried out quickly. It does not involve moving machine or equipment control or levers.

STATIC STRENGTH

The ability to use continuous muscle force to lift, push, pull or carry objects. This ability can involve the hand, arm, back, shoulder or leg. It is the maximum force that one can exert for a brief period of time.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

EXPLOSIVE STRENGTH

The ability to use short bursts of muscle force to propel one's self, as in jumping or sprinting, or to throw objects. It requires gathering energy for bursts of muscular effort.

DYNAMIC STRENGTH

The ability to support, hold up or move the body's own weight with the arms, repeatedly or continuously over time. The ability involves the degree to which the arm-shoulder muscles do not "give out" or fatigue when exerted in such repeated or continued movement.

TRUNK STRENGTH

This ability involves the degree to which one's stomach and lower back muscles can support part of the body or the position of the legs, repeatedly or continuously over time. The ability involves the degree to which these trunk muscles do not "give out" or fatigue when they are put under such repeated or continuous strain.

EXTENT FLEXIBILITY

The ability to bend, stretch, twist or reach out body, arms and/or legs.

DYNAMIC FLEXIBILITY

The ability to bend, stretch, twist or reach out with the body, arms and/or legs both quickly and repeatedly.

GROSS BODY EQUILIBRIUM

The ability to keep or regain one's body balance or to stay upright when in an unstable position. This does not include balancing objects.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION POLICE OFFICER

CLASSIFICATION – CONTINUED

STAMINA

The ability to exert one's self physically over a period of time without getting winded or out of breath.

SOCIAL SENSIVITY

The skill of acting suitably in a social situation, regardless of the exact nature of the social contact. It involves adjusting your behavior to fit the social occasion. It depends on figuring out how other people feel.

ORAL FACT FINDING

The ability to uncover the important and relevant information about a problem through conversation, questioning or discussion.

RESISTANCE TO PREMATURE JUDGEMENT

The ability to withhold final decision until the important facts have been collected and evaluated.

PERSISTENCE

The ability to keep on trying to persuade others despite such factors as fatigue, distractions, boredom and resistance.

BEHAVIOR FLEXIBILITY

The ability to adapt one's behavior to changing circumstances when motivated to reach a goal.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

ESSENTIAL FUNCTIONS OF POLICE OFFICER JOB CLASSIFICATION

The following are functions of the police officer job which a person must be able to properly perform to obtain and maintain employment as a Teague Police Department Police Officer:

1. Attend work regularly in accordance with agency leave policies,
2. Inspect vehicles for weapons or contraband at the start of the work shift and after each transport of prisoners or other persons,
3. Check the condition of the assigned vehicle and other equipment,
4. Identifies and requests needed repairs to vehicle and other equipment,
5. Communicates using the police radio,
6. Safely operates vehicles and emergency equipment in emergency situations,
7. Informs telecommunications, via radio or other means, of changes at any police scene,
8. Safely operates vehicles under extreme weather conditions and/or unusual road conditions,
9. Patrols and/or checks assigned areas to deter crime and be readily available in case of serious incidents,
10. Deals with mentally or emotionally disturbed persons,
11. Uses street guide/maps to become familiar with area,
12. Distinguishes legal from illegal activities,
13. Responds to calls for police assistance from citizens,
14. Responds to crimes in progress,
15. Investigates suspicious circumstances,
16. Identifies potentially hazardous situations and takes corrective actions,
17. Arrests and/or issues citations to traffic law violators,
18. Mediates domestic and family disputes and takes action according to departmental policies and family violence statutes,
19. Control hostile groups,
20. Uses restraints to subdue resisting persons according to departmental policies and statutes,

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

ESSENTIAL FUNCTIONS OF POLICE OFFICER JOB CLASSIFICATION

21. Conducts frisks and pat-down searches in accordance with departmental policies and within the framework of Terry v Ohio,
22. Makes arrests and uses force in accordance with departmental policies and statutes,
23. Conducts searches of arrested persons,
24. Handcuffs or otherwise restrains arrested persons,
25. Restrains violent or disorderly prisoners,
26. Safely and accurately discharges firearms when necessary,
27. Applies first aid in serious situations,
28. Requests emergency assistance at the scene of an accident or other emergency,
29. Takes precautions to prevent additional accidents at any police scene,
30. Administer or assists with cardio-pulmonary resuscitation,
31. Removes hazards from roadways,
32. Reports hazardous roadway conditions and defective traffic control devices,
33. Evacuates areas endangered by explosive or toxic substances,
34. Makes lawful arrests without warrants,
35. Makes lawful arrests with warrants,
36. Completes prisoner booking process in accordance with departmental policies,
37. Guards arrested persons outside secured detention facilities,
38. Searches persons, premises, autos, or property with consent or incident to arrest,
39. Searches persons, premises, autos, or property authorized by warrant,
40. Searches persons, premises, autos or property based on probable cause,
41. Conducts preliminary investigations on criminal offenses,
42. Conducts follow-up investigations as directed by supervisory personnel,
43. Prepares complete and understandable reports on criminal offenses and other incidents,
44. Apprehends and processes juvenile offenders,

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

ESSENTIAL FUNCTIONS OF POLICE OFFICER JOB CLASSIFICATION

45. Participates in firearms training,
46. Maintains clean and functional service weapons and equipment,
47. Prepares for and testifies in courts,
48. Attends and satisfactorily completes required in-service training,
49. Advises property owners or inhabitants of potentially dangerous conditions,
50. Provides intelligence information on known or suspected offenders to appropriate agency divisions or other agencies,
51. Conducts surveillance of individuals or groups to prevent or suppress criminal activity,
52. Assists emergency medical personnel with sick or injured persons,
53. Safely assists hazardous material team at scene of toxic spill,
54. Assists fire & Emergency Medical personnel at scene of fires or medical emergencies,
55. Distinguishes between hazardous and non-hazardous situations, and
56. Reads, understands and complies with all security and safety regulations.

MARGINAL FUNCTIONS

The Teague Police Department Police Officer is assigned to single officer units; therefore, all functions are essential and there are no marginal functions.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

SERGEANT CLASSIFICATION

POSITION STATEMENT

A Teague Police Department Sergeant must possess all the abilities outlined in the Teague Police Department Police Officer Classification job description and be able to perform all the essential functions outlined in that job description as well as the essential functions of the Sergeant Classification.

Duty assignment as a Teague Police Department Sergeant may be to a patrol supervisory assignment, criminal investigations or community resource coordinator. Assignment to a specific sergeant position is at the discretion of the Chief of Police and any sergeant may be reassigned to any sergeant position as deemed appropriate by the Chief of Police.

ENTRY LEVEL REQUIREMENTS

- Licensed as a Texas Peace Officer,
- Three years experience as a police officer,
- Above average oral and written communications skills, and
- Completion of T.C.O.L.E. First Line Supervisor's Course within twelve months after promotion to Sergeant.

WORK ENVIRONMENT

The working environment generally consists of working in an air-conditioned building with frequent interruptions and contact with irate and/or irrational persons, or working outdoors in an air-conditioned vehicle but frequently exposed to intense or inadequate lighting, disruptive and extreme noise, extreme temperatures, dust/dirt, and constant exposure to hazards and accidents.

Working hours might consist of any patrol shift, day time, weekend duty, holidays, on-call status and special events.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

SERGEANT CLASSIFICATION – CONTINUED

SUPERVISION RECEIVED AND EXERCISED

A Teague Police Department Sergeant shall receive direct supervision from the Chief of Police and additional supervision from higher level police supervisory and management personnel within the city.

A sergeant shall supervise police officers as directed by the Chief of Police and shall supervise all personnel at a crime scene or incident until properly relieved by the Chief of Police or specialized personnel as outlined in departmental policies.

ABILITIES REQUIRED FOR SERGEANT CLASSIFICATION

A Teague Police Department Sergeant shall possess all the abilities required in the Police Officer Classification as well as above average oral and written communications skills.

ESSENTIAL FUNCTIONS SERGEANT CLASSIFICATION

The essential functions of the Sergeant Classification are divided into three assignment sections. A Teague Police Department Sergeant must be able to properly perform all the essential functions required of any assignment to patrol supervision, criminal investigations or community resources coordination.

ESSENTIAL FUNCTIONS PATROL ASSIGNMENT

1. Conduct shift briefings at beginning of shift,
2. Assign officers to special patrol duties as needed,
3. Conduct in-service training as directed by the Chief of Police,
4. Observe and evaluate police officer job performance,
5. Insure all personnel comply with laws and regulations,
6. Insure police officers comply with departmental policies,
7. Maintain officer time records in absence of the Chief of Police,
8. Approve/disapprove officer time off in absence of the Chief of Police,

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

9. Maintain shift schedule to insure sufficient coverage,
10. Supervise and assist officers at crime and incident scenes,
11. Inspect officer's vehicles and equipment,
12. Check officer's paperwork for completeness and accuracy,
13. Coordinate police activities with other agencies,
14. Coordinate activities with other departmental divisions,
15. Receive and process citizen complaints against any department member,
16. Compile and maintain statistical records as directed by the Chief of Police,
17. Keep the Chief of Police informed of all aspects of shift activity,
18. Call additional or specialized personnel to scene as needed,
19. Stay informed of all shift activity,
20. Attend supervisory meetings as scheduled,
21. Delegate authority and responsibility as directed by departmental policies and procedures, and
22. Good working knowledge of computer programs and Microsoft applications.

MARGINAL FUNCTIONS

The Teague Police Department Sergeant position is assigned to single officer units; therefore, all functions are essential and there are no marginal functions.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

CHIEF OF POLICE POSITION STATEMENT

The Chief of Police is under the administrative direction of the City Administrator, by direction of the Mayor and City Council. The Chief of Police is responsible for the effective management of the Police Department, Animal Control Services, Code Enforcement Services, and Fire Marshall's Office and the Humane Department. The Chief of Police oversees all sub-departments within the police department to ensure that all City and Departmental Policies and Procedures are followed. The Chief of Police reviews and approves all department policies and procedures and assists in the creation of each department's yearly budget. All expenditures from each department must be approved by the Chief of Police.

The Chief of Police is responsible for planning, organizing, staffing, directing and controlling the police services for the City of Teague. The Chief of Police directs departmental managerial and operational staff towards achieving established goals and objectives. Work is performed with considerable discretion and latitude in interpreting and applying policies, rules and regulations.

Qualifications

1. Must be a T.C.O.L.E. licensed Texas Peace Officer with a Master Peace Officer Certification,
2. Possess a Bachelor's Degree from an accredited institution and five (3) years law enforcement supervisory / management experience or possess an Associate Degree or sixty (60) credit hours from an accredited college or university institution and ten (5) years law enforcement supervisory / management experience,
3. Possess a valid Texas Operators License,
4. Possess the abilities to perform the essential functions of a Teague Police Officer as outlined in the Teague Police Officer Job Description,
5. Must have at least two years of experience in a senior level law enforcement capacity, and
6. Any other qualifications that the Mayor and City Council may require.

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

CHIEF OF POLICE CLASSIFICATION -

CONTINUED

Essential Job Functions

1. Performs and / or oversees departmental planning; develops the broad outline of the work to be done; establishes methods for accomplishing departmental objectives; ensures that departmental goals and objectives are consistent and compatible with goals and objectives set by the City of Teague,
2. Organizes the department to meet established goals and objectives; establishes formal lines of authority; establishes and maintains work groups to meet defined objectives,
3. Oversees the function of departmental staffing; identifies and documents departmental staffing needs; develops request and or proposals for additional staff,
4. Maintains continuous liaison with other department heads, city staff, and various outside agencies,
5. Oversees and administrates the department's budget; establishes controls and manages expenditures,
6. Interacts with the community on behalf of the department and the City; prepares and delivers speeches, lectures and presentations; represents the department and the City before various city and county boards, commissions and committees; responds to public inquiries and resolves complaints, and
7. Effectively supervises and recommends the hiring, discharge, evaluation assignment, discipline and adjustment of grievances of subordinate employees.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by the Chief of Police and are not limited to these duties. Other duties may be assigned as deemed necessary by the Mayor and City Council)

TEAGUE POLICE DEPARTMENT JOB CLASSIFICATION

JOB DESCRIPTION

CHIEF OF POLICE CLASSIFICATION -

CONTINUED

Knowledge, Abilities and Skills

1. Principles, practices, and techniques of modern law enforcement,
2. Community geography and demographics,
3. Principles and practices of organization, management, budget development and personnel administration,
4. Federal, state, and local laws and ordinances that affect or are enforced by the police department,
5. Plan, evaluate, assign and coordinate activities performed by the police department,
6. Motivate, manage and supervise employees with varying levels of education and work experience,
7. Establish and maintain effective working relationships with City Administration, other city departments, public agencies, the news media and the general public,
8. Speak effectively and comfortably to large groups of people,
9. React calmly and quickly in emergency situations, and
10. Analyze complex managerial and administrative problems, formulate solutions and take independent unilateral action.



Administrative Assistant – Police Secretary / Deputy Court Clerk Job Description

Provides administrative support to the daily operations of the Police Department and Municipal Court. This position performs a variety of routine clericals and/or administrative work in support of law enforcement. Interacts with customers, employees and vendors when answering questions, obtaining/distributing information or coordinating department programs/projects.

Reports to: Police Chief and Chief Court Clerk

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Ensures consistent delivery of excellent customer service to citizens, visitors, and city employees. Responds to public inquires receives and directs all non-emergency calls to appropriate personnel.
2. Communicates in a timely and professional manner with citizens, visitors, city employees, vendors applicants and the general public, representing the best interest of the City anticipating needs and resolving customer service inquires and other issues.
3. Conducts a verity of general reception office duties including preparing correspondence and receipt of deliveries.
4. Monitors lobby and is active in presenting a professional, organized, comfortable and safe environment for our citizens, visitors, vendors, applicants and the general public.
5. Assists officers and other agencies in researching information, records and dispatching calls for service in the lobby.
6. Collect statistical data and review case files for compliance and accuracy with state and federal guidelines with Uniform Crime Reporting/National Incident Based Reporting.
7. Prepare cases to be transferred to the appropriate agency for prosecution.
8. Ability to be comfortable in testifying in court to verify records for the Police Department.
9. Maintains the absolute confidentiality of all records and information.
10. Complies with all Police Department policies, procedures, state law and federal law to assure the safety of public personnel and the general public
11. Responsible for operations of video media equipment and the filing of duplicated files and video disks.

12. Responsible for copying, distributing, and entering reports in the computer.
Responsible for copying and distributing citations.
13. File various reports and handles incoming mail.
14. Maintain up to date logs and tracking forms of case files and information
15. Provides customer service at Court Clerk's window and through telephone inquiries to provide fine amounts and schedule court dates and driving safety classes.
16. Collects court costs, fines, fees, bond monies, counts and reconciles all monies for cashier windows, posts money received on citations, and prepares daily bank deposits.
17. Performs court collections duties including but not limited to: processing extensions as prescribed by the Presiding Judge in accordance with OCA guidelines, provide past due notification to defendants by mail and phone, collect financial assessment form, and set defendants on appropriate court dockets as required.
18. Maintains databases on citations received from Police Department, prepares case files, interprets judicial instruction and places case information into case file.
19. Monitors and maintains control of court dockets to prevent overload, issues jury summons, monitors jurors, notifies defendants and attorneys of case statuses and issues subpoenas and witness notifications.
20. Processes mail requests for driving safety classes, payment of fines received, attorney requests, court date requests, appeals and bond processing, and returns related correspondence.
21. Researches special projects and implements into court's daily routine for items such as City Ordinances that affect various department citations and resulting court processes.
22. Checks in and lifts warrants on bonds as monies are received, and processes time served that has been granted by the Judge and schedules docket as needed.
23. Issues Failure to Appear and Violate Promise to Appear citations.
24. Prepares arrest warrants, prints complaints, and signs and prepares files for Judge's signature.
25. Notifies defendants by mail of activated warrants and writs of arrest.
26. Clears arrest warrants and writs as required by the judge, upon service of a peace officer, or compliance by the defendant, in accordance with accepted court and police procedures.
27. Prepares check requests for Finance Department and mails copies of paperwork to interested parties.
28. Adheres to assigned work schedule as directed; ensures all behaviors comply with the City's Personnel Rules and Regulations.
29. Performs other duties assigned.

Qualification Requirements

- Principles and procedures of administrative practices and process associated with local government, law enforcement and municipal court offices or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace

environment.

- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling. • Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- Two (2) years clerical experience with a primary emphasis in customer service.
- Must possess a valid Driver's License.
- Must pass a Police background check.

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

City of Teague is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact City Hall at (254) 739-2547.

The City of Teague is an Equal Opportunity Employer and provider.

Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Municipal Judge Job Description

Performs professional judicial duties as the Municipal Court Judge for the municipal courts of Teague. The judge acts in the interpretation, application and enforcement of local ordinances and applicable State laws. The judge shall perform these duties by presiding over the municipal court sessions (including pre-trials, trials, hearings and other judicial proceedings) and functioning as a magistrate.

Reports to: Board of Aldermen

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Preside over Municipal Court for all class C Misdemeanors, City matters, criminal jury and non-jury trials, pre-trial conferences, juvenile warnings and other cases appropriately tried in Municipal Court
2. Maintain a central docket of all cases filed in the City of Manor.
3. Review and/or deny requests for continuances.
4. Determine innocence or culpability (when hearing cases without a jury) and levies fine commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
5. Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
6. Be available, or have adequate associate judge expertise available, on a 24/7 basis, to review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, etc.
7. Support court activities with Municipal Court Clerk, City Attorney, and/or City Prosecutor and other city departments.
8. Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts.
9. Conduct hearings (including property, emergency protective order, code enforcement, dangerous dog, etc.).
10. Issue warrants, summons, magistrate warnings, etc.
11. Collaborate with the City Administrator, Board of Aldermen and applicable city departments to ensure policies, ordinances and orders are within the parameter of state law but also consistent with the values of the community and needs of the departments.

12. Support the relationship between the City of Teague and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

Qualification Requirements

- Knowledge of ordinances, statutes and court decisions relating to Municipal Court jurisdictions
- Knowledge of judicial procedure and rules of evidence as well as the organization, duties, powers, limitations and authority of the Municipal Court.
- Ability to analyze evidence, apply existing laws impartially and render prompt, equitable verdicts.
- Possess a sense of fairness and exhibit respect towards all persons including but not limited to argumentative and often hostile persons in court.
- Abide by the Employee Policies and Procedures Manual and subscribe to the core values of the City of Teague.
- Communicate clearly and concisely both orally and written.
- Operate a computer, software and other office equipment.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- Preferred experience as a Municipal Court Judge and TMCEC Certified Judges Education.
- Must meet the minimum mandatory continuing education requirements for Municipal Court Judges as established by the Texas Court of Criminal Appeals.
- Must submit to and pass a pre-employment drug test and criminal background check.
- Must be a resident of this state.

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

OTHER REQUIREMENTS

None.

Work Environment



City Administrator / City Secretary Job Description

The City Administrator / City Secretary will serve at the pleasure of the Board of Aldermen subject to the applicable removal provisions of Chapter 22 of the Local Government Code, and subject to the terms of any written employment agreement between the City and City Administrator / City Secretary.

Reports to: Board of Aldermen

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Management and supervision of the day-to-day operations of the city;
2. Management and supervision of city finances;
3. Serving as the city budget officer charged with initiating and directing the budgeting process, and preparing the proposed annual budget for the board of aldermen's consideration in accordance with applicable law;
4. Keeping and maintaining records of the city's business and finance;
5. Keeping the board of aldermen informed as to the affairs of the city, city operations, and the state of city finances;
6. Collection of funds due to the city;
7. Payment of accounts due and payable from the city (after submission to the board of aldermen and approval for payment);
8. Monitoring city contracts for performance;
9. Serving as the liaison between department heads and the board of aldermen for employment and fiscal requests, and making recommendations to the board thereon based on his/her evaluation of the request on its merits and in light of city finances, policies, procedures and applicable laws;
10. Applying for and administering grants and assistance from federal, state or private sources;
11. Studying city needs and operations and proposing short- and long-term plans for city operations and services;

12. Acting as the general purchasing agent for the city (no purchase shall be made, or obligation incurred except upon authorization by the board of aldermen);
13. Handling and maintaining records of the city's payroll;
14. Supervision of administrative employees;
15. Supervision of department heads;
16. Preparing, posting and/or publishing all notices of meetings, proposed actions, actions or ordinances of the board of aldermen as required by law, and preparing and transmitting all reports required of the city by applicable law;
17. Keeping the minutes of all meetings of the board of aldermen;
18. Exercising all the powers and performing all the duties of a municipal secretary pursuant to sec. 22.073, Local Government Code (V.T.C.A.);
19. Acting as the city's elections officer, and preparing and procuring all notices, sites, supplies and other matters necessary for the conduct of municipal elections;
20. Acting as ex-officio city comptroller and city collector;
21. Keeping an inventory of city property;
22. Performing such other lawful functions or tasks as directed by the board of aldermen;
23. Serve as the clerk of the municipal court.

Qualification Requirements

- Strong background in governmental management.
- Principles and procedures of administrative practices and process associated with local government officers or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling. • Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.

- Maintain a professional appearance and attire.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- Bachelor's degree in a related field
- Three-five years of experience in city management.

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

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The City of Teague is an Equal Opportunity Employer and provider.

Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Finance Bookkeeper Job Description

Under limited supervision, directs the Finance Department through effective management and resource allocation; performs professional work of technical difficulty, provides technical expertise on financial issues and directs the City's financial programs with integrity, prudence and sound financial practices.

Reports to: City Administrator / City Secretary

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Provides administrative support to the daily operations of assigned department. Performs a wide variety of clerical and word processing duties such as heavy telephone and over the counter interaction with external and internal parties, processing paperwork and entering data into various City databases.
2. Responds to requests for information from supervisory staff, employees, or general public. Answers questions related to the department's activities, programs, policies, and procedures. Conducts follow-up research to retrieve answers and supporting information.
3. Processes accounts payables.
4. Processes accounts receivables.
5. Processes all new hire paperwork.
6. Processes payroll.
7. Reviews, tracks and updates employee files.
8. Reviews financial transactions.
9. Reviews and completes bank reconciliation and all other financial reports.
10. Assist City departments with accounting issues and assisting with external and internal audits.
11. Assist with the preparation and inputting of the City's annual budget and budget amendments.
12. Provides reception services at city hall by answering telephone, fax machine, e-mail and personal inquiries.
13. Produces letters, memoranda, reports, tabulations and other materials as requested.
14. Sorts and files correspondence, checks, vouchers, and other materials.
15. Assists in the maintenance of records and files.

16. Performs various fiscal activities including, monitoring and submitting requisitions for supplies and materials, initiating purchase orders.
17. Serves as liaison between division/department and external suppliers and vendors. Coordinates department activities with suppliers/vendors. Monitors contracts to ensure timely completion and accurate payment schedules.
18. Participates in special projects as assigned.
19. Serves as backup for various staff positions in their absence. May assist in employee training.
20. Performs other duties as required.
21. Adheres to assigned work schedule as directed; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Qualification Requirements

- Principles and procedures of administrative practices and process associated with local government officers or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling. • Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required

- High School Diploma, GED or equivalent is required.

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.

- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

City of Teague is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact City Hall at (254) 739-2547.

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Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Administrative Assistant – Utility Clerk Job Description

Provides administrative support to the daily operations of the administration and utility office. This position is responsible for assisting with maintenance of the city's utility billing records and accounts, cash receipting and customer service. Interacts with customers, employees and vendors when answering questions, obtaining/distributing information or coordinating department programs/projects.

Reports to: City Administrator / City Secretary

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Provides administrative support to the daily operations of assigned department. Performs a wide variety of clerical and word processing duties such as heavy telephone and over the counter interaction with external and internal parties, processing paperwork and entering data into various City databases.
2. Responds to requests for information from supervisory staff, employees, or general public. Answers questions related to the department's activities, programs, policies, and procedures. Conducts follow-up research to retrieve answers and supporting information.
3. Assists with maintenance of utility, service and maintenance records for the city's Public Works Department; processes billings.
4. Receives utility payments and other revenue payments; posts in Cash Receipting program to General Ledger.
5. Performs utility account collection activities with authority to negotiate adjustments in balances owed.
6. Processes open and close requests for service forms.
7. Prepares and completes monthly utility billing.
8. Provides reception services at city hall by answering telephone, fax machine, e-mail and personal inquiries.
9. Produces letters, memoranda, reports, tabulations and other materials as requested.
10. Sorts and files correspondence, checks, vouchers, and other materials.
11. Assists in the maintenance of records and files.
12. Performs various fiscal activities including, monitoring and submitting requisitions for supplies and materials, initiating purchase orders.

13. Serves as liaison between division/department and external suppliers and vendors. Coordinates department activities with suppliers/vendors. Monitors contracts to ensure timely completion and accurate payment schedules.
14. Participates in special projects as assigned.
15. Serves as backup for various staff positions in their absence. May assist in employee training.
16. Performs other duties as required.
17. Adheres to assigned work schedule as directed; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Qualification Requirements

- Principles and procedures of administrative practices and process associated with local government officers or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling. • Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required

- High School Diploma, GED or equivalent is required.

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

City of Teague is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact City Hall at (254) 739-2547.

The City of Teague is an Equal Opportunity Employer and provider.

Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Administrative Assistant Job Description

Provides administrative support to the daily operations of the administration, utility and public works office. This position is responsible for assisting with maintenance of the city's records and accounts, cash receipting and customer service. Interacts with customers, employees and vendors when answering questions, obtaining/distributing information or coordinating department programs/projects.

Reports to: City Administrator / City Secretary

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Provides administrative support to the daily operations of assigned departments. Performs a wide variety of clerical and word processing duties such as heavy telephone and over the counter interaction with external and internal parties, processing paperwork and entering data into various City databases.
2. Responds to requests for information from supervisory staff, employees, or general public. Answers questions related to the department's activities, programs, policies, and procedures. Conducts follow-up research to retrieve answers and supporting information.
3. Assists with maintenance of utility, service and maintenance records for the city's Public Works Department; assist processes billings.
4. Receives utility payments and other revenue payments; posts in Cash Receipting program to General Ledger.
5. Performs utility account collection activities with authority to negotiate adjustments in balances owed.
6. Processes open and close requests for service forms.
7. Prepares and completes monthly utility billing.
8. Provides reception services at city hall by answering telephone, fax machine, e-mail and personal inquiries.
9. Produces letters, memoranda, reports, tabulations and other materials as requested.
10. Sorts and files correspondence, checks, vouchers, and other materials.
11. Assists in the maintenance of records and files.
12. Performs various fiscal activities including, monitoring and submitting requisitions for supplies and materials, initiating purchase orders.

13. Serves as liaison between division/department and external suppliers and vendors. Coordinates department activities with suppliers/vendors. Monitors contracts to ensure timely completion and accurate payment schedules.
14. Participates in special projects as assigned.
15. Serves as backup for various staff positions in their absence. May assist in employee training.
16. Performs other duties as required.
17. Adheres to assigned work schedule as directed; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Qualification Requirements

- Principles and procedures of administrative practices and process associated with local government officers or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling. • Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required

- High School Diploma, GED or equivalent is required.

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

City of Teague is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact City Hall at (254) 739-2547.

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Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Librarian Job Description

Under general direction of the City Administrator / City Secretary, plans, organizes, coordinates, and directs the operations of the City library system, including branches; and provides services to residents of the City and to the region. This position sets the vision for the Library; and utilizing strategic planning tools, implements the vision and goals for the organization.

Reports to: City Administrator / City Secretary

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Planning and coordinating activities related to library operation.
2. Oversees the daily operation of the library.
3. Selects and maintains circulation, reference, and periodic materials.
4. Prepare and submit yearly Texas Public Library Annual Report for Accreditation and City of Teague Annual Summary Report and Goals for the Library to the City Administrator / City Secretary and State.
5. Manages current ILS System and supervises the classification and cataloging of library materials.
6. Trains, schedules, and supervises staff.
7. Interviews and orients volunteers.
8. Maintains membership and attendance in professional organizations.
9. Remains informed concerning library-related issues. Present future planning for the library.
10. Ability to implement and adhere to the ALA (American Library Association) Privacy and Confidentiality Rules and Freedom of Information Directives.
11. Answers public inquiries supervises social media and prepares press releases.
12. Serves as the staff liaison, provides training and assists in the activities of the Board of Aldermen and the Friends of the Library. Attends their scheduled meetings and activities.
13. Develops communication and interaction with civic groups and businesses and the city council regarding library issues, opportunities, and programs.
14. Writes and administers grant proposals.
15. Manages technology use and development in the library.
16. Supervises, plans, and development of library programming on all levels.

17. Is the 'face of the library' to the community and schools in participating and promoting literacy in community events and school activities.
18. Be part of the successful implementation of the City Action plan and strategic planning and other activities of the City management team.
19. Performs other related duties as assigned.

Qualification Requirements

- Emerging trends in libraries and excellent interpersonal and communication skills are essential. The candidate must be dedicated to improving and expanding our programs and resources.
- Principles, methods, and practices of public library administration.
- Principles and practices of municipal budget preparation and administration.
- Classification and cataloging techniques and practices.
- Office management, practices, and equipment as related to a library.
- Safe driving principles and practices.
- Basic facility maintenance practice, emergency procedures for the safety of the public and staff, and facility operations.
- Pertinent federal, state and local laws, codes and regulations governing library services, document and grant administration, and service to the public.
- Communicate clearly and concisely, both orally and in writing.
- Work independently and manage multiple projects while meeting deadlines.
- Establish and maintain cooperative working relationships with those contacted in the course of work, both internally and externally.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- Minimum of two (2) years of experience in public library leadership, administration and management is preferred.

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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This job description is subject to change at any time.

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Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Library Clerk Job Description

Under general direction of the Librarian, plans, the purpose of this job is to provide support to the library staff and patrons, perform circulation, customer service and shelving activities, and follow routine procedures and guidelines in the application of prescribed duties and works under close supervision with work frequently reviewed by a supervisor.

Reports to: Librarian

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Responds to customers by providing routine information, answering questions, assisting with standard office and library equipment, and referring customers to appropriate resources.
2. Verifies patron information and library cards and circulates books and other library materials using integrated library system.
3. Reviews and processes library hold materials, contacts and notifies library patrons of availability and procedures for pick up.
4. Receives and returns circulated materials, collects fines, inspects returned materials for damage and repairs materials as needed.
5. Sorts and shelves library materials.
6. Registers new customer accounts in library system, verifies customer addresses, phone numbers and email, issues and renews system generated library cards. Reviews accounts for accuracy.
7. Answer and route all incoming telephone calls.
8. Planning and coordinating activities related to library operation.
9. Performs other related duties as assigned.

Qualification Requirements

- Principles, methods, and practices of general public library procedures.
- Customer service experience.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.

- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- .

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

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Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Chief Utility Operator Job Description

Performs daily operations relating to the City's municipal water/wastewater system including complying with all state and federal regulations and fulfills a variety of duties associated with general maintenance of water and wastewater collection system infrastructure. Supervises and coordinates the daily task for the field utility operators.

Reports to: Public Works Director

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assist the Director of Public Works with supervising and coordinating the Field Utility Operators.
2. Assist with repairing water/wastewater lines; maintain and repair meter boxes and water/wastewater facilities.
3. Conduct water/wastewater quality tests and record results in accordance with established schedules and procedures
4. Performs repairs and maintenance to wastewater collection systems, booster pumps, generators, fire hydrants, and lift stations. This may include but is not limited to electrical, plumbing and construction maintenance, operation and repairs.
5. Reads gauges, charts, blueprints, meters and other metering devices.
6. Operates a variety of commercial equipment including but not limited to tractors, trenchers, front-end loaders, backhoes, bobcat, skid-loader and other heavy equipment for a variety of construction and maintenance operations involving water and sewer system maintenance and repairs.
7. Conducts safety inspections of vehicles and equipment, set up traffic safety devices such as cones, signs, and barricades as necessary. Redirect traffic as needed. Wear protective and safety gear as indicated for the work assigned.

8. Prepares, gathers and transports tools, materials, supplies and equipment necessary to complete work assignments.
9. Cleans and repairs work site upon completion of construction including laying grass, replanting trees, and washing down the street.
10. Troubleshoots and identifies water and wastewater flow problems and performs corrective action.
11. Assist/Backup Public Works Technicians when needed – cut-offs and reconnects at water meters – also read meters, sewer backups/water leaks.
12. Maybe actively involved in emergency operations. Performs other duties as assigned.

Qualification Requirements

- Thorough knowledge of regulations, policies and procedures that apply to streets and parks operations.
- Knowledge of office administration practices, procedures and personnel management.
- Formulate, implement, and administer policies and procedures for effective fiscal control.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Demonstrate excellent public relations and customer service skills.
- Convey a positive professional image by action, communication and appearance.
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Make independent judgments that have highly significant impacts on the organization.
- Ability to deal with frequent change, delays or unexpected events.
- Manage emergency situations and use good judgment in determining proper response.
- Communicate effectively in the English language, present ideas and concepts with clarity, and prepare and make effective oral and written presentations

- Meet deadlines and perform multiple tasks under pressure.
- Proficiently use computers and Microsoft Office.
- Exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Basic mathematical skills.
- Safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.
- Ability to operate tools and equipment.
- Identify and dispose of obsolete inventory according to municipal controls for disposal.
- Contribute to team effort by performing other duties as assigned.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- Valid Driver's License
- Must have or be able to obtain within one year a TCEQ Wasterwater Class D License
- Must have or be able to obtain within one year a TCEQ Ground Water Class C License

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather. Subject to sunburn, and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays and some after hours. Attendance usually required at City Council meetings, most which occur after hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after-hour calls, and other functions as needed. Must be able to sit, stand and walk for extended periods of time while working in office or on maintenance or repair projects.
- Must be able to use stepstools or ladders and use such to store and retrieve items of various sizes, shapes and forms.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

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The City of Teague is an Equal Opportunity Employer and provider.

Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Utility Operator Job Description

Performs daily operations relating to the City's municipal water/wastewater system including complying with all state and federal regulations and fulfills a variety of duties associated with general maintenance of water and wastewater collection system infrastructure.

Reports to: Public Works Director

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assist with repairing water/wastewater lines; maintain and repair meter boxes and water/wastewater facilities.
2. Conduct water/wastewater quality tests and record results in accordance with established schedules and procedures
3. Performs repairs and maintenance to wastewater collection systems, water distribution, booster pumps, generators, fire hydrants, and lift stations. This may include but is not limited to electrical, plumbing and construction maintenance, operation and repairs.
4. Reads gauges, charts, blueprints, meters and other metering devices.
5. Operates a variety of commercial equipment including but not limited to tractors, trenchers, front-end loaders, backhoes, bobcat, skid-loader and other heavy equipment for a variety of construction and maintenance operations involving water and sewer system maintenance and repairs.
6. Conducts safety inspections of vehicles and equipment, set up traffic safety devices such as cones, signs, and barricades as necessary. Redirect traffic as needed. Wear protective and safety gear as indicated for the work assigned.
7. Prepares, gathers and transports tools, materials, supplies and equipment necessary to complete work assignments.

8. Cleans and repairs work site upon completion of construction including laying grass, replanting trees, and washing down the street.
9. Troubleshoots and identifies water and wastewater flow problems and performs corrective action.
10. Assist/Backup Public Works Technician when needed – cut-offs and reconnects at water meters – also read meters, sewer backups/water leaks.
11. Maybe actively involved in emergency operations. Performs other duties as assigned.

Qualification Requirements

- Thorough knowledge of regulations, policies and procedures that apply to water and wastewater operations.
- Knowledge of office administration practices, procedures and personnel management.
- Follow policies and procedures for effective fiscal control.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Demonstrate excellent public relations and customer service skills.
- Convey a positive professional image by action, communication and appearance.
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Make independent judgments that have highly significant impacts on the organization.
- Ability to deal with frequent change, delays or unexpected events.
- Manage emergency situations and use good judgment in determining proper response.
- Communicate effectively in the English language, present ideas and concepts with clarity, and prepare and make effective oral and written presentations
- Meet deadlines and perform multiple tasks under pressure.
- Proficiently use computers and Microsoft Office.

- Exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Basic mathematical skills.
- Safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.
- Ability to operate tools and equipment.
- Identify and dispose of obsolete inventory according to municipal controls for disposal.
- Contribute to team effort by performing other duties as assigned.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- Valid Driver's License
- Must have or be able to obtain within one year a TCEQ Wasterwater Class D License
- Must have or be able to obtain within one year a TCEQ Ground Water Class D License
- Able to obtain within 3 years a Class C Ground Water Treatment License.

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather. Subject to sunburn, and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays and some after hours. Attendance usually required at City Council meetings, most which occur after hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after- hour calls, and other functions as needed. Must be able to sit, stand and walk for extended periods of time while working in office or on maintenance or repair projects.
- Must be able to use stepstools or ladders and use such to store and retrieve items of various sizes, shapes and forms.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

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Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Streets Crewman Job Description

Performs a variety of duties associated with maintenance, repair, and construction of streets, driveways, sidewalks, drainage ditches and City-owned land and facilities to keep the city clean, organized and a comfortable living space for the community. Assist the Utilities department when needed.

Reports to: Public Works Director

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Duties associated with maintenance repair and construction of streets, driveways, sidewalks, drainage ditches and city-owned land and facilities – patch asphalt.
Installation and repair of street signs.
2. Clean ditch lines by digging and clear obstructions and debris in drainage ditches.
3. Operates construction and maintenance equipment such as trucks, backhoes, and rollers for a variety of construction and maintenance operations involving streets, sidewalks, curbs, gutters, driveways, ditches and right-of-ways.
4. Use concrete cutting and breaking equipment; operate jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.
5. Conducts safety inspections of vehicles and equipment, set up traffic safety devices such as cones, signs, and barricades as necessary. Redirect traffic as needed. Wear protective and safety gear as indicated for the work assigned.
6. Prepares, gathers and transports tools, materials, supplies and equipment necessary to complete work assignments.
7. Cleans and repairs work site upon completion of construction including laying grass, replanting trees, and repairing damaged surfaces.
8. Landscaping (mowing, weed-eating) of right-a-ways.

9. Assist/Backup Public Works Technician when needed – cut-offs and reconnects at water meters – also read meters, sewer backups/water leaks.
10. May be actively involved in emergency operations.
11. Performs other duties as assigned

Qualification Requirements

- Thorough knowledge of regulations, policies and procedures that apply to streets and parks operations.
- Knowledge of office administration practices, procedures and personnel management.
- Follow policies and procedures for effective fiscal control.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Demonstrate excellent public relations and customer service skills.
- Convey a positive professional image by action, communication and appearance.
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Make independent judgments that have highly significant impacts on the organization.
- Ability to deal with frequent change, delays or unexpected events.
- Manage emergency situations and use good judgment in determining proper response.
- Communicate effectively in the English language, present ideas and concepts with clarity, and prepare and make effective oral and written presentations
- Meet deadlines and perform multiple tasks under pressure.
- Proficiently use computers and Microsoft Office.
- Exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Basic mathematical skills.
- Safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.
- Ability to operate tools and equipment.
- Identify and dispose of obsolete inventory according to municipal controls for disposal.
- Contribute to team effort by performing other duties as assigned.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- Valid Driver's License

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather. Subject to sunburn, and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays and some after hours. Attendance usually required at City Council meetings, most which occur after hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after- hour calls, and other functions as needed. Must be able to sit, stand and walk for extended periods of time while working in office or on maintenance or repair projects.
- Must be able to use stepstools or ladders and use such to store and retrieve

- items of various sizes, shapes and forms.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

City of Teague is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact City Hall at (254) 739-2547.

The City of Teague is an Equal Opportunity Employer and provider.

Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Parks Crewman Job Description

Performs a variety of duties associated with maintenance, repair, and construction of City landscapes, street right-of-ways, drainage ditches and City-owned land and facilities to keep the city clean, organized and a comfortable living space for the community. Other duties include planting and seeding, mowing, trimming and tree removal, brush chipping, fertilizing, application of herbicides/pesticides, litter control, sign and post installation, general carpentry, equipment care and maintenance, and minor mechanical repair.

Reports to: Public Works Director

Exempt: No

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Complete routine cleaning and maintenance activities at related utility facilities; cut grass; trim vegetation; clean grounds.
2. Perform minimal repairs to restrooms and other amenities in park facilities. This may include but is not limited to electrical, plumbing and construction maintenance, operation and repairs.
3. Landscaping (mowing, weed-eating) of right-a-ways.
4. Operate a Bat-wing shredder.
5. Operate a variety of commercial mowers, edging equipment, trimmers, tractors, trenchers, front- end loaders, tiller, backhoes, a bobcat or skid-loader, vehicles and other equipment.
6. Operate a variety of hand and power tools required for completing tasks. Must be able to perform basic and preventive maintenance on tools & equipment.
7. Must be able to communicate orally and in writing with staff members and/or supervisor. Keeps accurate records and reports information as required and necessary for each job.
8. Develop and maintains preventative maintenance program for facilities. Provide input necessary for budget preparation related to maintenance, operation and repair.
9. Develop, implement and maintain a system for chemical application, fertilization and

- turf management for all parks.
10. Prepares, gathers and transports tools, materials, supplies and equipment necessary to complete work assignments.
 11. Cleans and repairs work site upon completion of construction including laying grass, replanting trees, and repairing damaged surfaces.
 12. Assist crew members to complete work orders in a safe and timely manner.
 13. Assist/Backup other positions with in the Public Works Department when needed – cut-offs and reconnects at water meters – also read meters, sewer backups/water leaks.
 14. Operate the City's Collection Center.
 15. May be actively involved in emergency operations.
 16. Performs other duties as assigned.

Qualification Requirements

- Thorough knowledge of regulations, policies and procedures that apply to streets and parks operations.
- Knowledge of office administration practices, procedures and personnel management.
- Follow policies and procedures for effective fiscal control.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Demonstrate excellent public relations and customer service skills.
- Convey a positive professional image by action, communication and appearance.
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Make independent judgments that have highly significant impacts on the organization.
- Ability to deal with frequent change, delays or unexpected events.
- Manage emergency situations and use good judgment in determining proper response.
- Communicate effectively in the English language, present ideas and concepts with clarity, and prepare and make effective oral and written presentations
- Meet deadlines and perform multiple tasks under pressure.
- Proficiently use computers and Microsoft Office.
- Exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Attend City Council and other meetings as directed by the Public Works Director.
- Basic mathematical skills.
- Safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.

- Ability to operate tools and equipment.
- Identify and dispose of obsolete inventory according to municipal controls for disposal.
- Contribute to team effort by performing other duties as assigned.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- Valid Driver's License

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather. Subject to sunburn, and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays and some after hours. Attendance usually required at City Council meetings, most which occur after hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after- hour calls, and other functions as needed. Must be able to sit, stand and walk for extended periods of time while working in office or on maintenance or repair projects.
- Must be able to use stepstools or ladders and use such to store and retrieve items of various sizes, shapes and forms.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

City of Teague is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact City Hall at (254) 739-2547.

The City of Teague is an Equal Opportunity Employer and provider.

Employee Name: _____ Date: _____

City Representative: _____ Date: _____



Director of Public Works Job Description

Under the general direction of the City Administrator / City Secretary, the Director of Public Works manages and directs all activities and operations involving the City's Public Works activities to include, but not limited to, parks, streets, street maintenance, water and wastewater utilities, infrastructure improvements, drainage and facilities maintenance. Serves as the City's Safety Officer. This position is also responsible for addressing inquires and/or issues, both verbal and written, related to the department's operation and for establishing the management objectives of the department.

Reports to: City Administrator / City Secretary

Exempt: Yes

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Provide outstanding leadership and administrative direction on major public works activities.
2. Have experience in budget planning and financial management.
3. Reporting to State and Federal Agencies.
4. Have a positive attitude and customer service approach.
5. Provide an approachable and open management style for all personnel within department and divisions.
6. Possess proven negotiation skills in resolving public works issues with contractors and citizens.
7. Prepare and evaluate cost estimates in construction and repair projects.
8. Supervise capital improvement projects; review specifications; reviews plans; coordinate schedules for architects, engineers and contractors; let bids; and coordinate all phases of construction.
9. Direct subordinates' activities relating to managing and overseeing of major projects while under construction.
10. Ensure contractual agreements are met and that the City is properly serviced by the construction and installation of facilities and improvements made by contractors.
11. Implement and monitor the City's Safety Program.

12. Provide management direction in all hiring, training, and evaluations of personnel within each area of responsibility (department or division).
13. Represent the City at public and private meetings and conferences relating to City business.
14. Participate and negotiate, as authorized, in resolving public works issues, claims and lawsuits.
15. Communicate in an effective, courteous and timely manner with all levels of the organization.
16. Take a team player approach to fostering working relationships with the City Administrator / City Secretary, department heads and all city employees.
17. Maintain a high level of accountability and productivity.
18. Take a proactive approach to resolving complaints/issues/ problems as they arise.
19. Outstanding written, oral and presentation communication skills.
20. Interpersonal and team-building skills.
21. Dedication to seeing through long-term and/or difficult projects.
22. Initiative and problem-solving skills.
23. Performs other duties as required.
24. Adheres to assigned work schedule as directed; ensures all behaviors comply with the City's Personnel Rules and Regulations.
25. Formulate, implement and administer policies and procedures for effective fiscal control.

Qualification Requirements

- Strong background in governmental management.
- Principles and procedures of administrative practices and process associated with local government officers or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling. •

Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.

- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required

- High School Diploma, GED or equivalent is required.
- Valid Driver's License
- Minimum of Class C Ground Water License
- Minimum of Class C Wastewater License
- Three-five years of experience in Public Works Management.
- Must have or be able to obtain within one year a TCEQ CSI License.

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and sit for long periods. The employee is frequently required to bend, stoop, crouch, carry, and lift up to 35lbs. Work is generally performed in a climate-controlled office with some exposure to outdoors. This is a department head level, which requires working some evening and weekend hours.

OTHER REQUIREMENTS

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently stand and walk;
- Frequently flex upper trunk forward;
- Frequently lift up to 10 pounds;
- Frequently push and pull objects;
- Frequently flex upper trunk forward, partial flexing o knees;

- Frequently reach above, at or below shoulder height;
- Continuously talk, see and hear.

This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

This job description is subject to change at any time.

City of Teague is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact City Hall at (254) 739-2547.

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Employee Name: _____ Date: _____

City Representative: _____ Date: _____

Agenda Item

9. EXECUTIVE SESSION

- a. § 551.074: Conduct an executive session as authorized by Texas Government Code, Section 551.074(a) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee:
Employment: Kimberly Thompson, Administrative Assistant

Agenda Item

11. PRESENTATION AND DISCUSSION OF DEPARTMENT HEAD REPORTS:

- ADMINISTRATOR
- COURTS
- PUBLIC WORKS
- POLICE DEPARTMENT
- LIBRARY
- EDC (Will forward the EDC report once received.)



CITY ADMINISTRATOR'S REPORT TO THE BOARD OF ALDERMEN

January 21, 2020

Update/Information from the Administrator's Desk:

- The December sales tax deposit was received after the December meeting which did not allow me to include the information on the December report, but I am happy to report that the deposit was \$52,662.15 which was a 12.95% increase from December 2018. The January sales tax deposit was \$45,907.52 which was a 9.35% decrease from this time last year.
- It is election time so please watch for important dates and contact my office should you have any questions.
- For **ALL** Elected Officials there are 2 National Incident Management System (NIMS) training requirement courses that must be completed. The following need to be completed:
 - IS-700 Aldermen Hertenberger, Nickleberry and Mathison
 - IS-800 Aldermen Hertenberger, Nickleberry and Mathison

Permits

7 Open Building Permits
0 Pending Building Permits
0 Open Electrical Permit
0 Pending Mechanical Permit
1 Pending Manufactured Home Permits
2 Offsite Accessory Permits
0 Open Demolition Permit
0 Business Permit
0 Vendor Permits

Current Employment Opportunities:

- Administrative Assistant
- Police Patrol Officer
- Contract Animal Control

Upcoming Important Dates:

- I will be out of the office and attending Election Law Seminar January 29th – 31st
- Next EDC Meeting is February 4th
- Next Chamber Meeting is February 13th
- City Hall will be closed February 17th for Presidents' Day

City of Teague
Municipal Court Council Report
From 12/1/2019 to 12/31/2019

1/16/2020 10:29 AM

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
79	0	1	0	3	83

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$1,991.36	\$580.22	\$1,846.60	\$97.68	\$73.24	\$4,589.10

Warrants

Issued	Served	Closed	Total
0	0	0	0

FTAs/VPTAs

FTAs	VPTAs	Total
0	0	0

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
14	0	15	3	0	32

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	0	0

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
0	0	0	0

**REPORT TO THE
BOARD OF ALDERMEN
*City of Teague, Texas***

Jacob Cowling
Department Head Approval

DATE: 01/15/2020
FROM: Jacob Cowling, Public Works Director
SUBJECT: Monthly Council Report
TO: Mayor, City Council Members

Background: Reports for the water, wastewater, streets, and park departments

Water: The water samples were satisfactory. The wells pumped a combined total of 10,117,000 gallons with a daily average of 326,000 gallons of water for the month of December. We had to install an additional Insta Valve (due to an old valve failure) by the north elevated water tower to finish the repairs on that main line, weather permitting that project should be completed by the 24th. Serval water leaks and water concerns were addressed along with meter questions. The new meter installation is still on going for the residential but I hope to have that side wrapped up by the end of January. The commercial side will still take a little longer to complete.

Wastewater: The wastewater samples were satisfactory for the month of December. We received multiple sewer back up calls and sewer concerns. Due to the amount of sewer backups on the north side of town I called in a contractor with a vac-truck to heavily clean the sewer mains and manholes. The same contractor will sending in quotes to assist with the cleaning of the lift stations.

Streets: The street department has been out patching pot holes cleaning culverts. They have also been adding rock to our dirt roads due to the bad weather lately. They have been removing Christmas decorations and will be assisting the Christmas in parks committee if needed. They will be working on patching over all old water repairs/ sewer repairs and we plan on having those completed by the end of this month. We have had to purchase new back tires for the backhoe and also had to replace a hub and tire on our 16' trailer.

Parks: The parks employee has been maintaining the parks, City facilities and running the collection center. He has also been assisting with removing Christmas decorations. We had to make some electrical repairs at the over 55 center and some hardware maintenance in the workforce. The automatic door opener for the back entrance to the community center has stopped working and we are working on getting the repaired and if needed replaced.

Call Type Report

TEAGUE POLICE DEPARTMENT

From: 12/01/2019

To: 12/31/2019

Call Type Description	Number of Calls
Aggravated Assault	1
Alarm Call Hold Up	4
Animal Complaint	12
Animal Complaint: Animal Impoundment	1
Assault	1
Assault Family Violence	1
Assist Other Agency	5
ASSISTANCE	2
BURGLARY	1
Burglary of a Building	3
Burglary of Habitation	1
City Ordinance Violation	3
CIVIL MATTER	2
CRIMINAL MISCHIEF	2
CRIMINAL TRESPASS	3
DISTURBANCE	8
EVADE ARREST	2
FIRE	2
FOLLOW UP INVESTIGATION	1
FOUND PROPERTY	5
ILLEGALLY PARKED VEHICLE	2
INFORMATION	3
INJURED PERSON	1
Juvenile Disturbance	1
JUVENILE TRANSPORT	1
Loud Music	3
Loud Noise Complainant	1



Call Type Report

TEAGUE POLICE DEPARTMENT

From: 12/01/2019

To: 12/31/2019

Call Type Description	Number of Calls
Medical	2
Meet the Citizen	7
Mental Health / Emergency Detention	1
MISSING PERSON	1
MOTOR VEHICLE ACCIDENT	6
Narcotics Related Offense	2
Open door	1
OTHER	2
RECKLESS DRIVING	1
Residence/Business Alarm	4
RUNAWAY	1
RUNAWAY JUVENILE	1
SHOTS FIRED	1
STRANDED MOTORIST	2
Susp. Activity	1
Susp. Person	4
SUSPICIOUS CIRCUMSTANCE	4
SUSPICIOUS PERSON	3
Suspicious Vehicle	5
TERRORISTIC THREATS	1
THEFT	8
THREATS	2
TOWED VEHICLE	2
TRAFFIC CONTROL	1
TRAFFIC HAZARD	4
UNAUTHORIZED USE OF M/VEH	2
Vehicle Collision	1



Call Type Report

TEAGUE POLICE DEPARTMENT

From: 12/01/2019

To: 12/31/2019

Call Type Description	Number of Calls
VIOLATION CITY ORDINANCE	1
WARRANT SERVICE	9
WELFARE CONCERN	6



Teague Police Department December 2019 City Council Crime Report (Page 1)

Title	Report Type	Offense
Theft	Offense Report	THEFT OF FIREARM
THEFT	Offense Report	THEFT PROP >=\$100<\$750
Assault Family Violence	Offense Report	POSS CS PG 1 <1G
Possession of Drug Paraphernalia	Offense Report	POSSESSION OF NARCOTIC PARAPHERNALIA
Narcotics Related Offense	Offense Report	POSSESSION OF NARCOTIC PARAPHERNALIA
Poss. Control substance PG 1 <1gr	Offense Report	POSS CS PG 1 <1G
Burglary of a Building	Offense Report	BURGLARY OF BUILDING
Burglary of a Building	Offense Report	BURGLARY OF BUILDING
EVADE ARREST	Offense Report	EVADING ARREST DET W/VEH
EVADE ARREST	Offense Report	EVADING ARREST DETENTION W/VEH OR WATERCRAFT
EVADE ARREST	Offense Report	EVADING ARREST DETENTION W/VEH OR WATERCRAFT
THEFT	Offense Report	THEFT PROP >=\$100<\$750
No Driver's License	Offense Report	NO DRIVER'S LICENSE (WHEN UNLICENSED)
Burglary of a Building	Offense Report	BURGLARY OF BUILDING
CRIMINAL MISCHIEF	Offense Report	CRIMINAL MISCHIEF >=\$100<\$750
Aggravated Assault / Family Violence	Offense Report	AGG ASSAULT DATE/FAMILY/HOUSE W/WEAPON
Assault Family Violence	Offense Report	ASSAULT CAUSES BODILY INJURY FAMILY
Assault Family Violence	Offense Report	ASSAULT FAMILY/HOUSEHOLD MEMBER W/PREV CONV
DISTURBANCE	Offense Report	ASSAULT FAM/HOUSE MEM IMPEDE BREATH/CIRCULAT
BURGLARY	Offense Report	BURGLARY OF HABITATION
Burglary of Habitation	Offense Report	BURGLARY OF HABITATION
SEXUAL ABUSE OF CHILD	Supplement Report	
Prisoner Transport	Supplement Report	
Aggravated Assault	Supplement Report	
Aggravated Assault	Supplement Report	
WARRANT SERVICE	Supplement Report	
Poss. Control substance PG 1 <1gr	Supplement Report	
WARRANT SERVICE	Supplement Report	
City Ordinance Violation	Incident Report	
INFORMATION	Supplement Report	
INJURED PERSON	Incident Report	

Teague Police Department December 2019 City Council Crime Report (Page 2)

Public Intoxication	Supplement Report	
Public Intoxication	Supplement Report	
WARRANT SERVICE	Supplement Report	
THREATS	Incident Report	
DISTURBANCE	Incident Report	
Assault Family Violence	Supplement Report	
Assault Family Violence	Supplement Report	
Assault Family Violence	Supplement Report	
DISTURBANCE	Incident Report	
Burglary of a Building	Offense Report	
Poss. Control substance PG 1 <1gr	Supplement Report	
WARRANT SERVICE	Supplement Report	
THEFT	Incident Report	
RECOVERED PROPERTY	Incident Report	
TOWED VEHICLE	Incident Report	
DISTURBANCE	Incident Report	
EVADE ARREST	Supplement Report	
EVADE ARREST	Supplement Report	
Narcotics Related Offense	Supplement Report	
Narcotics Related Offense	Supplement Report	
Burglary of Habitation	Incident Report	
TOWED VEHICLE	Incident Report	
UNAUTHORIZED USE OF M/VEH	Incident Report	
Theft	Offense Report	
Assault Bodily Injury/ Family Violence	Supplement Report	
City Ordinance Violation	Incident Report	
IDENTITY THEFT	Supplement Report	
Assault	Offense Report	ASSAULT: BY CONTACT

Agency Racial Profiling Information
TEAGUE POLICE DEPARTMENT
12/1/2019 - 12/31/2019

Total stops: 126

1. Gender

CCP 2.133(b)(1)(a)

1.1 Female: 53

1.2 Male: 73

2. Race or ethnicity

CCP 2.132(a)(3), 2.132(b)(6)(A), 2.133(b)(1)(B)

2.1 Black: 26

2.2 Asian/Pacific 2

2.3 White: 84

2.4 Hispanic/Latino: 14

2.5 Alaska Native/American Indian: 0

3. Was race or ethnicity known prior to stop?

CCP 2.132(b)(6)(C)

3.1 Yes: 16

3.2 No: 110

4. Reason for stop?

CCP 2.132(b)(6)(F), 2.133(b)(2)

4.1 Violation of law: 3

4.2 Preexisting knowledge: 0

4.3 Moving traffic violation: 89

4.4 Vehicle traffic violation: 34

Agency Racial Profiling Information
TEAGUE POLICE DEPARTMENT
12/1/2019 - 12/31/2019

5. Street address or approximate location of the stop

CCP 2.132(b)(6)(E), 2.133(b)(7)

- 5.1 City street: 78
- 5.2 US highway: 40
- 5.3 County road: 0
- 5.4 State highway: 2
- 5.5 Private property or other: 6

6. Was a search conducted?

CCP 2.132(b)(6)(B), 2.133(b)(3)

- 6.1 Yes: 2
- 6.2 No: 124

7. Reason for Search?

- 7.1 Consent: 0
- 7.2 Contraband in plain view: 0
- 7.3 Probable cause: 1
- 7.4 Inventory: 1
- 7.5 Incident to arrest: 0

CCP 2.132(b)(6)(B), 2.133(b)(3)
CCP 2.133(b)(5)(A)
CCP 2.133(b)(5)(B)
CCP 2.133(b)(5)(C)
CCP 2.133(b)(5)(C)

8. Was Contraband discovered?

CCP 2.133(b)(4)

- 8.1 Yes: 1
- 8.2 No: 1

9. Description of contraband

CCP 2.133(b)(4)

- 9.1 Drugs: 1
- 9.2 Currency: 0
- 9.3 Weapons: 0
- 9.4 Alcohol: 0
- 9.5 Stolen property: 0
- 9.6 Other: 0

Agency Racial Profiling Information
TEAGUE POLICE DEPARTMENT
12/1/2019 - 12/31/2019

10. Result of the stop

10.1 Verbal warning:	1	CCP 2.133(b)(8)
10.2 Written warning:	60	CCP 2.133(b)(8)
10.3 Citation:	64	CCP 2.133(b)(8)
10.4 Written warning and arrest:	0	
10.5 Citation and arrest:	1	
10.6 Arrest:	0	CCP 2.133(b)(6)

Arrest Total = 1

11. Arrest based on

CCP 2.133(b)(6)

11.1 Violation of Penal Code:	0
11.2 Violation of Traffic Law:	1
11.3 Violation of City Ordinance:	0
11.4 Outstanding Warrant:	0

12. Was physical force resulting in bodily injury used during stop?

CCP 2.132(b)(6)(D), 2.133(b)(9)

8.1 Yes:	0
8.2 No:	126



Teague Public Library

December 2019 Report

Total Patrons	1171	Average 56/day
Total Computer Patrons	224	Average 11/day
Total Computer Hours	308	Average 15/day
Total Books Checked Out	835	Average 40/day

With the openness of the rearranged library, the Library was especially pretty this Christmas—the decorations were shown to great advantage! We librarians attended the City Christmas dinner/party and enjoyed it very much!!!

Helen read to 30 preschoolers; she also delivered Christmas bags (containing color sheets, crayons, stickers, Christmas pencils, a “Dear Santa” letter to fill out, and Christmas Cards for them to color for their parents) to 45 preschoolers. We held our first “Open House” on December 12 from 6 P.M. to 7:30 P.M.; approximately 50 people attended, viewed our Library, and enjoyed our home-baked cookies! Melissa attended the “Breakfast with Santa” at the Teague Hotel and distributed over 50 bags with books, bookmarks, coloring books, and crayons!

Patrons donated 84 books and 23 movies; 153 new and used books and videos were entered into the system. We received our new CTLS circuit Large Print books; 18 CTLS books and 12 periodicals were checked out.

Diane met with the Penworthy representative on Dec. 5 and purchased 40 children’s books; she proctored one test and sent out six interlibrary loans.

The library would like to thank the Mayor and the City Council for their continued support.

Submitted By: Diane Willis, Library Director, and B. Johnson

Export

Circulation Statistics - January 3, 2020 at 4:15:13 PM CST

- **12/1/2019 through 12/31/2019**
- **By Circulation Type**
- **Including In-Library**
- **Including Renewals**
- **By Checked OUT**

	12/2019	Totals
Normal	518	518
Self-Check	0	0
Renewal (staff)	301	301
Renewal (member)	4	4
In-Library	12	12
	835	835