

MAYOR
Laura Almond

MAYOR PRO-TEM
Kara Gilliland



ALDERMEN
Larry Sawyer
Travis Allen
Les McDaniel
Kelli Tudyk

**REGULAR CALLED MEETING OF THE LLANO CITY COUNCIL
CITY HALL, 301 WEST MAIN STREET, LLANO, TEXAS
5:30 P.M. TUESDAY, JANUARY 6, 2026
AGENDA**

This notice is posted pursuant to the Texas Open Meetings Act. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO U.S AND TEXAS FLAGS and INVOCATION

C. PUBLIC COMMENTS CONCERNING MATTERS NOT ON THE AGENDA

(Visitors shall be limited to no more than (3) three minutes to address the Council or at the discretion of the mayor) In accordance with Section 551.042 of the Texas Government Code, an inquiry made at a meeting shall be conducted as follows: (a.) If at a meeting of a governmental body, a member of the public or the governmental body inquiries about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: 1. A statement of specific information given in response to the inquiry; and 2. A recitation of existing policy in response to the inquiry; and (b.) Any deliberation of or a decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

D. WATER/WASTEWATER CIP PRESENTATION

E. CONSENT AGENDA ITEMS

1. Approve the Llano City Council Special Meeting Minutes from December 15, 2025.
2. Approve the Llano City Council Regular Meeting Minutes from December 15, 2025.

F. REGULAR AGENDA ITEMS

1. Discussion and possible action to waive fees for the west side pavilion and allow exclusive of Badu Park on April 24th and 25th for a Color Fun Run to the Llano Parks Project.
Julie Leverett, Llano Parks Project
2. Discussion and possible action to select options for benches in Badu Park for the fitness stations.
Julie Leverett, Llano Parks Project
3. Discussion on how to use the City of Llano Hot Funds.
Kelli Tudyk, Alderwoman

4. Discussion and possible action regarding the appointment and/or reappointment of board members to the Planning and Zoning Board.
Amy Galloway, Human Resources
5. Discussion and possible action to go out for RFP for the JLK Arena and Event Center Concessions.
Britany Allen, JLK Manager
6. Discussion and possible action to approve Ordinance 1585 regarding updates to the City of Llano Personnel Policy.
Amy Galloway, Human Resources
7. Discussion and possible action to approve Ordinance No. 1583 regarding an amendment to the Budget for FY 2025-2026.
Cara Hewitt, Finance Director
8. Discussion and possible action to place a minimum for organizations to use City Facilities for events.
Kelli Tudyk, Alderwoman
9. Discuss and consider adopting Ordinance 1586 2026 Llano Drought Contingency Plan.
Josh Becker, Director of Water and Wastewater
10. Discuss and consider adopting Ordinance 1587 2026 Llano Water Conservation Plan
Josh Becker, Director of Water and Wastewater
11. Discussion and possible action to amend Ordinance 1565 Streets, Sidewalks, and other public places.
Larry Sawyer, Alderman

G. EXECUTIVE CLOSED SESSION

1. The City Council will convene into Executive Session in accordance with the Texas Government Code Section 551.074 Personnel Matters, to deliberate the appointment, employment, performance evaluation, duties, compensation, discipline and/or dismissal of the City Manager.

H. EXECUTIVE OPEN SESSION

1. The City Council will reconvene into Open Session for discussion and possible action concerning the appointment, employment, performance evaluation, duties, compensation, discipline and/or dismissal of City Manager.

I. CITY MANAGER REPORT

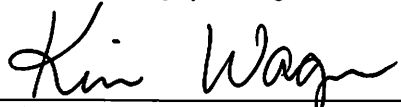
1. City Property
2. Bridge Work
3. Elections
4. Golf Course
5. Chamber Banquet
6. Dredging
7. Landon Lane GST
8. JLK
9. Council Work Plan

J. FINANCE REPORT

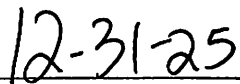
K. ADJOURNMENT

If during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 – consultation with counsel on legal matters; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; Sec. 551.089 - deliberation regarding security devices or security audits; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session to take action, if necessary, on the items addressed during the Executive Session. Although a quorum of the members of other Boards or Commissions may or may not be in attendance, this notice is being posted to meet the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General’s Office. In compliance with the Americans with Disabilities Act, the City of Llano will provide reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours before the meetings. Please call 325-247-4158 Ext. 107.

I, Kim Wagner, City Secretary, do hereby certify that a copy of the January 5, 2026 Llano City Council agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City’s website, www.CityofLlano.com, in compliance with Chapter 551, Texas Government Code and remained posted continuously for at least three business days preceding the scheduled time of said Meeting.



Kim Wagner, TRMC, CPM, City Secretary



Date



CITY COUNCIL AGENDA

1/6/26 Agenda
Item: F1

Item/Subject: Discussion and possible action to waive fees for the west side pavilion and allow exclusive of Badu Park on April 24th and 25th for a Color Fun Run to the Llano Parks Project.

Initiating Department/Presenter: Julie Leverett, Llano Parks Project

Recommended Motion: A motion to allow exclusive use of Badu Park on April 24th and 25th for a Color Fun Run to the Llano Parks Project.

Background/History: This will be the second year for this Color Run. The Llano Parks Project has fundraisers to improve our parks.

Findings/Current Activity:

Financial Implications:

There is no financial impact associated with this item.

Item is budgeted: ____ - ____ - ____ In the amount of \$ _____ (amount in the budget account)

Item is not budgeted:

Item is estimated to generate additional revenue:

Associated Information:

- Special Event Permit

CITY OF LLANO



DEER CAPITAL OF TEXAS

301 W Main St.

Llano, Texas

OFFICE (325) 247-4158 X 110

FAX (325) 247-4150

Special Event Permit (Application)

Section 1: Event Information

Event Name: Chalk the Park Event Date(s): April 25, 2026

Type of Event (e.g., parade, festival, fundraiser): Chalk run fundraiser

Section 2: Applicant Information

Applicant Name: Llano Parks Project ^{Julie Levette} ^{OR} Cindy Powers

Applicant Address: PO Box 103 City: Llano State: TX Zip: 76885

Applicant Email Address: Cindy KJCC02264@gmail.com

Section 3: Organization Information

Organization Name (if applicable): Llano Parks Project 501(c)(3)

Organization Address: _____

Organization Telephone Number: Julie 512-940-6294 Cindy 325-423-2727

Approximate Number of Attendees: 300 Number and Types of Animals (if applicable): 0

Number and Types of Vehicles (if applicable): 2 Fire Trucks, LPD cruises

Section 4: Location and Schedule

Event Location/Address: Badu west Pavilion/Splash Pad area ^{Stationary}

Start Time: 9 AM End Time: 3 pm Disc golf + Park

Section 5: Organization Type

Is the entity a non-profit or for-profit organization?

Non-Profit For-Profit

Section 6: City Services Required

Will the event require any of the following services? (Check all that apply):

Police Security Traffic Control Trash Receptacles

Attach the following required documents:

Emergency Operations Plan

Event Map/Sketch (must include):

Proposed location and parking areas

- Streets to be used/blocked ✓ see 7K + 5K maps
- Assembly area ✓ West Pavillion
- Plan of evacuation - ✓
- Trash receptacle locations - ON site, regular bins, adding 3 more
- Tents, stages, and other temporary structures city Tent
- Traffic control devices - signage, No parking, parking
- Food service booths - parking lot by West Pavillion
- First aid stations - at check in Booth
- Portable restrooms - ON site
- Copies of Food/Beverage Permits (if applicable)
- Details and mockups for any planned signage at corners/turns on 7K + 5K

Section 8: Private Property Usage

If any portion of the event is held on private property (including parking), provide written permission from the property owner or authorized representative.

Section 9: Insurance Certificate

If required, attach a copy of a certificate of insurance meeting the requirements of Section 21.

Additional Information / under city insurance

Provide any additional details the City of Llano may require under the standards for issuance:

Certification:

I, the undersigned, affirm that the information provided in this application is true and complete. I agree to comply with all applicable laws, ordinances, and regulations of the City of Llano.

PERMITTEE / AUTHORIZED AGENT

BUILDING OFFICIAL/BUILDING INSPECTOR

FOR OFFICIAL USE ONLY:	
Date Permit Issued: _____	Permit Number: _____
Issued By: _____	Expiration Date: _____



-  Parking
-  West Pavillion
-  Trash
-  Tent
- X Vendors

CORNER TURN Markers

JK



Ames Ave

Ashley Ave

Coopers Bldg

W Ellis St

Holden Ave

Ashton Ave

W Tarant St

W Ellis St

W Dallas St

Birmingham Ave

Days Inn & Suites by Wyndham Llano

W Tarant St

W Dallas St

71 Bessemer Ave

Bessemer Ave

El Mar

Llano Parks Project Chalk the Park 2026

Emergency Evacuations at Badu Park:

- 1) Appropriate Emergency services notified.
(Through out the day we will have Police and Fire Depts personnel on scene)
- 2) Announce over PA: please walk to your Vehicle

At least four people at Badu Park will have radios and Emergency notifications capabilities.



CITY COUNCIL AGENDA

1/6/26 Agenda
Item: F2

Item/Subject: Discussion and possible action to select options for benches in Badu Park for the fitness stations.

Initiating Department/Presenter: Julie Leverett, Llano Parks Project

Recommended Motion:

Background/History: The Parks Project is working to create a fitness trail in Badu Park. This trail will need benches at each fitness station.

Findings/Current Activity:

Financial Implications:

There is no financial impact associated with this item.

Item is budgeted: _____ - _____ - _____ In the amount of \$ _____ (amount in the budget account)

Item is not budgeted:

Item is estimated to generate additional revenue:

Associated Information:

-



CITY COUNCIL AGENDA

1/6/26 Agenda
Item: F3

Item/Subject: Discussion on how to use the City of Llano Hot Funds.

Initiating Department/Presenter: Kelli Tudyk, Alderwoman

Recommended Motion:

Background/History:

Findings/Current Activity:

Financial Implications:

There is no financial impact associated with this item.

Item is budgeted: ____ - ____ - ____ In the amount of \$ _____ (amount in the budget account)

Item is not budgeted:

Item is estimated to generate additional revenue:

Associated Information:

-



City Council Agenda

Date: 1-6-26

Agenda Item:

F4

Item/Subject: Discussion and possible action regarding the appointment and/or reappointment of board members to the Planning and Zoning Board.

Initiating Department/Presenter- Amy Galloway, Human Resources

Recommended Motion: A motion to reappoint Diana Firestone, John Osbourn and Julie Ireland to the Planning and Zoning Board.

Background/History: The terms for Diana Firestone, John Osbourn and Julie Ireland are up for reappointment.

Findings/Current Activity:

The three currenting up for reappointment would like to serve again on the board.

Financial Implications: None

Associated Information:

Applications



APPLICATION FOR APPOINTMENT TO BOARDS/ COMMISSIONS

PLEASE SELECT THE BOARD/COMMISSION THAT YOU ARE INTERESTED IN:

- PLANNING & ZONING COMMISSION HISTORIC PRESERVATION COMMISSION PARKS & RECREATION ADVISORY BOARD
 AIRPORT ADVISORY BOARD LLANO ECONOMIC DEVELOPMENT CORPORATION
 MAIN STREET: _____ OTHER: _____

NAME: Firestone Diana L.
(LAST) (FIRST) (MIDDLE)

HOME STREET/MAILING ADDRESS: 702 Mine St. 78643
(ZIP)

PREFERRED PHONE: _____ CELL PHONE: 325-660-5858

OCCUPATION/POSITION: retired BUSINESS CONTACT PHONE: _____
(IF RETIRED, PLEASE INDICATE FORMER OCCUPATION)

E-MAIL ADDRESS: lodi101@aol.com FAX NUMBER: _____

ARE YOU A RESIDENT OF THE CITY OF LLANO?

YES NO

IF NO, ARE YOU A RESIDENT OF THE CITY'S EXTRA TERRITORIAL JURISDICTION (ETJ)?

YES NO N/A

ARE YOU CURRENTLY OR HAVE YOU EVER SERVED ON ANY CITY BOARD OR COMMISSION? YES NO

IF YES, PLEASE LIST EACH BOARD AND DATES OF MEMBERSHIP – ADDITIONAL SHEET MAY BE ADDED, IF NEEDED.

P2

DESCRIBE ANY QUALIFICATIONS OR EXPERTISE THAT RELATE TO YOUR INTEREST IN SERVING ON A BOARD/COMMISSION. YOU MAY ATTACH A RESUME.

experience

DO YOU HAVE ANY RELATIVES THAT WORK FOR THE CITY OF LLANO? YES NO

IF YES, WHAT IS THEIR NAME AND POSITION

SIGNATURE: Diana Firestone DATE: 11/30/22



APPLICATION FOR APPOINTMENT TO BOARDS/ COMMISSIONS

PLEASE SELECT THE BOARD/COMMISSION THAT YOU ARE INTERESTED IN:

- PLANNING & ZONING COMMISSION
- HISTORIC PRESERVATION COMMISSION
- PARKS & RECREATION ADVISORY BOARD
- AIRPORT ADVISORY BOARD
- LLANO ECONOMIC DEVELOPMENT CORPORATION
- MAIN STREET: _____
- OTHER: _____

NAME: Ireland Julie Marie
 (LAST) (FIRST) (MIDDLE)

HOME STREET/MAILING ADDRESS: 1006 Deats St; Llano, OR 97643
 (ZIP)

PREFERRED PHONE: _____ CELL PHONE: 541-350-2072

OCCUPATION/POSITION: _____ BUSINESS CONTACT PHONE: _____
 (IF RETIRED, PLEASE INDICATE FORMER OCCUPATION)

E-MAIL ADDRESS: supernanajulie55@gmail.com FAX NUMBER: _____

ARE YOU A RESIDENT OF THE CITY OF LLANO?
 YES NO

IF NO, ARE YOU A RESIDENT OF THE CITY'S EXTRA TERRITORIAL JURISDICTION (ETJ)?
 YES NO N/A

ARE YOU CURRENTLY OR HAVE YOU EVER SERVED ON ANY CITY BOARD OR COMMISSION? YES NO
 IF YES, PLEASE LIST EACH BOARD AND DATES OF MEMBERSHIP – ADDITIONAL SHEET MAY BE ADDED, IF NEEDED.

DESCRIBE ANY QUALIFICATIONS OR EXPERTISE THAT RELATE TO YOUR INTEREST IN SERVING ON A BOARD/COMMISSION. YOU MAY ATTACH A RESUME.

Traveled extensively, lived in Washington, Portland OR and Bend OR. active in the community in Oregon as Business Owner, Volunteer Ski Patrolter, 4-H leader. Community Quality is important to my life's mission statement.

DO YOU HAVE ANY RELATIVES THAT WORK FOR THE CITY OF LLANO? YES NO
 IF YES, WHAT IS THEIR NAME AND POSITION

SIGNATURE: Julie Dulance DATE: 11-30-22

Julie Ireland
1006 Deats St
Llano, Tx 78643
supernanajulie55@gmail.com
541-350-2072

My work History:

1972-74 Meier and Frank Department Store Downtown Portland- Initially hired as Tinkerbell, where I took pictures of Santa Claus for the Holidays. After Holiday I started working for China Department. My responsibilities were maintaining Bridal Registry Program and maintaining displays in Silverware and Crystal Departments.

1975 K-Mart Beaverton Oregon. I was hired as checker and advanced to register supervisor. I was newly married and Moved to Banks, Oregon.

1976-1978 Tektronics started working in assembly of Catho Ray Tubes and when Monitors no longer were as big as an old TV set transferred to assembly board production. I worked in a clean environment soldering boards both on site and in my home when I had my two daughters.

1979-1989 Kids For Sure/ Sportswear For Her-Managed Children's clothing stores in the local Portland area company. When in Lloyd Center I became active in the Crime prevention in Portland, because of the active target our store became for Boosters who were involved with gangs and prostitution in NE Portland.

1989-1999 Powder House Ski Shop- Sales, Buyer, Scuba instruction and dive travel.

1999-2015 Athletic Club of Bend- Health and Safety Director- Established Protocols and Procedures for emergencies of a 13 acre Athletic and Social Club, over saw 3 OSHA inspections of 9 hour duration both State and County levels.

Oversaw the First Aid and CPR and Darkness To Light training to all Employees.

Managed emergency debriefing during times of conflict, to maintain good mental health status in employees involved in trauma incidences from death to child abuse acting as mandatory reporters by The state of Oregon. Worked closely with police, Kid's Center, St. Charles Hospital, Fire Department of Bend, Or.

I participated in the Health and wellness of both employees and clients.

I was the main organizer for dinners on our Concert Series. Set up for up to 400 dinners and up to 4000 attendees. Staffed all personal for First Responders, tickets, Front Desk, Promoter accommodations, security, Tickets and organized flow of events. Wrote Emergency action plans for weather since this was an outside event in the height of Central Oregon Summer Storms.

2015-Sept 2021 Owner of Injoy Spa, Bend Oregon- promoting a safe environment for all employees and clients in search of personal services.

Volunteer work:

1985-1995 Girl Scout Leader in Washington County.

F-H Horse Leader While my Girls Aimee and Katie McCuen were growing up in Redmond Oregon.

1985-1987 Metro Crisis Suicide Counselor- As a single parent who helped raise two daughters with my In-Laws. I gave back to my community on Holidays and weekends when my Ex-husband was in town. Managed phones from all Mental Health agencies after Hours. Provided transport to shelters for individuals and families escaping abuse or illegal activity. Training focused on empowering those who lost hope through their circumstances and connecting with the best resource to keep them make better productive decisions in their life.

1987- 1989 Mt Hood Ski Patroller- Trained as a first responder and Triage between on the Hill Patrollers and Medical staff at local ski areas.

1989-2018 Mt Bachelor Ski Patrol- Supervised, Active Board Member for years, oversaw fundraiser programs for uniforms and medical supplies, Communicator Director with Public.

2007 to 2019 Serving at Westside Church, Bend, Or- Cooked for Celebrate Recovery, filled in for children's ministries, helped start their vision of "World Without Orphans," Respite care for Safe Families, assisted in the launch of their huge Christmas program delivering to tri-county area their mission of food and gifts for the Holidays, Sunday School teacher to three to five year olds, greeted, managed the Hope Bag program where we delivered bags to women in shelters, or out of jail. Participated in Healing Program Cleansing Stream.

Graduated in a MTT, Ministry Training Institute led by Jack Hayward and John and Sonja Decker, this was a 9 month intense degree in theology.

Was a registered First Responder with Foursquare Disaster Program.

I helped in many programs to promote love in Central Oregon.

Assistant in Youth camps

2015-2018 Assistant in TRAC Camps, which changed name to Cascade Youth Camps.

The camps are designed for Central Oregon Teens who have been in DHS system to instill hope in their future and that they are loved. Focus on empowerment through positive relationships and challenging activities to enrich their self confidence. Ratio to support team small due to the trauma experienced in the teens.

2018 To Present Equine Champions For Christ Rodeo Camps in Hamilton, Tx.

Support team for large camps to help teens succeed in the rodeo arena. Our largest group of boys from 5 states, including assisting their families in support on the journey of competition.

2015 to Present Washington Family Camp Support team for 400 plus teens at a camp located near the heart of Antelope, Or. for 3 days. A camp to promote hope, self confidence and tools to survive the demands of life.

2015 to 2019 Tower Theater Bend, Oregon Usher for a historic beautiful theater seating 432, with balcony seating for conventions, musicians and plays. Also sold merchandise for performers and membership account and driver for Artists and their entourage. Assisted in Concerts Pink Martini, Blind Boys of Alabama, Mark Cohen, Storm Large, Judy Collins, Arlo Guthrie just to name a few events.

2004 To 2021 Balloons Over Bend Crewing for pilots of hot air balloon events in Central Oregon.

Kimberly Wagner

From: noreply@civicplus.com
Sent: Wednesday, November 30, 2022 11:45 AM
To: Brenda Poe
Subject: Online Form Submittal: Application for Appointment to Boards / Commissions

Application for Appointment to Boards / Commissions

Please select the board / commission that you are interested in: Planning & Zoning Commission

If other, please list: *Field not completed.*

Last Name Osbourn

First Name John

Middle Name Craig

Address1 425 Broke O Road

Address2 *Field not completed.*

City Llano

State TX

Zip 78643

Home Phone 541-890-9051

Cell Phone 541-890-9051

Work Phone 541-890-9051

Email JOhn Osbourn63@gmail.com

Occupation / Position Real Estate/Sales Agent

Fax Number *Field not completed.*

Are you a resident of the City of Llano? No

If no, are you a resident of the city's Extra Territorial Jurisdiction (ETJ)? No

Are you currently or have you ever served on any city board or commission? No

If yes, please list each board and dates of membership: *Field not completed.*

Qualifications See Resume

Resume [JOHN C. OSBOURN Resume 2022 1.pdf](#)

Do you have any relatives that work for the City of Llano? No

If yes, please list their name and position: *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)



CITY COUNCIL AGENDA

1/6/26 Agenda
Item: F5

Item/Subject: Discussion and possible action to go out for RFP for the JLK Arena and Event Center Concessions.

Initiating Department/Presenter: Brittney Allen, Manager

Recommended Motion: to issue a Request for Proposals (RFP) for a concessionaire to operate the JLK Arena and Event Center concessions during JLK and Producer Events.

Background/History: The JLK Arena & Events Center continues to experience a high volume of bookings and hosts multiple events throughout the year, making food and beverage concessions a critical part of the overall event experience for producers, participants, and spectators. Currently, concessions operate under a grandfathered process without a formal contract, which has resulted in a lack of clearly defined expectations related to pricing, staffing, cleanliness, operating hours, and overall responsibility. As the facility's schedule has grown, this informal approach has become increasingly problematic, particularly since many event producers prefer a dedicated concessionaire and do not want to bring in their own vendors. Without a reliable and consistent concession operation, the City risks frustration from producers, an inconsistent experience for guests, and the potential loss of future events. Issuing a Request for Proposals (RFP) for a concessionaire addresses these challenges by establishing clear standards and expectations, creating accountability, and ensuring transparency in the selection process. The RFP allows the City to identify a qualified operator—or multiple options if appropriate- who can provide dependable service, manage staffing and cleanup, and operate concessions efficiently during busy and overlapping event schedules, in exchange for the opportunity to conduct business at the JLK Arena & Events Center under defined terms that protect the City's interests. This is an appropriate time to pursue an RFP due to the Events Center's strong booking demand in 2026 and ongoing producer inquiries regarding concessions, and it moves the City from an outdated, informal process to a structured, professional agreement that better supports the long-term success of the facility.

Findings/Current Activity: No Activity has been taken since Manager Change in Dec. 2024.

Financial Implications: There is no Financial Impact associated with this item. This item will be a 10% revenue for the JLK.

Associated Information:

- RFP is attached separately.



The JLK Arena & Events Center (“JLK”) is accepting proposals for **concessions services** to be provided during events hosted at the facility. This Request for Proposal (RFP) is intended for use by:

- Independent concession operators, and/or
- Event producers who wish to bring and operate their **own concessions** at JLK.

Submission of a proposal and execution of this agreement constitutes acceptance of all terms and conditions outlined herein.

Request for Qualifications (RFQ) – Proposal Form

JLK Arena and Event Center Concessions

City of Llano, Texas

December 29th, 2025

Proposals due January 20th, 2026 at 5:00 pm.

Scope of Services

This Request for Qualifications applies to **all JLK Arena and Event Center events**, including events produced directly by JLK **and outside producers as needed**.

Events will regularly include:

- **Weeknight events**
- **Weekend events**
- A current and future **event calendar** may be reviewed at:
www.jlkeventsllano.com

Estimated Attendance

- **Weeknight events:** Approximately **20–60 contestants minimum with additional spectators possible**.
- **Weekend events:** Up to **200–300 contestants**, with additional spectators possible.

The selected concessionaire must be capable of scaling operations to meet varying attendance levels.

JLK Concessions Provides : Tables, Tea/Coffee Maker, Ice Machine, Refrigerator, Trash cans, bags, paper towel Dispenser, Drink Cooler, Dry Cooler, Microwave, full sink, electric, and water.

Submission Instructions

Proposals and attachments must be placed in a sealed envelope clearly marked:

“Qualifications for the JLK Arena and Event Center Concessions” Proposals must be received **no later than January 20, 2026, at 5:00 PM** at:

Llano City Hall
111 Main Street
Llano, Texas 78643

Proposals received after this deadline will not be considered.

Company Information

- **Company Name:** _____
- **Physical Address:** _____
- **Mailing Address (if different):** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Primary Contact Name & Title:** _____

Licensing & Insurance Information

Please complete and attach copies of the following if applicable (or able to Obtain as needed):

- Food Service License(s)
 - Health Department Permit(s)
 - Proof of Liability Insurance (listing coverage limits and expiration date)
 - Any additional licenses or certifications required by local, state, or federal law
-

Required Proposal Attachments

Please attach and clearly label the following information (Not all may apply):

Proposals must include:

1. Business or individual name
2. Contact information
3. Description of concession operation
4. **Menu with pricing**
5. Cooking methods and equipment list
6. Proof of permits, licenses, and insurance (or ability to obtain)

I.E.

1. **Food & Beverage Description**
 - Types of food and beverages prepared and sold
 - Cooking methods used (grill, fryer, warming, etc.)
 - Estimated volume prepared per event
2. **Menu**
 - Proposed menu with pricing
 - Menu options adaptable for different event sizes
 - Any specialty or unique offerings
3. **Operational Plan**
 - Staffing plan for weeknight and weekend events
 - Ability to scale for higher attendance events
 - Equipment to be used (grills, fryers, warmers, trailers, etc.)
4. **Experience & References**
 - List of similar concession or food service projects completed within the past **five (5) years**
 - Include event name, location, dates, and references
 - Grease handling and disposal procedures
5. **Additional Information**
 - Any other information supporting qualifications.

Concessions Personnel Requirements & Expectations

1. **Event Coverage**
 - Concessionaire must be available for **all JLK events** and **outside producer events as requested**.
 - Events will regularly include **weeknight and weekend events**.
2. **Profit Sharing**
 - Concessionaire shall remit **10% of total profit** to JLK Arena and Event Center.
 - JLK management may request **proof of profit or sales records at any time**.
3. **Payment**
 - Payments must be submitted within 24 hours of event ending.
 - Failure to submit timely payments may result in termination.
4. **Alcohol Sales**
 - Alcohol **will not be served** unless:
 - A valid **TABC license** is obtained, and
 - **Written approval** is granted by JLK management.
5. **Cleaning & Facility Care**
 - Concession area must be cleaned after each event.
 - Area must be returned in the **same condition as received**.
 - Concessionaire is responsible for any damage caused.
6. **Equipment & Item Removal**
 - All items must be removed **within 24 hours** following an event.
 - Items may remain if the next event occurs within **48 hours**, with approval.
7. **Grease & Frying**
 - All grease handling and deep frying must occur **outside the back door** or in an approved exterior area.
 - Proper disposal in accordance with regulations is required.
8. **Staffing Requirements**
 - Concession stand must be **manned by an adult at all times**.
 - Adequate staffing is required to prevent long lines and excessive wait times.
9. **Compliance & Insurance**
 - Must comply with all applicable laws and regulations.
 - Required insurance must be maintained throughout the agreement.
10. **Termination**
 - Non-compliance with any requirement may result in immediate termination of the concession agreement at any time.

Certification & Acknowledgment

I have fully read and understand the contents of this **Request for Qualifications** and certify that I am authorized to execute this proposal on behalf of:

Business Name: _____

I certify that I am willing, able, and competent to complete the tasks as outlined in this request.

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

DRAFT



City Council Agenda

Date: 6 January 2026

Agenda Item: F6

Item/Subject: Discussion and possible action to approve Ordinance 1585 regarding updates to the City of Llano Personnel Policy

Initiating Department/Presenter: Amy Galloway, Human Resources Manager

Recommended Motion:

Motion to approve updates to the Personnel Policy

Background/History:

A review of the personnel policy was done to make sure it reflected current city practices, staffing/organizational changes, and relevant employment law. The city attorney reviewed suggested changes and approved of them.

Also, the formatting of the document was updated for readability and aesthetics.

Findings/Current Activity:

Changes were made on pages 2, 3, 4, 6, 9, 12, 17, 20, 24, 36 and 76. These will be indicated in red in the red-lined version attached. These are the only changes to actual policy. All other changes were for format and grammar/spelling.

Financial Implications:

None

Associated Information:

- Current policy
- Red-lined suggested changes
- Updated suggested policy



CITY OF LLANO

Personnel Policies

CHAPTER I

Introduction

Section 1 - Objectives

These policies are designed to bring to the City of Llano a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of modern personnel practices. Objectives of the City personnel management system, which include these policies, are:

- a. to promote and increase productivity, efficiency and responsiveness to the public and economy in the City service;
- b. to provide fair and equal opportunity for qualified persons to enter and progress in the City service in a manner based on merit and fitness as ascertained through fair and practical personnel management methods;
- c. to maintain recruitment, advancement, and tenure practices enhancing the attractiveness of a City career and encouraging each employee to give his/her best effort to the job and the public;
- d. to develop and maintain consistent, up-to-date position classification and compensation plans;
- e. to develop and maintain high morale among City employees by fostering good working relationships and by providing uniform personnel policies, the opportunity for advancement, and consideration of employee needs and desires;
- f. to retain employees on the basis of the adequacy of their performance, correct inadequate performance, and separate employees whose inadequate performance cannot be satisfactorily corrected; and
- g. to assure that employees are protected against coercion for partisan political purposes and are prohibited from using their positions with the City for the purpose of interfering with or affecting the results of any kind of official election.
- h. to require employees to be committed to open responsiveness to public and elected officials.

Section 2 - Equal Employment Opportunity Policy

The City of Llano is an equal opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, marital status, disability, or other protected status under applicable federal, state or local law is prohibited. Discrimination on the basis of age, sex, race, religion or disability is prohibited except where specific age, sex, or other requirements constitute a necessary occupational qualification for proper and efficient administration. Any employee who feels he/she has been improperly discriminated against may appeal in accordance with the procedures specified in Chapter XI.

Section 3 - Americans With Disabilities Act of 1990

The City of Llano is committed to fair recruitment and selection practices and does not permit unlawful discrimination against persons with disabilities in its hiring procedures, in accordance with the Americans With Disabilities Act of 1990 regarding public entities

The City of Llano shall make reasonable efforts to employ job applicants who are disabled but are otherwise qualified for available positions. It is also the City's policy to comply with the facility accessibility provisions of the Americans With Disabilities Act of 1990. If a person should encounter difficulty while attempting to conduct business at the City's facilities, he or she should report the problem to the City Manager's Office for further investigation and action as needed.

While the City seeks to accommodate the public, it shall also adhere to the needs of its employees who have disabilities. Disabled employees should inform the City Manager of any accommodations that would assist them in the performance of their jobs. The City will attempt to make reasonable accommodations in an effort to assist the employee in the performance of his or her job. With its employees, as with the general public, the City of Llano will strive to create and maintain a work environment which is accessible.

Section 4 - Applicability

These rules apply to all City employees except where inconsistent with applicable federal, state or local law, statute, regulation or ordinance.

Section 5 – Dissemination

All City employees shall be informed of the existence of these policies and be provided one copy of the document. Revisions will be disseminated to each employee upon adoption by the City Council and subsequent issue by the appropriate Department Head.

Each employee is responsible for maintaining his/her copy of the City Personnel Policies and Procedure Manual. The handbook shall be provided for the convenience of employees and shall be considered informational in nature.

All City employees are responsible for thoroughly acquainting themselves with the materials in these personnel policies and any subsequent revisions. Employees are encouraged to submit suggestions for changes and improvements to these personnel policies and procedures.

Section 6 - Division of Responsibility

The general and final authority for personnel management rests with the City Manager, who may delegate authority as necessary and proper, with the following exceptions; the Municipal Judge, Fire Marshal and the City Secretary. Personnel actions relating to these exceptions are subject to the authority of the City Council. (General Authority meaning day to day operations and all personnel matters up to but not including disciplinary action. Final Authority meaning disciplinary action up to and including termination.) Delegation of authority, chain of command, and grievance procedures will follow the organizational chart as contained in **Appendix A** of this document.

The City Manager is delegated the authority for recommending and interpreting personnel policies and procedures as they apply to all departments and employees. The City Manager shall advise management in all areas of personnel administration, including but not limited to employee-management relations, training and career development, and employee health, safety and morale.

Department heads and supervisory personnel are responsible for enforcing the provisions of these policies and for cooperating with the City Manager or his/her designee on all related matters pertinent to their organizational units. Department heads may adopt supplemental personnel policies, procedures and work rules not in conflict with these City-wide policies, but such policies, procedures and rules must be approved by the City Manager and/or City Council prior to implementation.

Section 7 - Exceptions

Employees of the Police Department are also directed by the Code of Conduct and the General Orders of the Police General Manual, and should be knowledgeable regarding all written directives. Police Department employees will be aware of all exceptions and contradictions that exist between this personnel manual and the General Orders Manual. Where exceptions or contradictions exist, members of the Police Department will follow the directive of this City of Llano Personnel Policies and Procedure Manual. This Manual is included as EXHIBIT **A** to the General Orders of the Police General Manual and the signature page, with employee signature, shall be kept in the employee's police

department file.

Section 8 - At Will Employment

Nothing in this Personnel Policies and Procedure Manual shall be construed to create or imply a contract of employment. Both the employee and employer are free to exercise their rights to terminate employment with or without cause at any time. Nothing in these policies and procedures is intended or designed to alter the “at will” employment relationship.

All appendices attached hereto are a part of this personnel policy.

These policies may be changed, amended, or modified at any time at the discretion of the City Council. These personnel policies are in effect as of January 1, 2026, and supersede all previous personnel policies.

CHAPTER II

Method of Filling Vacancies

Section 1 - Vacancy Identification

Department heads shall notify the City Manager or designee when vacancies occur or are imminent in the manner prescribed by the City Manager and/or designee.

Section 2 - Announcement of Vacancies

The City Manager or designee shall publicly announce by appropriate means all vacancies to be filled in the City service by publication in newspaper of record, on the employee bulletin board, on the City of Llano website, and/or other suitable methods.

Each job announcement, insofar as practicable, shall specify the title, and nature of the job; the required minimum qualifications; and the deadline for and method of application. Each announcement shall contain a statement confirming the City's commitment to its policy of equal employment opportunity and nondiscrimination.

Section 3 - Promotion Policy

A promotion is the assignment of an employee from a position in one grade to a position in another grade having a higher maximum salary.

It is the City's policy to promote from within the City service whenever possible. Applications for any particular job may be limited to qualified City employees. Opportunities for promotion across organizational lines shall be maximized. Police personnel should also refer to Section 100.210 of the Police Department General Orders Manual.

Section 4 - Temporary Promotions

The Department Head, with the approval of the City Manager, may authorize, in writing, a temporary promotion to ensure the proper performance of City functions if a position is vacant or its regular incumbent is absent. Employees given temporary promotions shall be compensated in accordance with Section 2b of Chapter VII of these policies.

Temporary promotions shall not be used to circumvent normal selection procedures. The employees involved shall not acquire any status or rights in the position classification to which temporarily promoted except as provided above. Nothing in these rules shall be construed to prevent the temporary or intermittent assignment of some higher-level duties to an employee without additional compensation. Additional compensation shall be paid only in cases of formal temporary promotion effected in accordance with this section.

Section 5 - Transfers

A transfer is an assignment of an employee from one position to another not involving promotion or demotion. A transfer may occur for administrative convenience or upon the request of the employee. Transfers may be made administratively or in conjunction with an announced selection process.

Interdepartmental transfers and transfers between grades must be approved by Department Heads and the City Manager.

Section 6 - Non-disciplinary Demotions

A demotion is the assignment of an employee from one position in one grade to a position in another grade having a lower maximum salary. With the approval of the City Manager and if the employee is qualified to perform the duties of the lower level position, an employee may be administratively demoted at his/her own request or as an alternative to being laid off. Demotions of this nature shall not be considered disciplinary actions or disqualify the employees involved from consideration for later advancement. Demotions effected as alternatives to layoffs may be fully or partially rescinded at any time.

Section 7 – Applications

Only City applications received by the Human Resources Manager with the applicant’s physical or digital signature shall be considered. Information submitted in connection with application for City employment is subject to verification.

The City Manager or his/her designee may require supplemental information relevant to an applicant's qualifications as appropriate. Police personnel should also refer to Section 100.29 of the Police Department General Orders Manual and the Standard Operating Procedures concerning the application and hiring process.

Section 8 - Evaluation

The Department Head shall determine the most appropriate means of evaluating applications against job requirements to identify the best-qualified applicants. Interviews, prior employment history, background checks, driving records, criminal history checks, performance checks, performance tests, written tests and/or other job-related screening procedures may be used as deemed appropriate by the City. Applicants shall be required to provide any job-related information and undergo any job-related examinations and/or testing necessary to demonstrate compliance with prescribed minimum qualification requirements for the positions involved.

Section 9 - Interview Committee

An interview committee may be created to conduct interviews of prospective applicants for a department head position. The committee may be comprised of the City Manager, Mayor, and two (2) City Council members appointed by the City Council. When interviewing for the position of Chief of Police, the committee may include two (2) additional members appointed by the City Manager - one from a law enforcement background and one from the Llano community. The committee shall make recommendations regarding applicants for a department head position to the City Manager. The City Manager will have the final administrative decision on hiring a department head. Definition of Department Head is defined as the Director for W/WW, Director of Electric, and Finance Director.

Section 10 - Disqualification

An applicant shall be disqualified from consideration if he/she:

- a. does not possess the qualifications necessary for the performance of the duties of the position involved;
- b. has made a false statement of material fact on the application form or supplements;
- c. has committed or attempted to commit a fraudulent or misleading act or omission at any stage of the selection process;

- d. is an alien not legally permitted to work;
- e. is below the minimum employable age prescribed by law; or
- f. has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position for which he/she has applied.

An applicant may be disqualified from consideration upon other grounds relating to job requirements or qualifications specific to the vacant position. The job requirements can define time period to acquire qualifications.

Section 11 - Referral and Selection

The Department Head shall develop standard operating procedures for the referral of applicants to departments for selection and interview. City Manager must approve the final selection of applicant before hiring. The procedures shall provide for selecting officials to report the disposition of all referred applications and the reasons therefore. Police personnel should also refer to section 100.29 of the Police Department General Orders Manual and the Standard Operating Procedures concerning the application and hiring process.

Section 12 - Employee Orientation

Upon selection of the best-qualified applicant, the department head or other designated City staff will conduct an orientation to include the following:

- a. personnel policies;
- b. retirement and insurance benefits;
- c. attendance requirements;
- d. disciplinary and grievance procedures;
- e. payroll and wage procedures;
- f. requirements of training period;
- g. uniforms, dress code;
- h. vehicle operation;
- i. workers compensation/accident reporting;
- j. keys;
- k. safety; and
- l. other appropriate information and policies.

Following the orientation briefing, the new employee will be directed to City Hall to complete the following:

- a. all forms concerning personnel action, direct deposit, and physical consent;
- b. all required forms concerning payroll and payroll deductions for state and federal requirements;
- c. all forms concerning insurance;
- d. all forms concerning the Texas Municipal Retirement System;
- e. all required forms concerning employment eligibility (I-9); and

f. all forms related to submitting to drug/alcohol testing.

Following the completion of orientation, the employee will be directed to his/her respective department head for job assignment. The new employee will complete and return to the City Manager the acknowledgment form attached to the employee's copy of the Personnel Policies and Procedure Manual as an indication that he/she has received, read and fully understands the personnel policies of the City of Llano and the Standard Operating Procedures (SOP) of the respective Department.

CHAPTER III

Appointment of

Employees Section 1 -

Basis

Appointments shall be made based on the job-related qualifications of applicants as ascertained through fair and practical selection methods.

Section 2 - Type

Appointments shall be designated regular or temporary. Regular appointments may be made to full-time or part-time positions. All regular appointments are subject to the policies covering a training period.

Temporary appointments may be made to full-time or part-time positions requiring continuous, seasonal or intermittent performance.

Section 3 - Emergency Temporary Appointments

Whenever an emergency exists which requires the services of personnel who are not otherwise available, such personnel may be immediately appointed for a period not to exceed thirty (30) business days without regard to normal recruitment and selection requirements. Emergency temporary appointments shall not be renewable.

Section 4 - Nepotism

A public official or office-holder may not appoint, seek the appointment of, confirm the appointment of, or vote for the appointment or confirmation of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if the individual is related to the public official within a degree described by Section 573.002 of the Texas Government Code, or its successor statute. Direct or indirect supervision of immediate family members is not allowed. Immediate family members may not be employed in the same department. "Immediate family" is defined as an employee or

spouse's mother, father, spouse, sibling, child or grandparents.

Section 5 - Residence

There shall be no absolute residence requirement for City employment except as may be provided by law. Employees on standby or subject to being called to work in cases of emergency, as required in their job description, shall be required to reside within a 30-minute response time of their places of work. Exceptions to the response time requirements for residence location may be determined by the City Manager and/or City Council.

Section 6 - Medical Examinations

A person selected for initial appointment or reinstatement to certain job classifications as designated by the Department Head shall undergo a medical examination at City expense in a manner prescribed by the City Manager or his/her designee. Employment shall be contingent upon findings of a medical examination in relation to the standards of fitness required for the position involved. The City Manager shall be the final authority in determining medical suitability for employment based on information provided by qualified medical personnel. The City Manager may waive or modify the medical examination requirement for any or all part-time positions or for reinstatements following short breaks in service.

With the approval of the City Manager, a department head may require that a current employee successfully undergo a medical examination to determine fitness for continued employment or for promotion or other personnel action as allowed by law.

Section 7 - Driving Records

In accordance with State Law and safe driving practices, the City of Llano requires all drivers of City vehicles to maintain a driving record that meets City approval and standards. Failure to meet these standards will result in suspension of job-related driving privileges and/or dismissal for current job-related driving employees and denial of employment to prospective job-related driving employees. Failure to maintain driving standards by employees in non-job-related driving positions will result in the suspension of that employee's driving privileges for all City vehicles. Employees are responsible for reporting changes in their driving record in writing within ten (10) days of the offense to their Department Head and City Manager or Human Resources Manager. An employee's failure to report changes to his or her driving record is grounds for disciplinary action.

The City shall determine acceptability after the offer of employment, but prior to the actual hiring of an applicant, and shall periodically check the driving records of current drivers to ensure the employees meet the required standards for continued employment.

The standards listed below will be used in evaluating the driving records of both current job-related driving employees and applicants for job-related driving positions. A point value will be given to each incident with a total grading point system used to make an analysis and final decision in each driver's case.

a.	Number of at Fault Accidents	
	Points (within last 3 years)	
	None	0
	1	3
	2	6
	3	9
b.	Major Moving Violations Convictions	Points (within the
	last 5 years)	
	Hit & Run, leaving the scene	6
	Of an accident	each
	Driving under the	
	influence	10
	Of alcohol or drugs	each
	Any felony, homicide or manslaughter involving use of	10
	a motor vehicle	each
	License suspension or	10
	revocation	each
	Reckless, negligent or	4
	careless driving	each
	Speeding	3
		each
c.	Other Moving Violations	
	Points Convictions (within last 3 years)	
	None	0
	1 or over	2 each

TOTAL POINTS

Best	0-2
Average	3-4
Questionable	5-6
Poor	Over 6

Questionable risk group employees shall be counseled and alerted to the fact that any further driving violations will result in their dismissal or suspension of driving privileges of City vehicles. Poor risk group employees may be dismissed from service and shall not be eligible for rehire until such time as their driving records meet City standards. Questionable risk group applicants may be considered for employment with the understanding that any further violations will result in dismissal. Poor risk group applicants will not be considered for employment.

Section 8 - Driving While Intoxicated/Under Influence of Drugs

Licensed drivers who must operate City vehicles as part of their duties and responsibilities, who are arrested for Driving While Intoxicated (DWI), Intoxication Assault, Intoxication Manslaughter or Driving While License Suspended (DWLS), shall be suspended pending internal investigation and/or adjudication. Regardless of administrative action, no employee may operate City street-legal vehicles and/or equipment on public roadways while one of the above cases are pending adjudication. The City Manager may take action other than provided in this Policy based on the specifics of each individual case. Such action may include, but is not limited to: treatment, reassignment of positions and/or duties, suspension or termination as deemed appropriate.

At the discretion of the Department Head, if an available position exists within the respective Department not requiring the operation of City vehicles, the employee may be placed in the position pending adjudication of the offense.

Upon conviction of any of the above offenses by a court of competent jurisdiction, the employee may be terminated from City employment. If the employee is not terminated, the employee may be subject to regular drug and/or alcohol testing.

CHAPTER IV

Evaluation Period

Section 1 - Evaluation Period

Every person initially appointed to the City service under a regular appointment shall be required to successfully complete an evaluation period of six (6) months. Every person promoted in the City service shall be required to successfully complete an evaluation period of six (6) months.

If circumstances so warrant and with the approval of the City Manager, the initial or promotional evaluation period may be extended for a specified period not to exceed six (6) additional months when supported by specific requirements or qualifications of the position in question. Police personnel should also refer to section 100.28 of the Police Department General Orders Manual.

Section 2 - Purpose

Department heads and supervisors shall use the evaluation period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs and the City service. Only those employees who meet acceptable standards of job

performance and requirements of the position during the evaluation period shall be retained in their positions.

Section 3 - Failure of Evaluation Period

An employee shall fail the evaluation period when, in the judgment of the Department Head, the employee's fitness and/or quality of work are not such as to merit continuation on the job. Failure of the evaluation period (initial or promotional) may occur at any time within the evaluation period and shall not be considered part of the disciplinary process.

A promoted employee who fails the evaluation period may, at the City Manager's discretion, be returned to his/her former type of job, if available, or to any other type of job for which he/she is qualified, if available. The employee shall be eligible for consideration for later advancement. If no position is available, employee may be terminated.

Department heads shall ensure documentation of all cases of failure of the evaluation period as well as counseling and other efforts to help employees during the evaluation period. Employees who fail the evaluation period may appeal to the department head and then, if necessary, to the City Manager in accordance with the established appeal procedures.

CHAPTER V

Performance Evaluation

Section 1 - Performance Evaluation Report

The work performance of each regular employee shall be evaluated in accordance with the evaluation form in Appendix XX. Evaluations for employees during the evaluation period shall be conducted upon completion of the evaluation period and shall be conducted annually for other employees. Additional evaluating may be conducted if requested by the department head. Annual evaluations shall be conducted by September 15th of each year.

Section 2 - Purpose

The performance evaluation is designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding items such as, but not limited to, training, assignment, merit raise, promotion and retention of employees.

Section 3 - Counseling

Employees shall be provided copies of their performance evaluation reports. Evaluators shall individually discuss the reports with the employees and shall counsel them regarding their evaluations, job-performance and any improvements in performance, which appear desirable or necessary.

Section 4 - Reconsideration

Employees dissatisfied with their performance evaluations may seek reconsideration by using the established appeal procedures as provided for in Chapter XI of this Personnel Policies and Procedure Manual.

CHAPTER VI

Classification

Section 1 - Plan

The City Manager or his/her designee shall prepare and administer a position classification plan based on an analysis of City positions. Positions shall be allocated to appropriate classes based on objective factors. The City Manager or his/her designee shall review the duties and responsibilities of City positions when they become vacant and shall make any necessary adjustments to the classification plan. An employee may request that his/her position be reviewed for proper classification by using the established appeal procedures as outlined in Chapter XI of this Personnel Policies and Procedure Manual.

Section 2 - Official Titles

Official position classification titles shall be used in all personnel matters when so designated. Working or functional titles may be otherwise used as appropriate.

CHAPTER VII

Compensation

Section 1 - Basis

The City Manager or his/her designee shall prepare and administer a comprehensive

compensation plan for City employees subject to required City Council approval. Employees shall be paid in accordance with the compensation plan, which may include one or more salary schedules. In determining classes on salary schedules, consideration shall be given to internal alignment; prevailing rates of pay among public and private employers; the availability of qualified applicants; the duties, responsibilities and qualifications required of employees in the classes; and other relevant factors.

Section 2 - Administration of Range/Step Salary Schedules

Range/Step salary schedules shall be administered in accordance with the following policies:

- a. A new employee shall normally be compensated at the minimum step of the approved salary range. In exceptional circumstances, the City Manager may authorize hiring above the minimum step.
- b. A newly promoted employee shall ordinarily be compensated at the lowest step of the approved range which would provide an increase in pay of at least 10% over that received in the previous class. On the date of promotion, the newly promoted employee receiving a pay increase shall begin a new waiting period for further increases. An employee being transferred shall, ordinarily continue to receive the same salary and shall retain the same eligibility date for pay increases.
- c. Individual increases within a range may be granted as specified in the compensation plan upon recommendation by the department head and fulfillment of performance evaluation and other applicable requirements. Increases of this nature are called merit increases and are based on careful consideration and evaluation of the ability and performance of the employee. Employees are eligible for merit increases upon successful completion of the training period. Subsequently, merit increases are normally given consideration at the time of performance evaluation, but they may be given special consideration at other times.
- d. No employee shall be paid more than the maximum rate established for his/her class, except that an employee whose job was downgraded by reclassification or changes in the labor market through no fault of his/her own may continue to receive his/her former rate of pay until a rate on the new salary range equals or surpasses the old rate or until the employee's job changes.
- e. An employee voluntarily or involuntarily demoted for any reason shall be compensated on a step of the new range as administratively determined.
- f. A former employee reinstated in accordance with Chapter XIII of these policies shall be compensated on a step of the approved range as administratively determined.

Section 3 – Overtime

No employee shall engage in any overtime work without the specific authorization of the City Manager or his/her designee. The City Manager or his/her designee may authorize overtime pay and/or compensatory time to meet the operational needs of the City. Over

time, when ordered for the maintenance of essential City functions, shall be allocated as evenly as possible among employees qualified to do the job. For non-exempt, non-police employees, overtime is paid, or compensatory time is gained for time worked in excess of forty (40) hours in a seven (7) day work week. Nonexempt police personnel will be paid overtime for time worked in excess of one hundred seventy-one (171) hours in a twenty-eight (28) day work period. Police Department personnel should also refer to the section of the General Orders Manual concerning overtime and compensation. The overtime rate of pay shall be one and one-half times the employee's normal rate of pay. Other considerations pertaining to overtime shall be addressed by the administrative directive. No overtime shall be paid unless prior approval of the overtime work is obtained from the City Manager or his/her designee. The City Manager's designee shall be all Department Heads, who in turn may assign specific Department personnel with the authority to grant prior approval.

Section 4 - Compensatory Time

Authorized overtime worked may accrue compensatory time unless overtime pay is authorized. Compensatory time may not be accrued during a holiday or observed holiday. For non-exempt employees, compensatory time shall accrue at the rate of one and one-half times the overtime hours worked. Use of accumulated compensatory time shall be in accordance with departmental policy except that in all cases no more than forty (40) hours may be accumulated. Accumulated compensatory time shall not be carried over into the following fiscal year. All accumulated compensatory time shall be taken or paid before the end of the fiscal year. Compensatory time must have prior written approval of the Department Head/City Manager before accumulation will be honored. A salaried, exempt employee shall not accumulate compensatory time for any reason

Section 5 –Flextime

Exempt employees are expected to commit the time necessary to accomplish their assignments. For work weeks where over forty (40) hours are actually worked by the employee, that exempt employee will be eligible for Flextime time at a rate of one hour for each hour worked over 40 hours. Employees may accrue no more than 80 hours. Flextime hours include any hours employee is required to work that are outside the employee's standard schedule. Flextime does not include attendance at schools, seminars, conferences, volunteer hours or any hours where the employee is otherwise compensated. Flextime accruals will not be compensated in the event the employee is terminated for any reason. Flextime is not subject to monetary compensation. Employees shall notify their immediate supervisor of flextime to be taken.

Section 6- Standby Time/Pay

On-Call Time: Utility services require that some employees be available in an "on-call"

status in the evenings, and over holidays and weekends to ensure the continuity of those vital services. Employees who are scheduled for on-call duty must be available and able to respond to calls throughout their on-call shift. On-call employees who are unavailable for calls will not be paid for the on-call status pay and may be subject to disciplinary action.

Employees in “on-call” status will receive one hour of pay for each day they are on call at their overtime rate.

City Manager has the discretion to require an on-call status of other City Departments.

Section 6b- Emergency Call-Out for Utility Employees –

Emergency Call-out compensation: The City provides compensation for Utility employees who are called back to work by reason of an emergency work situation. Emergency call-out is defined as a call to work prior to one hour before the start of a regular work period or one hour after the end of a regular work period.

Compensation for time spent when actually called back to work shall be determined according to the following: Work performed by reason of an emergency call-out will be paid for as overtime and subject to a minimum of one (1) hour at overtime pay.

After an initial call-out, any additional calls for service, if within one (1) hour of the initial call does not constitute an additional one (1) hour callout but a continuation of the initial call. However, if the employee has an initial call-out and then receives another call after one (1) hour, an additional one (1) hour is warranted unless it falls within the one hour prior to a regular work period at which time it would not be subject to the one (1) hour call-out but as additional time in a scheduled workday. Any call-out that takes more than one (1) hour shall be paid at one (1) hour minimum increments.

Section 7 - Insurance, Retirement, Social Security, Workers Compensation

Eligible employees shall receive insurance and retirement benefits as prescribed in the applicable programs. All employees shall be covered by Social Security

To be eligible for insurance or retirement benefits, an employee must be a regular, full-time (>30 hours/week) employee.

Section 8 - Longevity Pay

All full-time employees shall accumulate longevity pay at the rate of \$5.00 per month for each completed year of service after five (5) years of employment with the City.

Section 9 – Clothing, Keys

Employees in positions designated by the City Manager shall be provided with uniforms or

clothing allowances at a rate reflecting current market costs for the established dress code including bullet-proof vests for the employees of the Police Department. Employees may be issued keys to applicable city properties upon employment. These keys will be obtained from the City Secretary, or his/her designee, and must be signed for by the employee and their department head.

Section 10 - Vehicles

Definition:

For the purpose of this policy, “vehicles” are any licensed motor vehicle registered to the City of Llano. This policy shall not apply to unlicensed vehicles of an equipment type such as graders, backhoes, mowers, and golf carts.

Scope:

This policy shall apply to all City employees while operating a City vehicle on-duty or off-duty, official or unofficial business.

Guidelines for Operation of Vehicles:

All City employees who drive a City vehicle are reminded that they work for the public, are driving a vehicle paid for by the public, and are always in the public eye. Therefore, a favorable impression will always be achieved when operating a City vehicle. City vehicles will be clean and free of trash. The following guidelines apply to all employees who drive a City vehicle:

- A. City Vehicles shall be used for official City business only. Unless otherwise specified, exceptions must be due to emergency situations only and approved by the supervisor.
- B. During normal work hours, City vehicles may be taken up to five (5) miles outside the City of Llano and/or service area as long as the function is for official City business. Prior written permission from the Department Director must be obtained for official business greater than a distance of five (5) miles; training, conference, or maintenance for example. (Not applicable for Take-Home Vehicles)
- C. Vehicle operators are authorized to stop at convenience stores, restaurants and financial institutions within the City of Llano city limits during authorized breaks and lunch periods.
- D. All drivers must obey applicable traffic laws.
- E. All drivers must possess a valid Texas driver’s license. Employees who operate a

City vehicle and have their license suspended or revoked must cease driving a City vehicle immediately and report the incident to the Department Director and/or City Manager immediately.

- F. Employees and passengers are prohibited from riding outside of the vehicles, riding on tailgates or riding in the bed of a truck.
- G. No vehicle shall be operated by a driver who is in an intoxicated or impaired state.
- H. While driving a City-owned vehicle, employees are to comply with all state and local regulations regarding the use of cell phones. If voice communications are necessary while driving, employees shall use hands-free connections or pull off the road and park the vehicle in a safe and legal manner.
- I. Sending, receiving, composing or use of text messages or emails on a cell phone, computer, or any type of device by any employee while driving a City-owned vehicle is strictly prohibited. Employees shall pull off the road and park their vehicles in a safe and legal manner before attempting to read, respond to, or compose any type of text message or email.
- J. Any accident and/or traffic citation received while operating a City vehicle must be reported to the driver's Department Head and/or City Manager immediately. The employee receiving the citation is responsible for payment of any associated fine. If the employee must be away from work to appear in court, he/she must use paid time from their personal accruals or take time off without pay.
- K. If an accident occurs within the jurisdiction of the City, the City Police must also be immediately notified and summoned to the scene. Based upon the type of accident and whether another person, vehicle or property is involved, the City Police shall make a determination as to whether to investigate the accident or refer the matter to another law enforcement agency having concurrent jurisdiction.
- L. Any accident occurring outside of the City of Llano city limits and involving a City vehicle will be immediately reported to the law enforcement agency having jurisdiction over the location of the accident.
- M. In case of any accident: The driver shall notify proper law enforcement and other emergency services as needed. Know the location of all necessary paperwork in the vehicle. Never admit fault, only state the facts to law enforcement. Refrain from accident-related conversations with other involved parties or bystanders. Take photos of any damages and vehicle location and orientation from all possible angles.

Additional Guidelines for Take-Home Vehicles:

Only employees authorized in this policy may take home City vehicles after regular working hours and may use vehicles for after-hours official City business purposes only or for the purpose of traveling to and from work. Only Police officers, Directors, and Supervisors in departments with On-Call personnel, and an "On-Call" employee

may take home a City vehicle. In addition to the above Guidelines for the Operation of Vehicles, the following guidelines apply for Take-Home Vehicles:

- A. Employees assigned a take-home vehicle must live within thirty (30) minutes of the City Limits. Any exception must have the prior written approval of the City Council.
- B. Employees subject to call-out and assigned a take-home vehicle are expected to be in a position to respond to the call within thirty (30) minutes or less.
- C. As needed, Supervisors and Department Heads may place any City vehicle and operator in an “on call” status provided the City Manager or designee is notified and approves in advance.

EXCEPTIONS: Exceptions, on a case-by-case basis, will be considered by the City Council.

DISCIPLINARY ACTION: Failure to comply with these policies and procedures may result in disciplinary action up to and including termination.

CHAPTER VIII

Leave

Section 1 - Holidays

New Year's Eve – at 12 pm, New Year’s Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, the work day preceding December 25 and such other holidays as may be declared by the City Council/City Manager shall be observed as official holidays for City employees in accordance with the following policies:

- 1. As many full-time regular employees as possible shall be given each holiday off consistent with the maintenance of essential City functions.
- 2. Employees will be paid a maximum of 8 hours for holiday pay, regardless of the number of hours in an employee’s typical work day.
- 3. If the holiday falls on Saturday, the preceding Friday shall be observed, and if the holiday falls on Sunday, the following Monday shall be observed.
- 4. Employees desiring to observe religious holidays not coinciding with official holidays may use accrued vacation leave or compensatory leave.
- 5. Full-time regular employees who work on December 25th or Thanksgiving Day will be paid time and a half for hours actually worked. Full-time employees who work on an observed holiday, official holiday other than Christmas or Thanksgiving, and/or bad weather day will be paid 8 hours in addition to hours worked at the regular rate of pay.

6. Part-time and seasonal employees shall not earn holiday pay or makeup time missed due to holiday, unless directed by the City Manager.
7. Holiday pay will be disbursed in the pay period in which it is earned.

Section 2 – Vacation

Regular full-time employees shall earn vacation leave time in accordance with the rate of accrual as follows:

Years of Service	Hours of Vacation Accrued per Month
*1-4	6.67
5-9	8
10-14	10
15-19	12
20+	14

Vacation leave shall be administered according to the following policies:

1. Vacation accrual begins from the date of hire but may not be used until after 90 days.
2. Vacation leave shall not be earned for any time in which an employee is separated by time without pay status (i.e., suspension without pay, leave without pay, etc.).
3. An employee may carry over a maximum of 200 hrs of vacation leave in any calendar year. At the end of each calendar year, accrued vacation leave in excess of 200 hours shall be forfeited by the employee. (Unless prior, written approval is provided by the Department Head and City Manager)
4. Employees shall use a substantial portion of their vacation leave each year. Payment shall be made for unused vacation leave upon separation, retirement, or death of the employee.
5. Department heads shall schedule or approve vacations giving due consideration to the needs of the City and the interests of the employee.
6. Vacation leave shall be charged only for time during which the employee would ordinarily have worked.
7. Employees being transferred, promoted, or demoted shall retain accrued vacation leave.
8. Official holidays occurring during a vacation shall not be charged to vacation leave.
9. Use of vacation leave is recorded in one (1) hour increments according to the hours taken.
10. Vacation leave shall not be taken in advance of the time earned unless prior approval has been granted by the City Manager.
11. Vacation leave credits are not transferable between employees.

Section 3 - Sick Leave

Regular full-time employees shall be allowed paid sick leave in accordance with the following policies:

- a. Regular full-time employees shall earn sick leave in proportion to time worked at the approved rate of eight (8) hours for every full month of employment.
- b. Sick leave may be accumulated to a maximum of 720 hours.
- c. Sick leave shall not accrue for any time in which an employee is separated by time without pay status (i.e. suspension without pay, leave of absence, etc.)
- d. An employee is responsible to notify his or her supervisor prior to his or her scheduled work time if sick leave is to be taken.
- e. Sick leave may be taken in one-hour increments because of personal illness, illness of a member of the immediate family, injury, legal quarantine, or routine health care appointments, which cannot reasonably be scheduled outside working hours. Immediate family is, defined as an employee or spouse's mother, father, spouse, sibling, child or grandparents, legal guardian, or primary caregiver of a person related to that employee by blood or marriage.
- f. The City may request and obtain verification of the circumstances surrounding any use of sick leave. An employee who uses three (3) consecutive days of sick leave must furnish a doctor's excuse for time off or a release to return to work.
- g. The City of Llano has provided for a Sick Leave Pool to bridge the gap before long term disability benefits are available (see Appendix A). Sick leave credits may be transferred to the sick leave pool and be used by employees as per the sick leave pool requirements stated in Resolution No. 2000-12-01.
- h. Employees shall not be entitled to sick leave when absent from work for the following reasons: sickness or disability purposely inflicted or caused by willful misconduct; sickness or disability sustained during periods of leave without pay or absence without leave; or sickness or disability acquired as a result of another job.
- i. After an ill or injured employee uses all available sick leave, vacation leave, compensatory time and personal leave, the employee may be placed on leave without pay.
- j. Part-time or seasonal employees shall not earn sick leave nor make-up time missed for sickness unless directed by the City Manager.
- k. Payment shall not be made for accumulated sick leave when an employee is separated from or terminated by the City for any reason.

Section 4 - Serious Illness or Pregnancy and Maternity

Effective August 5, 1993, the Family and Medical Leave Act of 1993 guides the City of Llano personnel policies regarding responsibilities and rights under the Act. Both the employer and employee have very specific obligations and rights with regard to the law. Due to the complicated nature of the Act, the following narrative is provided as only a guide to

employees who have questions about their rights and the position of the City. Any specific questions should be brought to the attention of the respective Department Head for clarification through the City Attorney. This Act does provide for the adequate insurance of leave for situations as defined throughout while protecting the employer against misuse of leave.

The employer may require a second opinion in cases involving serious illness on the part of an employee. If a conflict results between the first two diagnoses, a third-and binding opinion may be sought. The City will pay for the second opinion, if requested by the City.

Complaints regarding disagreements about the use of or right to specific leave should be handled in-house. Procedures for dispute resolution should follow City personnel grievance procedures as outlined in Chapter XI, Appeals & Grievances. If the dispute cannot be resolved in-house, then the employee may request an investigation by the Department of Labor. The statute of limitations for these claims is two (2) years: and three (3) years in cases of willful violations.

In accordance with the Family and Medical Leave Act, the City of Llano shall ensure the following leave benefits for those employees who have been employed for at least one (1) year and have worked at least 1,250 hours within the previous twelve-month period:

- a. Eligible employees shall receive up to twelve (12) unpaid workweeks of leave during any twelve-month period for the following reasons:
 - 1. Birth or placement for adoption or foster care of a child with the employee within twelve (12) months of the birth or arrival;
 - 2. Serious health condition of a spouse, child, parent, or because of the employee's own serious health condition.
- b. Leave may be taken on an intermittent or reduced basis for the birth or adoption of a child, if the arrangement is agreed to by the City;
- c. Leave for serious health conditions of the employee or an immediate family member may be taken intermittently or on a reduced basis, if medically necessary, without City approval;
- d. Spouses employed by the City shall be allowed to take an aggregate of twelve (12) workweeks of leave to care for a newly arrived child or a sick immediate family member;
- e. Spouses employed by the City shall each be allowed twelve (12) workweeks of leave to care for a sick child or a sick spouse;
- f. Any eligible employee returning from medical leave shall return to his or her original position or one having equal pay, benefits, and other terms and conditions of employment (except as the law pertains to the highest-paid ten percent (10%) of the City's work-force within a seventy-five (75) mile radius;

- g. All eligible employees shall continue to receive their health benefits while on leave with or without pay as long as the employee's financial responsibilities for premium

payments are maintained by the employee.

The following definitions are provided for clarification as used in this Section of the policy:
Son or Daughter: Shall mean any child for which a person has daily responsibility, whether the relationship is

- i. biological, legal, adoptive, foster, step, or otherwise. Son or daughter shall also include children over eighteen (18) years of age who are "incapable of self-care due to mental or physical disability;"
- ii. Serious Health Condition: Is defined as "an illness, injury, impairment, or physical or mental condition" involving either inpatient care or continuing treatment by a health care provider. Eligible employees are those working a minimum of thirty (30) hours per week and receiving employee benefits, i.e. health insurance, Texas Municipal Retirement System, sick leave, vacation, etc.

The Family and Medical Leave Act of 1993 does require the employee to notify the City of his or her intent to take such leave as authorized by the Act at least thirty (30) days prior to the effective date for leave to begin. If it is not possible to give thirty (30) days notification, then the employee must provide "such notice as is practicable." In the case of leave for a serious medical condition, the employee is required to make a reasonable effort to plan dates for treatment and/or medical attention during times that would not unduly disrupt the operations of the City. A pregnant employee is expected to make her own decision, in consultation with her physician, as to when she will cease working. Except in emergencies, at least ten (10) business days written notice of cessation of work shall be required. When giving notice of cessation of work, the employee shall include a statement of her intentions concerning resumption of work. If an employee desires to return to work after pregnancy, the employee's contributions to the retirement fund must remain on deposit during the period of leave. When the employee seeks to return to work, she shall be required to furnish a statement from her physician to the effect that her physical condition permits the resumption of employment and full duties, as assigned to the respective position, without endangering her health.

Section 5 - Injury on the Job

An employee injured in the line of duty shall receive workers' compensation and injury leave benefits under terms and conditions prescribed in the Texas State Statutes for Workers' Compensation. An employee must report any job-related injury, however minor, to his/her supervisor immediately, if possible, but under no circumstance later than twenty-four (24) hours after the injury occurs.

Injured employees shall receive workers' compensation benefits on the schedule prescribed by the Texas State Statutes for Workers' Compensation. Time lost because of an injury sustained during the course of employment shall not be charged against the employee's sick leave until The Texas Municipal League Intergovernmental Risk Pool begins to pay for lost time. During such absence, sick leave and vacation leave shall continue to accumulate not to exceed the prescribed maximums. The City shall require

updated and/or periodic reports of the employee's medical condition. The City Manager shall periodically review all cases and make a determination regarding continuation, reduction or termination of salary benefits or other appropriate action.

Section 6 - Military Leave

Military leave shall be granted in accordance with applicable State and Federal laws. Employees preparing to take authorized military leave shall furnish their department heads with copies of military orders or other appropriate certification.

Section 7 - Emergency Leave

Department heads may grant regular, full-time employees up to three (3) business days per calendar year of paid emergency leave in the event of a death within the employee's immediate family. Emergency leave shall not be charged against vacation or sick leave. Temporary employees may be granted unpaid emergency leave in the above circumstances. The City may require verification of the circumstances surrounding any use of emergency leave. Immediate family is defined as an employee's or spouse's father, mother, spouse, sibling, child, or grandparent(s).

Section 8 - Administrative Absence With Pay

Employees shall be granted sufficient administrative absence with pay, when necessary, in order to vote in an official public election. Employees called for jury service shall be granted administrative absence with pay during such service and shall retain fees paid by the courts. Employees excused or released from jury service during working hours shall report to their workstation unless otherwise instructed.

A Department Head, with prior approval of the City Manager, may grant an employee of his or her department administrative absence with pay for purposes of attending a professional conference, convention, training activity, civic function, meeting or for purposes of coordinating with governmental and/or private agencies and entities in the interest of the City.

All employees in the City shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations for other positions within the City service. This shall also include hiring interviews within the City of Llano. The amount of time allowed for this activity shall be limited as prescribed by the City Manager.

Section 9 - Authorized Leave Without Pay

In circumstances not falling within other provisions of these policies, the City Manager may authorize an employee to take leave without pay under such terms and conditions as may be mutually agreeable.

Benefits shall not accrue for any month during which an employee on leave without pay is in pay status for less than half the standard number of paid days for that month for his/her type of job. An employee returning to work after leave without pay which extends for more than three (3) months shall be given an adjusted service or seniority date and an adjusted anniversary date for merit increase purposes. An employee on leave without pay who desires to continue insurance and/or retirement coverage must arrange to make any payments required for such coverage.

Section 10 - Absence Without Leave

An employee failing to report for duty or remain at work as scheduled without proper notification, authorization or excuse shall be considered absent without leave and shall not be in pay status for the time involved. Being absent without leave constitutes abandonment of duties, which may result in dismissal or other disciplinary action.

Section 11 – Community Service Leave

The City of Llano employees are encouraged to serve their community in activities such as, but not limited to, school mentoring, giving blood, or service with the volunteer fire department. Time off shall be granted subject to departmental workload and approval from the Department Head and should not exceed eighty (80) hours per year.

Paid Quarantine Leave Policy

Pursuant to Section 180.008 of the Texas Local Government Code, the purpose of this policy is to provide paid quarantine leave to Peace Officers who are ordered to quarantine or isolate by the Chief of Police due to a possible or known exposure to a communicable disease while on duty.

DEFINITIONS

“Peace officer” means an individual described by Article 2.12, Texas Code of Criminal Procedure, who is elected for, employed by, or appointed by the city.

POLICY

The use of quarantine leave may be granted after a Peace Officer has had a possible or known exposure to a communicable disease while on duty. The mayor will determine when a threat of highly communicable or life-endangering diseases are immediately present and may release orders for applicable/essential workers to follow general quarantine protocols. When this occurs, department supervisors—in this case, the Chief of Police—will allow for the use of quarantine leave based on the protocols for appropriately dealing with the disease and/or its prevention of community spread. Employees will be released from quarantine leave based on guidance from the authority

designated by the mayor. An employee who is in quarantine should notify the City Secretary of any changes to their health status.

Paid Quarantine Leave Provides that:

Eligible employees on paid quarantine leave will continue to be eligible for all employment benefits and compensation, including continuing their leave accrual, pension benefits and eligibility for health benefit plan benefits for the duration of the leave. While on quarantine leave, the employee will not be required to use any other paid leave type (e.g., vacation, sick, holiday, compensatory time). When applicable, employees who must be quarantined may be eligible for reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation.

If applicable, an employee on paid quarantine leave is expected to remain home during periods of quarantine and may work from home (i.e., telework) during this period if permitted by departmental arrangement and approved by the Mayor. In addition, an employee on paid quarantine leave may not work a second job, including self-employment, or participate in volunteer work.

If not applicable, an employee will use sick leave and/or vacation time to remain home during periods of quarantine and may work from home (i.e., telework) during this period if permitted by departmental arrangement and approved by the Mayor. In addition, an

employee on quarantine leave may not work a second job, including self-employment, or participate in volunteer work.

Workers' Compensation:

Applicable employees on paid quarantine leave must file the exposure to a communicable disease while on duty as a workers compensation claim. Should the employee be approved for and receive workers' compensation benefits, the City's salary payment (i.e., employee wages) will be offset to reflect total eligible/paid compensation.

CHAPTER IX

Conduct

Section 1 - Attendance

Employees shall be at their places of work at their scheduled times in accordance with City and departmental policies and regulations. All Department Heads, with City Manager approval, shall establish work schedules and maintain daily employee attendance

records. Police personnel should also refer to section 100.58, 100.59, and 100.510 of Police Department General Orders Manual.

Section 2 - Work Standards

It is the duty of each employee to maintain high standards of productivity, cooperation, efficiency, economy and safety in his/her work for the City. Department heads shall organize and direct the work of their departments to achieve these objectives. (Refer to City of Llano Safety Manual in Appendix C.)

If work performance, production, and/or personal conduct of an employee fall below appropriate standards, supervisors should point out the deficiencies at the time they are observed. Counseling and/or warning the employee in sufficient time for improvement will ordinarily precede formal disciplinary action, but the City may take immediate formal action as provided elsewhere in these policies whenever the interest of the City requires. Police personnel should also refer to the Code of Conduct, General Order No. 100 of the Police Department General Orders Manual.

Section 3 - Political Activity

Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:

- a. While in uniform, on duty, or in a City vehicle, a City employee may not actively participate in the employee's or another person's political campaign for an elective position.
- b. For the purpose of this section, a person takes an active part in a political activity if the person:
 - (1) makes a political speech;
 - (2) distributes a card or other political literature;
 - (3) writes a letter in support of or opposing a particular candidate;
 - (4) signs or circulates a petition;
 - (5) actively and openly solicits votes;
 - (6) makes public derogatory remarks about a candidate for an elective position;
 - (7) wears a campaign button endorsing a specific individual or action; or
 - (8) solicits campaign contributions.
- c. A City employee may not be required to contribute to a political fund or to render a political service to a person or a political party. A City employee may not be removed, reduced in classification or salary or otherwise prejudiced for refusing to contribute to a political fund or to render a political service.
- d. Except as expressly provided by this section, the municipality's governing

body may not restrict a City employee's right to engage in a political activity. Police personnel should also refer to section 100.71 of the Police Department General Orders Manual.

Section 4 - Solicitation

Solicitation of funds or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with approval of the Department Head. No employee may be required to make any contribution or may be penalized in any way in connection with his/her employment based on the response to a solicitation. Police personnel should also refer to sections 100.411, 100.413, and 100.415 of the Police Department General Orders Manual.

Section 5 - Outside Employment

An employee shall not engage in outside employment, including self-employment, where such activity would constitute a conflict of interest or would adversely affect the employee's performance in the City service. Outside employment must be reported to and approved by the Department Head and City Manager on the form in Appendix XX. If an employee's outside employment begins to interfere with the effective performance of assigned City duties, the employee shall be required to terminate the outside employment or to resign from the City service. Police personnel should also refer to sections 100.514 and 100.517 of the Police Department General Orders Manual.

Section 6 - Acceptance of Gifts

All employees, regardless of position, are prohibited from accepting gifts or gratuities over \$25.00 from individuals or firms with which the City does business. In many instances, businesses have a policy of giving gifts during holiday seasons, and the refusal or return of such gifts could create unnecessary ill will for the City. Under these circumstances, gifts will be turned in to the Department Head for delivery to the City Manager's Office for donation to a local charity. Police personnel should also refer to sections 100.412, 100.414, 100.416, and 100.418 of the Police Department General Orders Manual.

Section 7 - Public Relations

City employment involves a degree of duty and obligation regarding public and private conduct which is not always required in other types of employment. Employees shall conduct themselves at all times so as to reflect favorably upon the City. How employees deal with fellow employees is just as important as performing their job well. How employees deal with the public is crucial. Any action on the part of a City employee, while on or off duty, which reflects unfavorably upon the City may be grounds for disciplinary action up to and including termination. Police personnel should also refer to Chapter IV,

Code of Conduct, General Order No. 100 of the Police Department General Orders Manual.

CHAPTER X

Disciplinary Action

Police personnel should also refer to section 100.27 and General Order No. 200 of the Police Department General Orders Manual.

Section 1 - Grounds

Disciplinary action may be taken against an employee for any reason deemed detrimental to the City including but not be limited to illegal, unethical, abusive or unsafe acts; violation of City or departmental rules, regulations, policies or procedures; insubordination; neglect or abandonment of duties; limited or poor performance; failure to provide quality and quantity of work expected; abuse of sick leave, injury disability or other benefits; tardiness or absence without leave; falsification of official documents or records; using or being under influence of drugs or intoxicating beverages on the job; waste, damage or unauthorized use of City property or supplies; unauthorized use or disclosure of official information; unauthorized or improper use of official authority; disrespectful or disruptive behavior; or any conduct which discredits or reflects unfavorably upon the City.

Section 2 - Types

Disciplinary action shall be consistent with the nature of the deficiency or infraction involved and with other relevant factors. Formal disciplinary action may include oral reprimand, written reprimand, suspension without pay for up to thirty (30) calendar days, demotion and/or termination.

Any of these types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon the specific circumstances involved. An employee may be formally warned at any time that he/she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct.

Section 3 - Documentation

Written reprimand, suspension or discharge shall be documented in writing by the appropriate Department Head, specifically describing the nature of the misconduct, the Code of Conduct offenses, and department rules and regulations, if applicable, and the disciplinary action to be administered. The written documentation of the action shall be

forward to the City Manager within twenty-four (24) hours.

Section 4 – Reprimand, Suspension Without Pay, Demotion

A reprimand is considered the least severe level of discipline of those available. The reprimand may be made either in verbal or written form. A demotion is a change in duty assignment of an employee from a position in one classification to a position in another classification in a lower pay range. An employee may also be suspended without pay. All forms of disciplinary action must be documented in the personnel file of the employee. Documentation is necessary to ensure adequate records of disciplinary actions taken regarding individual employees for future and current management considerations. Verbal documentation will consist of a notation in the employee's personnel file regarding the nature of incident, date and time and the date the reprimand is issued along with any recommendations for employee improvement. Written reprimands, suspensions without pay, and demotions will consist of documentation of:

1. Nature of incident
2. Date and time of incident
3. Location of offense
4. Recommendation for employee's improvement
5. Next step of action to be taken if incident (s) is (are) repeated
6. Date reprimand, suspension without pay, or demotion issued
7. Signature of Department Head
8. Signature of employee

Section 5 - Termination

For the guidance of City of Llano employees, the following is a non-exhaustive list of actions that are considered detrimental to the best interest of the City and its employees. Such actions are subject to discipline and/or termination. It is not possible to list rules of conduct that address each and every situation that may arise. The various forms of prohibited conduct identified in this Personnel Policies and Procedure Manual are not necessarily all-inclusive of the reasons for which an employee may be disciplined or terminated. The degree of discipline imposed for a particular offense may vary from an oral warning to a written reprimand or to suspension, demotion or termination, depending on the circumstances.

- a. Theft, abuse or deliberate destruction or defacing of property not belonging to the employee.
- b. Attempting to coerce an employee to join or resign from an employee association or organization by means of threats, intimidation or abusive conduct.
- c. Falsification of City records, such as employment applications, time sheets, expense reports, etc., or the reason for any employee's absence from work.

- d. Discourteous or abusive conduct toward members of the public or other employees or officials of the City.
- e. Revealing, without authorization, confidential information obtained in the course of employment, including but not limited to confidential City records.
- f. Fighting or gambling in any form on work premises or City property.
- g. Knowingly completing another employee's time card or time sheet, except with appropriate supervisory authorization.
- h. Tampering with or using fire equipment for purposes other than fire prevention or firefighting without proper authorization.
- i. Commission of any crime. Any act or behavior that brings discredit to City operations.
- j. Possession of any firearms, illegal weapons, or explosive materials on City premises, while on duty or on City-related business, or in a City vehicle, unless expressly authorized by the City Manager, or unless the possession is within the course and scope of the employee's performance of his/her duties as a licensed City police officer is prohibited. This prohibition does not extend to storing or transporting a weapon, that the employee is authorized by law to possess, in a locked privately-owned motor vehicle on a City- provided parking lot or parking area.
- k. Acceptance of any commission, kickback, discount, or other thing of value from persons or companies doing business with the City.
- l. Insubordination (refusal or deliberate failure to follow a reasonable, legal instruction of, or abusive conduct toward a supervisor).
- m. Racial, religious, sexist or ethnic slurs or remarks.
- n. Leaving work during working hours without the permission of the immediate supervisor.
- o. Carelessness or negligence which results in the destruction or damage of property not belonging to the employee, or which endangers life or property.
- p. Participation in horseplay or practical jokes, or disorderly conduct of any kind while on work premises or during working hours, including but not limited to the use of abusive, profane or threatening language.
- q. Careless or inefficient performance of duties, including but not limited to failure to maintain proper standards of work performance.
- r. Malicious gossip or false accusation which tends to destroy friendly relations between the City and its employees, between employees, or the City and community.
- s. Failure or refusal to cooperate with fellow employees.
- t. Operation of City vehicles without possession of valid and/or proper operator's license or failure to maintain satisfactory driving record.
- u. Misappropriating City funds, property or assets.
- v. Being under the influence of drugs or intoxicating beverages while on duty or on call, i.e. alcohol 0.02 B.A.C.

- w. Allowing an employee badge, identification card or insignia to be used or worn by any other person not authorized to use or wear the same.
- x. Any criminal indictment by a Grand Jury. For police officers, an administrative investigation will be conducted by the Investigative Lieutenant of the Police Department and all state law requirements will be met before any detrimental employment action is taken.

CHAPTER XI

Grievance Policy

The City of Llano wishes to provide a comfortable, productive, legal and ethical work environment. To this end, the City wants you to bring any grievances you have about the workplace to the attention of your supervisor and, if necessary to upper level management. In light of these concerns the City has instituted the following grievance procedure:

If you feel that there is inappropriate conduct or activity on the part of the City, management, its employees, vendors, customers, or any other persons or entities related to the City, we request that you bring this concern to the immediate attention of your supervisor. Please try to approach your supervisor at a time and place that will allow the supervisor to properly listen to your concerns. If you have discussed this matter with your supervisor previously and you do not believe that you have received a sufficient response, we request that you present your concerns to your supervisor in writing. Please indicate what the problem is, those persons involved in the problem, and any suggested solution you may have to the problem.

If you do not receive a sufficient response to your written complaint within five (5) business days from providing it to your supervisor, or if your supervisor is the problem, you should contact the next level of supervisor, and so on. All appeals to the next level of supervision must be made in writing and within five (5) business days of the supervisor's decision at each level of appeal. If you consider the matter an emergency, legal, ethical or a safety issue, use your best judgment to expedite the complaint process. The Department Head may have a conference with you and your supervisor or with both of you individually. If the matter is not resolved after that conference, and you believe it still merits attention, it is requested that you immediately place your concerns in writing and bring the matter forward to the City Manager who shall be the final administrative authority.

It is the purpose of this grievance procedure to help maintain a positive work environment with respect and responsibility towards each other, as well as minimize unnecessary employee claims. The City cannot assure that your specific grievance or complaint will

result in the action you request or that you will be satisfied with the outcome of the grievance procedure.

CHAPTER XII

Non-Disciplinary

Separation

Section 1

Resignation

An employee desiring to leave the City service in good standing should submit his/her resignation in the prescribed manner at least ten (10) business days in advance of the effective date of the employee's resignation. The City Manager, at his/her discretion, may waive any portion of the notice period.

Section 2 - Layoff

An employee may be laid off because of changes in duties or the organization or for lack of work or funds. Whenever possible, an employee laid off from one City department may be transferred to a suitable position elsewhere. Full-time, regular employees being laid off will be provided two weeks severance pay upon separation from City employment.

Layoffs shall be carried out on the basis of demonstrated job performance with the most proficient employees being retained the longest period. Seniority within the City service may be used to determine the order of layoff among employees with substantially equivalent records of job performance, with the most senior employees being retained the longest. Temporary employees shall be laid off before regular full-time employees performing similar duties, and part-time employees shall be laid off before regular full-time employees performing similar duties. Probationary employees shall be laid off before employees performing similar duties who have completed their evaluation periods. Layoffs shall not be considered disciplinary actions with regard to State and Federal laws.

Section 3 - Inability to meet job requirements

An employee may be separated from employment with the City in the event the employee no longer meets the standards of fitness required for the position, and:

1. The employee cannot perform the essential functions of the job; or
2. Poses a direct threat to the health or safety of other individuals in the workplace;

and/or

3. Reasonable accommodation cannot be provided or is an undue hardship as defined in the Americans with Disabilities Act. Such finding of inability to perform job-related activities shall be made through individual medical determination by a competent authority as prescribed by the City Manager or his/her designee.

A police officer cannot perform the essential functions of the job if the City is notified that the officer can no longer testify on cases in a misdemeanor or felony court.

Separation for any of the above identified shall not be considered disciplinary action and shall not operate to deny an employee the use of any accrued illness, injury, disability or other benefits.

Section 4 - Retirement

Eligible employees may be separated by retirement in accordance with the applicable programs.

CHAPTER XIII

Reinstatement

Section 1 - After Separation

A person who is separated in good standing may be reinstated, without loss of seniority, to his/her former type of position within three (3) months following separation, provided the person remains qualified to perform the duties of the position, and has not withdrawn funds from the TMRS, left the City in good standing, and such reinstatement would be in the interest of the City.

Section 2 - After Layoff

A person, who was laid off, including a temporary employee separated upon completion of duties, will be given the opportunity to return to work at such time as determined appropriate by the City, provided that the person remains qualified to perform the duties of the position.

Section 3 - Veterans

Employees who left the City service to enter on duty with the Armed Forces of the United States

shall be eligible for reinstatement in accordance with applicable State and Federal laws.

Section 4 - Re-Employment

Former employees not eligible for reinstatement under specific provisions of this chapter may be considered for employment as members of the general public. Provisions governing restoration of sick leave credits shall not apply. Employees who have worked for the City a total of two separate regular appointments will not be considered for future openings without the approval of the City Manager.

CHAPTER XIV

Personnel Files and Reports

Section 1 - Personnel Files

The Human Resources Manager shall maintain the official personnel files for all City employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be divulged for purposes not connected with the City personnel management system except with the permission of the employees involved. Nothing herein shall prevent the compilation and use of impersonal statistical information. An employee shall have the rights of inspection of his/her official personnel file under procedures prescribed by the City Manager and in accordance with applicable law. Personnel files are the property of the City of Llano.

Section 2 – Review of Personnel Files

Personnel files are open for review as follows:

- A current or former employee or his/her duly authorized agent may examine the employee's official personnel file.
- A City employee having supervisory authority over the employee may examine material in an employee's file.
- A City employee, or an agent of the City, with a legitimate need to review a personnel file may examine the file.
- By order of a court of competent jurisdiction, any person may examine such portion of any employee's personnel file as may be ordered by the Court.
- An official of any agency of the State or Federal government, or any other political subdivision of the State, may inspect by formal request or subpoena any portion of a personnel file when such inspection is deemed by the City Manager or his/her designee to be necessary and essential to the pursuance of the proper function of the inspecting agency and deemed appropriate upon the advice of the City Attorney and as may be

required by law.

- As required by the Texas Public Information Act.

Section 3 - Status Changes

All department heads shall report changes in the official and personal status of their employees in accordance with procedures developed by the City Manager.

Section 4 - Personnel Reports

The City Manager or his/her designee shall prepare such rosters, narrative reports, statistical summaries, and other reports as are necessary or desirable to provide useful information to City management.

Section 5 - Application Forms

All persons seeking employment in the City service shall complete employment application forms approved by the City Manager. Application forms shall require background information concerning training, experience and other pertinent job-related matters. All applications must be signed, physically or electronically. The City Manager or his/her designee may require proof of statements or claims on an application as he/she deems appropriate. Employment application forms shall only require information necessary to process the applications, directly related to job requirements, required for pre-employment investigation purposes or necessary to evaluate the effectiveness of the City's equal employment opportunity program. Certain race/ethnic/sex information may be obtained for statistical and program evaluation purposes but shall not be used in the selection process. Police applicants must also conform to the Police Department's Standard Operating Procedures concerning application and hiring process.

Section 6 -Exit Interviews

With the cooperation of the employee, an exit interview may be conducted upon an employee's separation from the City service regardless of length of service, position or the circumstances of separation.

The City Manager or his/her designee shall be responsible for conducting all exit interviews. Results of exit interviews shall be recorded on forms prescribed by the City Manager.

At the time of the exit interview or just prior to the employee leaving his/her department, all City property such as keys, identification cards and uniforms shall be collected. The current replacement value of unreturned items shall be deducted from the employee's

last check.

CHAPTER XV

Drugs, Usage and Treatment

Section 1 - Purpose

The City of Llano has established this policy to assist in protecting the general public and the City's employees. The City of Llano also intends through this policy to reduce accidents, fatalities, injuries, and property damage that may result from employee use of controlled substances or alcohol.

This policy is intended to promote an overall safe, healthful, and efficient working environment for all employees. Being under the influence of a controlled substance or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, possession, purchase, or transfer of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol poses unacceptable risks for safe, healthful, and efficient operations.

The City of Llano believes it has the obligation and the right to protect the City of Llano's property, information, equipment, operations, and reputation. The City of Llano recognizes its obligation to employees for the provision of an environment that is free of the influence of controlled substances and alcohol and will endeavor through this policy to maintain such safe, efficient and professional environment.

Furthermore, the City of Llano takes note of its obligation to comply with United States Department of Transportation (DOT) workplace testing requirements. The City of Llano's position is that the sale, purchase, transfer, concealment, transportation, use or possession of contraband includes alcohol by any employee of the City of Llano represents a treat to the health, safety and well-being of its employees and property, as well as to the general public and is therefore strictly prohibited. Violations of this policy will result in disciplinary action up to and including termination and other possible legal consequences.

Employees are expected and required to report to work on time and fit for duty; that is, in an appropriate mental and physical condition to perform their job duties. Reporting to work under the influence of alcohol, which will be defined as a blood alcohol level of 0.02 or higher, or traceable amounts of controlled substances including but not limited to illegal inhalants, will not be acceptable, nor will the use of legally obtained prescription drugs to the point that ability to function in a safe and efficient manner is impaired.

All "street drugs" are controlled substances. Some controlled substances are prescription drugs that can be used legally under the direction of a physician; however, the use of prescription drugs without a prescription is illegal and a violation of this policy.

Any employee who is under prescription medication must report such use to their immediate supervisor to allow a determination as to whether the use of such prescription medication on the job is in the best interest of the City and the employee. If the determination is that the prescription medication presents a hazard to the employee and/or the City while performing job duties, the employee may be required to take leave while under the influence of prescription medication. A doctor's letter must be available for the use of the prescription and the condition causing such use on the part of the employee.

Section 2 - Policy

The City of Llano desires to promote a safe and productive workplace for all employees. Unfortunately, the actions of a few employees - those who abuse drugs and alcohol - can have a direct impact on the City's ability to meet that goal. Therefore, the City of Llano has established a substance abuse policy within the guidelines of the Drug-Free Workplace Act.

The City of Llano will utilize drug and alcohol testing to help administer this policy. The utilization of drug and alcohol testing will become effective upon adoption of this policy by the City Council with the following types of testing being used:

- a. An employee involved in an accident may be required to submit to drug and alcohol testing immediately following the accident if the City Manager, Department Head or Chief of Police has reasonable suspicion or probable cause to believe illegal substances or alcohol were involved.
- b. All employees regulated by DOT or applying for a safety sensitive position will be required to undergo, in addition to a drug test, a breath alcohol test. If an individual tests at a level of 0.02 or greater, the employment process will be suspended and/or terminated.
- c. All employees who are employed in safety sensitive positions, including but not limited to all driving positions requiring a CDL (Commercial Driver's License), water/wastewater or electric utility positions, and commissioned police officers, will be subject to random alcohol and drug testing administered in accordance with the process established by the City and the Federal Highway Administration and Department of Transportation rules, as may be amended from time to time.
- d. See Appendix B for Drug/Alcohol Screening Procedures. The City of Llano will comply with the Federal Highway Administration and Department of Transportation rules requiring drivers who hold commercial driver's license to submit to drug and alcohol testing. In compliance with these rules, commercial drivers must submit to the Federal Highway Administration Drug and alcohol test requirements (382.103). All drug and

alcohol testing performed under this section will conform to DOT procedures.

Section 3 - Current Employees

- a. Employee Assistance Program. Any current employee who suffers from controlled substance or alcohol abuse is encouraged to utilize the City's Employee Assistance Program (EAP). The EAP will be administered by the City Manager. An employee utilizing the EAP must, in all respects and at all times, comply with the program prescribed for such employee to remain free from controlled substances and alcohol. An employee's decision to seek assistance from the EAP before work performance or behavior difficulties occur will be kept confidential. Once work performance or behavior difficulties affecting the job or the City do occur, however, the subsequent voluntary use of the EAP will not necessarily prevent disciplinary action, up to and including termination. Any employee who is identified as suffering from controlled substance or alcohol abuse and who refuses to enter the EAP, who fails to complete the EAP, or who refuses to cease using or abusing a controlled substance or alcohol will be discharged without advance notice or other warning, in accordance with the principles of employment-at-will.
- b. Testing Employees. Current employees may be tested for controlled substance or alcohol use under the following circumstances and with prior approval of the City Manager:
 1. In the event of a reportable accident on the job or on City property, damage to City equipment, or when the involved employee's behavior or work performance gives reasonable suspicion to believe the involved employee is affected by the use or ingestion of a controlled substance or alcohol; or
 2. To comply with local, state or federal government laws, ordinances or regulations.
 3. Screening of employees for controlled substances will be conducted in accordance with the procedures contained in Appendix B. Screening for alcohol shall be conducted by a evidential breath testing device ("EBT") according to the Procedures contained in Appendix B.
- c. Consequences of Failing Test. Current employees who fail a required controlled substance or alcohol screen in accordance with this policy may be subject to disciplinary action, up to and including termination. Current employees who fail a required controlled substance or alcohol screen may be permitted to enroll in the EAP, on condition that the employee submit to a controlled substance or alcohol screen at any time for one (1) year after completion of the EAP. An employee who refuses to undergo a controlled substance or alcohol screening in accordance with this policy will be treated as if the employee failed the required test.
- d. Searches. When reasonable suspicion exists, the City of Llano reserves the

right to conduct unannounced searches for unauthorized substances anywhere on City property, including, but not limited to lockers, desks, and file cabinets. The use of privately owned padlocks or other mechanisms for City property is prohibited. All such searches must be authorized and conducted under the direction of the City Manager and must involve the Chief of Police or his designee. Employees who refuse to cooperate during such unannounced searches shall be subject to disciplinary action, up to and including termination. Body searches of employees shall not be conducted by anyone other than Law Enforcement Personnel or a person acting under the direction of a law enforcement officer.

e. Off-Duty Conduct. The City of Llano reserves the right to take disciplinary action, up to and including termination, in the event an employee's off duty involvement with controlled substances or alcohol reflects unfavorably on the City's reputation or business and/or is inconsistent with the employee's job duties or when such off duty conduct results in impairment of the employee's job performance.

f. References. In the event a third party requests reference information regarding the prospective, past or present employment of a City of Llano applicant or employee, the City of Llano will provide a limited and neutral reference. Such a reference will include only the applicant/employee's name, title and period of employment. Under no circumstances will applicants and/or employee's controlled substance or alcohol screening results be communicated in response to such reference inquiries.

g. Notice of Criminal Conviction. Any employee of the City of Llano who is convicted under a criminal drug or alcohol statute shall notify his/her immediate supervisor no later three (3) business days after such conviction. Failure to do so will result in termination.

h. Refusal to consent to, or failure to cooperate in, a search or test, as described above and as directed by the City, will result in the employee being terminated, without advance notice or other warning, in accordance with the principles of employment-at-will.

Section 4 - Responsibilities

a. Department Heads and Supervisors. It is the responsibility of all Department Heads and supervisors to act in accordance with and to enforce this Policy.

b. Employees. It is the responsibility of all City of Llano employees to conduct themselves in a manner consistent with the letter and spirit of this Policy.

Section 5 - Definitions - as used in this policy:

City of Llano premises or facilities means all property of City of Llano, including but not limited to offices, buildings and surrounding areas on City-owned, controlled or leased property, parking lots, and storage areas.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including but not limited to methyl and isopropyl alcohol.

Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an Evidential Breath Test (EBT).

Alcohol use means the consumption of any beverage mixture, or preparation, including but not limited to medication containing alcohol.

Breath Alcohol Technician (BAT) means an individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

Collection site means a place where individuals present themselves for the purpose of providing body fluid or breath samples to be analyzed for specific controlled substances or alcohol. A collection site will have all the required personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and transportation of the samples to the testing laboratory, or for alcohol testing.

Commercial Motor Vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combined weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and use in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded.

Confirmation test for alcohol means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

Contraband means any article, the possession of which on City premises or while on City business causes an employee to be in violation of a work rule. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal and illegal weapons, firearms, explosives, incendiaries, stolen property, and counterfeit money.

Controlled substances means and drug, substance or immediate precursor listed in Schedules I-IV or Penalty Groups 1-4 of the Controlled Substances Act of 1988 as it may be revised from time to time.

DOT means an agency of the United States Department of Transportation administering regulations requiring alcohol and drug testing.

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regular employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operated contractors who are either directly employed by or under lease to an employer who operates a commercial motor vehicle at the direction of or with the consent of an employer.

Drug testing or testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue or other specimens of the human body for the purpose of detecting a drug or alcohol.

Employee means any employee, agent, officer or representative of the City of Llano.

Employer means any person who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle.

Evidential breath testing device (EBT) means a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and place on the Conforming Products List of Evidential Breath Measurement Devices.

Illegal drug means any drug in any detectable amount which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples: marijuana, hashish, cocaine, heroin, phencyclidine (PCP), amphetamines, and morphine.

Initial test cutoff levels (ng/ml)

Marijuana metabolites	50	Phencyclidine	(PCP)
	25		
Cocaine metabolites	300	Amphetamines	1000
Opiate metabolites	300*		

*-25 ng/ml if immunoassay for free morphine

Confirmatory test cutoff levels (ng/ml)

Marijuana metabolites	15	Phencyclidine (PCP)	25
Cocaine metabolites	150	Amphetamines	500
Opiates: Morphine	300	Met amphetamine	500

Medical Review Officer (MRO) means a licensed doctor of medicine or osteopathy responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Medically unqualified to work means the condition of a person by reason of an impairing or potentially impairing medical condition such as, but not limited to, the use of illegal drugs and/or alcohol.

Performing a safety-sensitive function means an employee who is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, just completed performing, or immediately available to perform any safety-sensitive functions.

Possession is also meant to include the presence in the body system of any detectable amount of drug, or in the case of alcohol, a blood alcohol level test result of 0.02 or greater.

Reasonable cause means a belief that the actions, appearance or conduct of a person are indicative of the use of a controlled substance or alcohol. Such a belief shall be based on objective, articulated facts. A reasonable cause or "for cause" situation is any situation in which an employee's job performance is in conflict with established job standards relating to safety and efficiency. The term includes without limitation accidents, near accidents, erratic conduct suggestive of drug or alcohol use, any unsafe performance behaviors, and unexplained deviation from productivity.

Refuse to submit to an alcohol or controlled substances test means that an employee:

1. fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing in accordance with DOT regulations,
2. fails to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notification of the testing requirements,
3. engages in conduct that clearly obstructs the testing process.

Screening test in alcohol testing means an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his/her system. In controlled The City of Llano will perform drug and/or alcohol testing of an employee in the following situations:

Substance testing means an immunoassay screen to eliminate "negative" urine

specimens from further consideration.

Substance Abuse Professional (SAP) means a licensed physician (MD or DO), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor, (NAADACCC certified) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Under the influence means a condition in which a person is affected by a controlled substance or alcohol in any detectable manner. The symptoms or influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test such as urinalysis, breath analysis, or blood analysis and in some cases by the opinion of a layperson.

Section 6 - Employees Subject To Testing

I. Conditions Requiring Testing

B. Testing of Current Employees

An employee's consent to submit to drug and/or alcohol testing is required as a condition of employment, and discipline will be taken by the City of Llano in the event of a positive test result under any of the following circumstances, up to and including termination.

1. Post-Accident

Any City employee involved in an accident will be required to submit to tests for alcohol and controlled substances as soon as practicable following the accident, if:

- a. A fatality occurred while performing safety sensitive functions, including but not limited to driving a City-owned or leased vehicle.
- b. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; and, if a vehicle is involved, the driver received a citation under State or local law for a moving violation arising from the accident; or
- c. One or more motor vehicles incur disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and the driver received a citation under State or local law for a moving traffic violation arising from the accident.

All employees are prohibited from using alcohol for eight (8) hours following any accident until the required post-accident test is administered, whichever occurs first. Every effort will be made to conduct post-accident drug and alcohol tests within two (2) hours following an accident. Any employee involved in an accident must therefore remain readily available for testing and will be considered to have refused to submit to testing if

he/she fails to do so. This requirement will not, however, require an employee to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when his/her absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. In order to ensure expeditious testing, all employees will be provided information, procedures and instructions explaining post accident- testing requirements. These instructions will be distributed to each employee prior to his/her operation of a vehicle or equipment covered by this policy.

In the event an alcohol test is not administered within two (2) hours following an accident, the City of Llano will prepare and maintain a record stating a reason why the test was not properly administered. If an alcohol test is not administered within eight (8) hours following an accident, the City of Llano will make no further effort to administer an alcohol test and will document the reasons why the test was not administered within eight (8) hours. In the event a drug a test is not administered within thirty-two (32) hours following an accident, the City of Llano will cease its attempts to administer any further testing and prepare and maintain a record stating the reasons why the test was not promptly administered.

The results of any breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State, or local officials (or their designees) having independent authority for the test, will be considered to-meet the requirements of this section, provided such tests conform to applicable Federal, State or local requirements, and the results of the tests are obtained by the City of Llano.

2. Reasonable Suspicion or Cause

Whenever the City of Llano has reasonable suspicion or cause to believe that an employee has engaged in any conduct prohibited by this policy, it will require him/her to submit to an alcohol and/or drug test. However, any such suspicion will be based upon specific, contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the employee, which may include indications of chronic and withdrawal effects of controlled substances. These observations will only be made by a supervisor or City of Llano official who has received appropriate training and will be documented by that individual in a "Supervisor's Report of Reasonable Suspicion" within twenty-four

(24) hours after his/her observations, or before any drug test results are released. Prior to making a determination for testing, he/she will notify and include management or the Administrator representative in a decision to make the determination for testing. Both will substantiate and concur in the decision to test the employee for drug/alcohol and their concurrence may be by telephone.

Whenever a reasonable suspicion drug or alcohol test is required, the individual(s) making the determination will be required to complete, date and sign a written report describing the employee's condition. Copies of this report will be made available to the employee

upon request. In such cases the employee's immediate supervisor(s) may, in a confidential manner, order the employee to submit to substance abuse or alcohol testing.

Third party reports that an employee is impaired in his/her duties due to the use of prohibited drugs/alcohol will not constitute reasonable cause, but may be cause for further observation of the employee.

A reasonable suspicion alcohol test will only be required if the reasonable suspicion observations are made during, just before or just after the period of the work day that the employee is required to be in compliance with this policy. Safety sensitive position testing may be administered randomly.

Time restrictions for administering alcohol and/or drug testing under reasonable suspicion will be the same as those under post accident testing.

Notwithstanding the above testing requirements, a covered employee may not report for duty or remain on duty requiring the performance of job functions if that employee is under the influence of or impaired by drug/alcohol, as shown by the behavioral, speech and performance indicators of misuse. Any such employee will not be allowed to perform or continue to perform any job function until:

- a. the employee undergoes an alcohol test yielding an alcohol concentration level of less than 0.02; or
- b. the start of the employee's next regularly scheduled duty period, but not less than eight (8) hours have elapsed following the reasonable suspicion determination.

The City of Llano will not take any disciplinary action against an employee based solely upon observations of the employee's behavior and appearance, with respect to drug/alcohol use, in the absence of an alcohol/drug test.

In any reasonable suspicion testing circumstance, a City of Llano representative will transport the individual to an appropriate collection facility and await completion of the collection procedure. The City representative will then transport the individual back to City premises, where a spouse, family member or other individual will be contacted to transport the individual home. If the employee refuses to comply with any of these procedures and attempts to operate his/her own vehicle, the City will take appropriate efforts to discourage him/her from doing so, up to and including contacting local law enforcement officials. Any employee failing to cooperate with any of the above procedures will be subject to immediate termination.

3. Random

All safety sensitive positions, including but not limited to all CDL drivers, water/wastewater department employees, electric department employees and all commissioned police officers, will be required to submit to random drug and alcohol testing.

The City of Llano will conduct alcohol tests at a minimum annual percentage rate of 25% of the average number of employees included in the above mentioned positions (This minimum rate is subject to change by the Federal Highway Administration). The minimum annual percentage rate for random controlled substances testing will be 50% of the average number of employees included in the above- mentioned positions.

If an employee performs functions subject to random drug or alcohol testing requirements of another DOT agency, the employee will be tested at the rate of that agency which regulates more than 50% of the employees in safety sensitive functions or those that take the greatest percentage of his/her time.

The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as random number table or a computer based random number generator matched with employee Social Security numbers, payroll identification numbers, facility number or other comparable identifying numbers. The test will be unannounced and the dates for testing will be reasonably spread throughout the course of the year. All employees subject to random testing will have equal chance of being tested at any time, regardless of the number of his/her previous selections. Any employee notified of his/her selection for random alcohol and/or controlled substances testing will be expected to proceed to the test site immediately. If an employee is performing a safety sensitive function at the time of his/her notification of the random test requirement, he/she will be required to cease performing the safety sensitive function and proceed to the testing site as soon as possible. However, an employee will only be required to submit to a random alcohol test if the employee is performing a safety-sensitive function, is about to perform a safety-sensitive function, just ceased performing a safety-sensitive function or is immediately available to perform a safety-sensitive function.

4. Return-to-duty

Before a covered employee who has engaged in any prohibited conduct will be allowed to return to duty to perform any job function, he/she will be required to undergo return-to-duty alcohol and/or controlled substance tests, with results indicating an alcohol concentration of less than 0.02 and/or verified negative for controlled substances use, respectively.

Any covered employee who seeks to return to work following drug/alcohol rehabilitation will also be subject to a schedule of unannounced testing, as determined by the City and its MRO, for a period of up to sixty (60) months following the employees return to work. A positive return in a return-to-duty or any subsequent follow-up or other drug test will result in immediate termination.

5. Follow-up

Any covered employee determined by a substance abuse professional (SAP) or MRO to be in need of assistance in resolving problems associated with alcohol and/or controlled

substances misuse will be subject to additional, unannounced follow-up testing as directed by the SAP or MRO. However, any recommended follow-up testing for alcohol will only be required just before, during, just after performing or is immediately available to perform a job function.

6. Prescribed Drugs:

The City of Llano reserves the right at all times to judge the effect that a legal drug may have upon an employee's work performance and to restrict the employee's work activity or presence at the workplace accordingly. The City also reserves the right to have a physician of its own choice determine if the medication at the prescribed dosage produces hazardous effects, and may restrict the employee's work activity accordingly.

7. Prohibited activities: The use, sale, offer to sell, purchase, transfer, distribution, or possession of drug paraphernalia or any detectable amount of an illegal drug or alcohol by an employee while on duty on City premises or while performing City business no matter the location is strictly prohibited.

No employee shall be on duty if the employee uses any controlled substances or alcohol while on duty or tests positive for the use of controlled substances or alcohol, except in the case of legally prescribed medications (subject to the policy provisions herein related to prescription medication/drugs).

A regulated employee under the FHWA who refuses to be tested for any controlled substances or alcohol will not be permitted to work. Such a refusal will be treated as a positive test and cause the employee to be considered medically unqualified to work. This also includes safety-sensitive positions noted in Section 1.3.

IV. Discipline

Disciplinary action consisting of termination without benefit of rehabilitation will be applied to any employee who:

1. Uses, possesses, distributes, transfers, conceals, sells, offers to sell, purchases or offers to purchase illegal drugs, drug paraphernalia or alcohol on City premises or while on City business.
2. Substitutes, contaminates, tampers or attempts to substitute, contaminate or tamper with their specimen to be presented for testing for drugs/alcohol.

Disciplinary action up to and including termination will be applied to any employee who:

1. Tests positive for an illegal drug in a test conducted under the provisions of this policy.
2. Tests positive for alcohol in excess of 0.02 percent when measured by a standard blood alcohol concentration tests.
3. Refuses to submit to a drug or alcohol test when requested to do so.

4. Is found to be in possession of contraband.
5. Refuses to submit to a search or inspection under the provisions of this policy.
6. Refuses to cooperate with the Medical Review Officer (MRO) as required under policy.

Suspension without pay for the duration of the investigation may be applied to any employee who is the subject of a drug-related inquiry by the City or a law enforcement agency.

v. Responsibilities

Each individual required to submit to drug testing shall, as soon as practicable, provide the required biological specimens for testing. Failure to meet this responsibility is an offense subject to disciplinary action up to and including termination.

Individuals in supervisory positions shall, as soon as practicable following an incident which requires drug or alcohol testing, arrange for the collection and testing of specimens for drugs and/or alcohol. Failure to meet this responsibility is an offense subject to disciplinary action up to and including termination.

vi. Confidentiality

All employee information relating to drug or alcohol testing will be protected by the City as confidential unless otherwise required by law, or authorized in writing by the employee. There may be some instances where the overriding public health or safety concerns may require the release of information otherwise considered confidential.

The City will endeavor to ensure that no person will obtain the individual test results retained by the laboratory or the MRO and the vendor will not release the individual test results of any employee to any person without first obtaining written authorization from the tested employee. Nothing in this paragraph will prohibit the vendor from releasing to designated City officials the information relevant to an employee's test results.

The City will endeavor to ensure that only those persons on a need-to-know basis or those persons in management directly involved in the decision-making process will obtain any drug or alcohol testing information retained in files maintained by the City of Llano.

vii. Notification

The City will notify each employee of this policy by providing to each employee a copy of this policy. Each employee will acknowledge in writing the receipt and understanding of this policy.

The City will generally publicize this policy to the employees through memoranda, posted notices and periodic training programs.

The City will notify each employee of the results of random, reasonable cause and post-accident drug and alcohol tests when the results are positive. The employee will also be advised what drug class was discovered and be removed performing any job function.

VIII. Record keeping

Information regarding an individual's drug and/or alcohol test results or rehabilitation may be released only upon the written consent of the individual, except that such information must be released regardless of consent to OSHA or a State or Federal agency upon request as part of an accident investigation, or use by the City of Llano for matters related to this policy. Further, the City of Llano is subject to the Texas Public Information Act and other laws related to its records, and will comply with all such applicable laws with regard to their record-keeping and disclosure requirements.

The City will endeavor to ensure that all records related to the administration and results of drug and alcohol testing are maintained for a minimum of five (5) years, except that individual negative test results will be maintained for a minimum of twelve (12) months. Records pertaining to the alcohol and drug collection process and training will be maintained for a period of not less than two (2) years.

Any present and future corporations, laboratories, and Medical Review Officer's assisting in the implementation of this drug/alcohol policy will retain the reports of individual tests for a minimum of five (5) years.

The City will retain in the employee's file such information that will indicate the following:

1. that the employee submitted to a drug and/or alcohol test.
2. the date and location of the test.
3. the identity of the firm performing the test.
4. whether the test finding was "positive" or "negative".

The City will produce upon demand and will permit authorized representatives of the DOT to examine all records related to administration and results of the drug and alcohol test program. The City will maintain an annual, calendar year summary of the records related to the administration and results of the DOT testing program.

IX. Appeals

An employee whose test is reported as positive for a drug will be given the opportunity by the City to offer an explanation. The purpose will be to determine if there is any reason that a positive test could have resulted from some cause other than drug use which is in violation of this policy.

If the employee is desirous of a second opinion in the result of a positive drug test, he/she may request a retest of the same specimen by an alternate laboratory which has been approved by the City. The retest will be at the employee's expense. The retest must be performed using the same methods and techniques as the initial test.

The employee may also request to review the findings of the drug test with a licensed physician knowledgeable of substance abuse disorders (MRO). The cost related to this will be at the expense of the City.

If an employee is cleared of any and all charges or violations of this policy, the City will reimburse any back pay due the employee, up to two (2) weeks of regular pay.

X. Rehabilitation

Any employee who fails either a drug or alcohol test must undergo a return-to-duty alcohol test with a result indicating 0.02 or less or a drug test with a negative result. In addition each employee identified as needing assistance by a Substance Abuse Professional (SAP) in resolving problems associated with alcohol misuse or drug abuse:

- a. shall be evaluated by a SAP to determine if the employee has properly followed the rehabilitation program, and
- b. shall be subject to unannounced follow-up alcohol and/or drug test administered by the City following the employee's return-to-duty. The number and frequency of the test shall be directed by the SAP and consist of at least six (6) tests in the first twelve (12) months following return-to-duty. Follow-up testing will be up to sixty (60) months and can be eliminated after one (1) year if the SAP determines that such testing is no longer necessary.

APPENDIX A

DRUGS/ALCOHOL SCREENING PROCEDURE

I. Applicability

This policy applies to every employee of the City of Llano including but not limited to those who operate a commercial motor vehicle in either interstate or intrastate commerce and is subject to a CDL.

II. General

The provisions of this section of the policy are applicable in addition to, and not in lieu of the provisions that apply to all employees.

A CDL driver subject to the provisions of this section of the policy may be a person employed by the City, a contractor engaged by the City or an employee of such contractor.

All drug and/or alcohol testing performed under this section will conform exactly to DOT

procedures.

III. Program and Procedures

Any program or procedures resulting from this policy will conform to this policy and the DOT procedures.

The City will maintain and follow a program and procedures containing:

1. Methods and actions for complying with all the requirements of this policy and DOT procedures, including but not limited to requirements with respect to the EAP.
2. The name and address of each laboratory that analyzes specimens collected for drug testing.

Scott and White Laboratory

Services 600 South 25` "

Temple, Texas 76504

1-800-749-3788

(Note: Subject to change by the City Council.)

3. The name and address of the Medical Review Officer (MRO) employed in the administration of drug testing under this section of the policy. Midwest MRO Services, Inc.
604 East Broadway
Suite 306
Alton, Illinois 62002
1-800-414-3784
(Note: Subject to change by the City Council.)

IV. Drug Testing

The City of Llano will engage a laboratory certified by the Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMSHA) formerly NIDA, in accordance with DOT procedures. The testing laboratory will be required to permit:

1. Inspection by City before laboratory is selected to perform testing; and
2. Unannounced inspections including examination of records at any time by the City, SAMSHA, or a State or agency if the laboratory is subject to State agency jurisdiction.

The City of Llano will not hire or contract for the use of any person as an employee whose functions are subject to DOT procedures unless that person passes a drug and/or alcohol test.

Specimens tested for drugs will be retained and retested in the following manner.

1. Specimens that yield positive results on confirmation will be retained by the

laboratory in frozen storage for at least 365 days, during which time the City, SMASHA, or a State agency may request retention for an additional period.

2. If the MRO determines there is no legitimate medical explanation for a confirmed positive test result, the split specimen will be tested if the employee makes a written request for so doing within sixty (60) days of receipt of the final test result from the MRO. The City will require the employee to pay in advance the cost of shipment and analysis, but the City of Llano will reimburse the employee for such expense should the split sample test return as negative.

3. If the employee requests a test of the split sample, it must be forwarded to another SANSWA-certified laboratory of the City's choice.

4. Since some analysis may deteriorate during storage, any detectable level of the drug will be reported and considered corroborative of the original positive test results.

v. Testing Methodology

A. Alcohol

1. The Breath Alcohol Technician

All alcohol testing required under this policy will be carried out by a breath alcohol technician (BAT) trained to proficiency in the operation of the evidential breath testing device (EBT) being used by the City of Llano for alcohol testing and in the alcohol testing procedures required herein.

The BAT will be required to successfully complete a course of instruction that will provide training in the principles of EBT methodology, operation and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedures required in 49 CFR Part 40 for obtaining a breath sample and interpreting and recording EBT results. The City will document the training and proficiency testing of each BAT being used to test drivers and safety sensitive positions and retain records regarding the same for a minimum of two (2) years.

2. Alcohol Testing Devices

For purposes of both screening and confirmatory breath tests, City of Llano will use an EBT that is capable of providing a printed result of each breath test in triplicate (or three consecutive identical copies). This device will be capable of assigning a unique and sequential number to each completed test with the number capable of being read by the BAT and the employee before each test and being printed out on each copy of the result, along with the name of the manufacturer, the serial number and time of the test. The EBT will also be able to distinguish alcohol from acetone at the 0.02 alcohol concentration level and be capable of testing an air blank prior to each collection of breath and performing an external calibration check. Any EBT used for alcohol testing under this policy will be stored in a secure place when not in use at a testing site.

A log book will be maintained for each individual EBT. This log book will be used to record every test conducted on the device and will not be used in conjunction with any other device. The log book will include columns for the test number, date of the test, name of the BAT, location of the test, result displayed on the EBT and initials of the employee taking each test, and be maintained for two (2) years.

3. Quality Assurance Plan

In order to be used for any alcohol testing under this policy, the EBT must have a quality assurance plan (QAP) developed by the manufacturer according to Department of Transportation regulations.

City of Llano or its designated agent will take action to comply with QAP for each EBT it uses for alcohol testing under this policy. These actions will be documented and maintained for a minimum of two (2) years.

4. The Alcohol Testing Site

City of Llano will use an alcohol-testing site that affords visual and aural privacy to the individual being tested. This site will have available all of the necessary equipment, personnel and materials for breath testing, and may include the use of a mobile collection facility. The alcohol-testing site will be secure with limited access while testing is being conducted or when the EBT remains unsecured.

In unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident), the City of Llano BAT will ensure that visual and aural privacy will be provided to the greatest extent practicable.

A BAT will supervise only one (1) employee's use of the EBT at a time and will not leave the alcohol testing site while the preparations for testing and testing of a given employee are in progress.

5. The Breath Alcohol Testing Form

City of Llano will use a Breath Alcohol Testing Form prescribed by the Department of Transportation. This form will not be modified or revised, except that a form directly generated by an EBT may omit the space for affixing a separate printed result to the form.

A. Alcohol Testing Procedures

1. Preparation For Testing

Any employee required to submit to an alcohol test under this policy will be required to provide positive identification (photo I.D. card or identification by an employer representative) to the BAT upon entry to the testing site. The BAT may also provide positive identification if the employee requests it. The BAT will then explain the testing procedure to the employee and complete, date and sign the testing form along with the employee.

Except as otherwise provided, any refusal by an employee to sign the required certification will be considered a refusal to submit to the test.

2. Administration Of The Initial Test

Once the BAT and employee have completed the necessary paperwork, the BAT will open an individually-sealed mouthpiece in view of the employee and attach it to the EBT. The BAT will then instruct the employee to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained.

The BAT will show the employee the result displayed on the EBT and then affix the test result printout to the test form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper-evident tape).

If the result of the initial screen is an alcohol concentration of less 0.02, no further testing will be required. Both the BAT and the employee will date the test form and sign the appropriate certification. If the employee does not sign the certification in Step 4 of the form or does not initial the log book entry for a test, it will not be considered a refusal to be tested. In this event, the BAT will note the employee's failure to sign or initial in the "Remarks" section of the form. The BAT will then transmit the result to City of Llano in a confidential manner and City of Llano will receive and store the information in a confidential manner consistent with this policy. In the event the test result printed by the EBT does not match the displayed result, or if a sequential test number printed by the EBT does not match the number displayed by the EBT prior to the test, the BAT will note the disparity in the "Remarks" section of the form. Both the employee and the BAT will then initial or sign this notation and the test will be considered invalid, with City of Llano and the employee advised of the same.

If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmatory test will be required, as provided below. If the confirmation test is to be conducted by a different BAT, the BAT who conducted the screening test will complete and sign the form and log book entry, and provide the employee with Copy 2 of that form.

3. Administration Of The Confirmatory Test

If a BAT other than the one who conducted the screening test is to conduct the confirmation test, he/she will again obtain positive identification of the employee's identity and will also provide identification to the employee, if requested to do so. The new BAT will also again explain the testing procedure to the employee.

A waiting period of not less than fifteen (15) minutes nor more than thirty (30) minutes will be required. The employee will be instructed by the BAT not to eat, drink or put any object in his/her mouth and if possible, not to belch during the waiting period. The BAT will also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the BAT becomes aware that the employee

has failed to comply with this instruction, he/she will so note in the "Remarks" section of the form.

If a new BAT is to conduct the confirmation test, he/she will initiate a new testing form, completing Step 1 and requesting the employee to complete and sign Step 2. The new BAT will also note in the "Remarks" section of the form that a different BAT conducted the screening test.

After completion of the waiting period, the breath collection procedures set forth in Step 2 above, will again be followed and a new mouthpiece will be used for the confirmation test. However, before the confirmation test is administered, the BAT will ensure that the EBT registers 0.00 on an air blank. If the reading is greater than 0.00, the BAT will conduct one more air blank. If the EBT does not register 0.00 on the second attempt, testing will not proceed using that instrument, but may continue using another EBT. Any EBT taken out of service because of failure to perform an air blank accurately will not be used for testing until a check of external calibration is conducted and the EBT is found to be within tolerance limits. Before the confirmation test is administered; the BAT will also ensure that he/she and the employee read the sequential test number displayed by the EBT.

In the event the confirmatory test result differs from the screening test result, the confirmation test result will be deemed to be the final result upon which any action under this policy will be based.

The BAT will show the employee the result displayed on the EBT and affix the test result printout to the test form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper evident tape).

Following completion of the confirmatory test, the BAT and the employee will both date and sign the testing form in the appropriate manner. If the employee does not sign the certification in Step 4 of the form, it will not be considered a refusal to be tested. In this event, the BAT will note the employee's failure to sign in the "Remarks" section.

If a test result printed by the EBT does not match the displayed result, or if a sequential test number printed by the EBT does not match the number displayed by the EBT prior to the test, the BAT will note this disparity in the Remarks section of the form, which will be signed or initialed by both the employee and the BAT. If this occurs, the confirmatory test will be deemed invalid, and City of Llano and employee will be so advised.

The BAT will transmit all results in a confidential manner to the individual(s) designated below, who will be responsible for any communications with the BAT concerning alcohol testing and test results and for confidentially receiving and handling alcohol testing results on behalf of City of Llano: Contact:

COMPLIANCE CONSORTIUM CORPORATION

910 South Highway
Boulevard Belton, Texas
76513
1-800-303-0281

(Note: Subject to change by the City Council.)

Transmission of test results to a City of Llano representative may be in writing, in person or by telephone or electronic means, but the BAT will ensure that any test results requiring City of Llano to prevent an employee from performing or continuing to perform a job function will be transmitted immediately. If the initial transmission is not in writing, the BAT will follow-up by providing City of Llano with its copy of the test form, which will be treated as a confidential record under this policy.

4. Inability To Provide An Adequate Amount of Breath

In the event an employee is unable, or claims to be unable to provide an amount of breath sufficient to permit a valid breath test because of a medical condition, the BAT will instruct the employee to attempt to provide an adequate amount of breath. If the employee refuses to make such an attempt, the BAT will immediately inform City of Llano. If the employee attempts, but fails to provide an adequate amount of breath, the BAT will record it in the "Remarks" section of the form and immediately inform City of Llano.

If an employee attempts and fails to provide an adequate amount of breath, he/she will be required to obtain, as soon as practical after the failed attempt, an evaluation from: a City of Llano approved physician concerning his/her medical ability to provide an adequate amount of breath. Until a written evaluation by a City of Llano approved physician is received, the employee will be removed from his/her job functions;

- a. If the physician determines, in his/her reasonable medical judgment, that a medical condition has, or with a high degree of probability could have precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath will not be deemed a refusal to take a test. However, the physician will be required to provide City of Llano with a written statement of the basis for this conclusion.
- b. If the physician, in his/her reasonable medical judgment, is unable to make a determination that the employee's conduct was due to a medical condition, the employee's failure to provide an adequate amount of breath will be regarded as a refusal to take a test. The physician will be required to provide City of Llano with a written statement of the basis for this conclusion.

5. Invalid Tests

A breath alcohol test will be deemed invalid under any of the following circumstances:

- a. By more than the tolerance stated in the QAP from the known value of the test standard. In this event, every test result of 0.02 or above obtained on the device since the last valid external calibration check will be invalidated. As a result, external calibration tests will be performed after each positive test;
- b. The BAT does not observe the minimum fifteen (15) minutes waiting period prior to the confirmatory test;
- c. The BAT does not perform an air blank of the EBT before a confirmatory test, or an air blank does not result in a reading of 0.00 prior to the administration of the test;
- d. The BAT does not sign the form as required;
- e. The BAT fails to note on the "Remarks" section of the form that the employee has failed or refused to sign the form following the printing or attachment of the test result to the form;
- f. The EBT fails to print a confirmation test result: or
- g. On a confirmation test and where applicable, on a screening test, the sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.

6. Refusal To Test And Uncompleted Tests

In the event an employee refuses to complete and sign the testing form, refuses to provide breath or an adequate amount of breath, or otherwise fails to cooperate with the collection process in a way that prevents the completion of the test, the BAT will record such conduct in the "Remarks" section of the form, terminate the testing process and promptly notify City of Llano. All employees subject to alcohol testing are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the employee to disciplinary action up to and including immediate termination.

If an initial or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the BAT will, if practical, begin a new initial or confirmation test, as applicable, using a new testing form with a new sequential test number.

B. Controlled Substances

1. Appropriate Laboratory

All urine specimens to be tested for the presence of controlled substances must be analyzed by a laboratory certified under the DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs. Therefore, drug tests required by City of Llano will be shipped for analysis to the laboratory listed below:

Scott & White Laboratory
Services 600 South 25th

Temple, Texas 76504
1-800-749-3788
(Note: Subject to change by the City Council.)

2. Initial Screen

All urine specimens will be initially tested for the use of controlled substances by an immunoassay screen, which will eliminate negative urine specimens from further consideration. Any positive test results in an initial test will be subject to confirmation through an additional, more precise and accurate testing methodology.

Any urine specimen identified as positive on the initial screen will be confirmed by a second analytical procedure independent from the initial test and which uses a different chemical technique and procedure. Gas chromatography/mass spectrometry will be used to confirm initial positive test results.

3. Laboratory Reporting of Test Results

Before the laboratory reports any test result, it will first review the results of the initial test, confirmatory test or any relevant quality control data to certify that the test result is accurate. Any specimen which was negative on the initial or confirmatory test will be reported as negative. The only specimens reported as positive will be those which have been confirmed as positive through gas chromatograph/mass spectrometry.

The MRO may request from the laboratory and the laboratory will provide quantitation of test results. The MRO will then report to City of Llano whether the test is positive or negative and, if positive, the identity of the drug(s) for which there was a positive result.

4. Specimen Retention

All positive urine specimens will be retained in long-term frozen storage (-20 degrees C or less) for a minimum of one (1) year.

5. Split Specimen Procedures

If the laboratory observes that the split specimen is untestable, inadequate, or unavailable for testing, the laboratory shall nevertheless test the primary specimen. The laboratory will not inform the MRO or City of Llano of the untestability, inadequacy, or unavailability of the split specimen until and unless the primary specimen is a verified positive test and the MRO has informed the laboratory that the employee has requested a test of the split specimen.

c. Controlled Substances Testing Procedures

1. Urine Specimen Collection

Any person requested to undergo a drug test will be required to provide a urine sample at

a designated collection site. In order to ensure integrity of the specimen collection procedure, a DOT Urine Custody and Control Form will be used. This form will be completed by the employee and the person responsible for collecting the urine sample and will be forwarded along with the urine sample to the designated laboratory, which will conduct the actual drug test: The laboratory will then review it when analyzing any positive test results. City of Llano will retain a copy of the DOT Urine Custody and Control Form for each drug test it conducts.

All urine specimens will be collected in a clean, single-use specimen bottle that is securely wrapped until filled with the specimen. If urination is directly into the specimen bottle, that specimen bottle shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided. If a separate collection container is used for urination, the collection container shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided; and the collection site' person shall unwrap the specimen bottle in the presence of the employee at the time the urine specimen is presented.

City of Llano and collection site will utilize a temporary sealing system designed to ensure against undetected opening and a shipping container in which the specimen and associated paperwork may be transferred and sealed to prevent undetected tampering.

Any person requested to undergo a drug test will be provided a copy of written specimen collection procedures, which must be followed, by the individual and the collection site personnel.

2. Specimen Collection Site

The designated facilities are approved collection sites which have the personnel, materials, equipment, facilities and supervision necessary to provide for the collection, security, temporary storage and shipping of urine specimens to an appropriate laboratory for testing.

3. Chain of Custody And Collection Control

To the maximum extent possible, collection site personnel shall keep the individual's specimen bottle within sight both before and after the individual has urinated. After the specimen is collected, it shall be properly sealed and labeled. The chain-of-custody block on the Urine Custody and Control Form shall be executed by authorized personnel upon receipt of the specimen. This form shall be used for maintaining control and accountability of each specimen from the point of collection to final disposition of the specimen.

4. Split Sample Procedures

There shall be a sufficient volume of each specimen to allow for it to be subdivided, secured

and labeled in the presence of the tested individual, so that it can be retained in a secured manner to prevent the possibility of tampering. This will allow an individual the opportunity to request a retest of the specimen by an appropriate laboratory of the employee's choosing in accordance with Part V, C-5 of this policy.

5. Inability To Provide An Adequate Urine Specimen

In the event a employee is unable, or claims to be unable to provide an amount of urine sufficient to permit a valid drug test because of a medical condition, the collector will instruct the employee to drink not more than twenty-four (24) ounces of fluids and, after a period of up to two (2) hours, again attempt to provide a complete sample using a fresh collection container. The original insufficient specimen shall be discarded. If the employee is still unable to provide an adequate specimen, the insufficient specimen shall be discarded, testing discontinued, and City of Llano so notified. The MRO shall refer the individual for a medical evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine or constitutes a refusal to test. (In pre-employment testing, if City of Llano does not wish to hire the individual, the MRO is not required to make such a referral.) Upon completion of the examination, the MRO shall report his/her conclusions to City of Llano in writing. Until a written evaluation by a City of Llano approved physician is received, the employee will be removed from his/her functions.

6. Failure To Cooperate

Any employee required to provide a urine sample will be expected to sign a consent or release form authorizing the collection of the specimen, analysis of the specimen for designated controlled substances, and release of the results to City of Llano. The employee will not be required to waive liability with respect to negligence on the part of any person participating in the collection, handling or analysis of the specimen or to indemnify any person for the negligence of others.

If an employee refuses to cooperate during the collection process (e.g., refusal to provide a complete specimen, complete paperwork, initial specimen), the collection site person will inform the City of Llano representative and document the employee's conduct on the Urine Custody and Control Form. Employees are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the employee to immediate termination.

VI. Medical Review Of Test Results

City of Llano will ensure that each positive or negative test results are reviewed by an MRO. The purpose of the review will be to rule out the possibility of any alternative medical explanation for the confirmed positive test result. The MRO will also review the chain of custody to ensure that it is sufficient and complete and on its face. City of Llano's MRO is:

Midwest MRO Services,
Inc. 604 East Broadway
Suite 306
Alton, Illinois 62002
1-800-414-3784

(Note: Subject to change by the City Council.) The duties of the MRO will be:

1. Review the results of all drug testing prior to being reported to City of Llano.
2. Review and interpret each confirmed positive test result as follows to determine if there is an alternative medical explanation for the confirmed positive test result:
 - a. Conduct a medical interview with the individual tested. If the individual cannot be reached, the MRO will contact City of Llano and City of Llano will contact the individual and instruct him/her to contact and discuss the results of the drug test with the MRO. If, after making reasonable efforts City of Llano is still unable to contact the individual, City of Llano will terminate the employee.
 - b. Review the individual's medical history and any relevant biomedical factors.
 - c. Review all medical records made available by the individual tested to determine if a confirmed positive test resulted from legally prescribed medication.
 - d. Upon request of the employee, require the split sample to be analyzed to determine the accuracy of the reported test result.
 - e. Verify that the laboratory report and assessment are correct.
3. Determine whether and when an employee involved in a rehabilitation program may be returned to duty.
4. Determine a schedule of unannounced testing for an employee who has returned to duty after rehabilitation.

The following rules will govern MRO determination:

1. If the MRO determined after appropriate review that there is a legitimate medical explanation for the confirmed positive test result, the MRO will take no further action.
2. If the MRO determines after appropriate review that there is no legitimate explanation for the confirmed positive test result, the MRO will so inform the designated City of Llano officials.
3. Based on a review of the laboratory inspection reports, chain-of-custody, quality assurance and quality control data the MRO may conclude that a particular drug test result is scientifically insufficient for further action. Under these circumstances the MRO will conclude that the test is negative.

4. For opiate positives, City of Llano will also require the MRO to determine if there is clinical evidence in addition to the drug test of unauthorized use of any opium, opiate, or opium derivative. The clinical evidence may include a medical history and a physical examination.

CHAPTER XVI

Harassment in the

Workplace

Section 1 - Purpose

The purpose of this policy is to maintain a healthy work environment and to provide procedures for reporting, investigation and resolution of complaints of harassment, sexual or otherwise.

Section 2 - General Policy It is the policy of the City of Llano that all employees have the right to work in an environment free of all forms of harassment. The City does not condone, and will not tolerate, any harassment. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise, which occur in the course of employment, while employees are on duty, or while on or in City property.

Section 3 - Prohibited Activity

- a. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
- b. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by the City.
- c. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, where:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Section 4 - Employee's Responsibility

1. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
 2. Monitoring the unit work environment on a daily basis for signs that harassment may be occurring;
 3. Counseling all employees on the types of behavior prohibited, and the City procedures for reporting and resolving complaints of harassment
- a. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision: and
- b. Taking immediate action to limit the work contact between two or more employees where there has been a complaint of harassment, pending investigation.
- c. Each supervisor has the responsibility to assist any employee of the City, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the Department Head.
- d. Each employee of the City is responsible for assisting in the prevention of harassment through the following acts:
- e. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
- f. Reporting acts of harassment to a supervisor; and
- g. Encouraging any employee, who confides that he/she is being harassed, to report these acts to a supervisor.
- h. Failure to take action to stop known harassment shall be grounds for discipline.
- i. Every employee involved in the reporting, investigation, testifying, etc. of a report of harassment will maintain the highest level of confidentiality as allowed by law, to protect those employees involved.

Section 5 - Complaint Procedures

Employees encountering harassment shall tell the person that their actions are unwelcome and offensive.

- a. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
- b. Any employee who believes that he/she is being harassed shall report the incident(s) to his/her supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated.
- c. Where this is not practical, the employee may instead file a complaint with another supervisor, with the Department Head, or the City Manager.
- d. The supervisor or other person to whom a complaint is given shall meet with the employee

and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.

e. The City employee taking the complaint shall expeditiously deliver the complaint to the Department Head.

f. The City Manager, or Mayor in a case involving the City Manager, unless otherwise directed by the City Manager, shall be responsible for the investigation of any complaint alleging harassment.

g. The City Manager will notify and request the assistance of the appropriate Prosecutor's office and/or an outside law enforcement agency (when deemed appropriate) if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.

h. The City Manager will be responsible for conducting the investigation and/or assigning personnel to the investigation for assistance.

i. The investigation shall include a report as to whether other employees are being harassed by the person, and whether other City employees participated in, or encouraged the harassment.

j. The internal investigations authority shall inform the parties involved of the outcome of the investigation.

k. A file of harassment complaints shall be maintained in a secure location by the Department Head.

l. An annual report of complaints will be made to the City Manager.

There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying or participating in the investigation of such a complaint.

Complainants or employees accused of Harassment may file a grievance/appeal in accordance with City procedures when they disagree with the investigation or disposition of a harassment claim. Procedures are outlined in Chapter XI.

This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

CHAPTER XVII

Accidents

Section 1 - General Policy

Guidelines have been established for reporting accidents involving City vehicles, establishing an accident review board for investigation of fleet accidents and implementing disciplinary actions in cases where employee negligence contributed to or caused an accident involving City vehicles. A vehicle is defined as any motor driven or motorized equipment either capable of moving from place to place off road or equipment which by license or permit can travel on public streets or highways. Police personnel should also refer to section 501.01 and 501.02 of the Police Department General orders

manual.

Section 2 - Reporting Accidents

Any accident involving a City vehicle or motorized equipment must be reported immediately. City vehicle damage report in Appendix XX shall be turned into the department head within 24 hours. In accidents involving other vehicles, citizens or employees, or property, the police department will be notified immediately. (In cases involving police vehicles, the Department of Public Safety, Sheriff's Department, or Chief of Police will investigate.) If you notice damage has been done to a City vehicle or motorized equipment, but you were not aware of the incident that caused the damage, you must report the damage to your supervisor as soon as you become aware of the situation.

Section 3 - Investigation of City Accidents

The City Manager has appointed an Accident Review Committee consisting of the Director of Finance, Director of Public Works, Director of Utilities and the Police Chief to investigate any accident or damage involving any City property, public/private property, damaged City vehicle or motorized equipment, or employee action. In any case involving one of the committee members, the remaining members shall serve as the Accident Review Committee. This committee is to review any accident involving City vehicles or motorized equipment to determine the cause of the accident/damage. In determining the cause of any accident, the committee shall have access to any police or Department of Public Safety investigative reports, as well as the authority to interview any employees or other persons who may have information regarding the accident. After its review of the accident or damage, the committee shall issue a report describing its findings and recommendations within two (2) business days of the completion of its review.

Section 4 - Disciplinary Action

As a part of the committee's report of the accident or damage findings, the committee shall recommend any disciplinary action that should be taken against the employee. Disciplinary action may range from a verbal reprimand to suspension to termination. An employee would only be considered for suspension without pay or termination in cases of gross negligence, willful misconduct, or where an employee is a repeat offender (violation of policy) and is shown to be reckless or negligent in his/her operation of City vehicles or motorized equipment.

Section 5 - Appeal

Any appeal from the Accident Committee's findings shall be made in writing to the City Manager in accordance to the appeal process referred to in Chapter XI of this policy.

Section 6 - Seat Belts

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the City at all times. This also applies to the operation of privately owned or other vehicles if used while the City employee is on-duty.

The driver of the vehicle or motorized equipment is responsible for insuring compliance by all occupants of the vehicle he/she is operating. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and only with the approval of a Department Head.

Any City employee observed by a Department Head or respective supervisor, not secured by safety belt while operating a City vehicle may be suspended for one (1) day without pay. Multiple violations will subject the employee to additional disciplinary action up to and including termination.

CHAPTER XIX

Computer Equipment, Network and Internet Use Policy

Disclaimer

The Internet is a constantly growing worldwide network of computers and servers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Users are further cautioned that it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Employees and users (herein referred to as "Users," or "User") accessing the Internet do so at their own risk and understand and agree that the City of Llano is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at the City of Llano is governed by the following policy:

Permitted Use of Internet and City computer network:

The computers, computer network and software used at the City of Llano are the property of the City and are to be used for legitimate City business purposes. Users are provided access to the computer network and document drive to assist them in the performance of their jobs. Additionally, Users are provided with access to the Internet through the computer network. All Users have a responsibility to use the City's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer

network or the Internet, may result in restriction of service, disciplinary action, up to and including possible termination, and civil and/or criminal liability.

Computer Network Use Limitations:

- **PROHIBITED ACTIVITIES**, Without prior written permission from authorized personnel at the City of Llano, the City's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Malware, Trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the User's or any other employee's job performance; b) have an undue effect on the computer or City's network's performance; c) or violate any other policies, provisions, guidelines or standards of the City of Llano, Texas. Furthermore, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.
 - **ILLEGAL COPYING**, Users may not illegally copy material protected under copyright laws or make copyrighted material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining express permission from authorized personnel at the City of Llano.
 - **ACCESSING THE INTERNET**, to ensure security, avoid the spread of viruses & malware, and to maintain the City's Internet Usage Policies, employees may only access the Internet through a computer attached to the City's network and approved Internet firewall or other security device(s). Bypassing the City's computer network security by accessing the Internet directly by personal connections such as (but not limited to) Cellular Networks, Wimax, modems, or proxy avoidance techniques or by any other means is strictly prohibited. The City of Llano's Wi-Fi network can be used to access the internet with personal devices.
 - **FRIVOLOUS USE**. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups or other social media, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-City-related uses of the Internet.
- VIRUS DETECTION**. Files obtained from sources unauthorized by the appropriate City of Llano personnel, including but not limited to disks brought from

home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the City's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders or unknown or unfamiliar sources, or use disks from non-City sources, without first scanning the material with approved virus checking software. If you suspect that a virus has been introduced into the City's network, unplug your machine and contact Information Technology immediately.

No Expectation of Privacy:

Employees are provided use of computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, post, send or receive using the City's computer equipment. The computer network is the property of the City of Llano and may be used only for City purposes.

- Waiver of privacy rights: The user expressly waives any right of privacy in anything they create, store, post, send or receive using the City's computer equipment, network or Internet access. User consents to allow City personnel access to and review of any and all materials created, stored, sent or received by user through any City network or Internet connection.

Monitoring of computer and Internet usage:

The City has the right to monitor, log and archive any and all aspects of the City's Computer equipment and system including, but not limited to, monitoring Internet sites, monitoring software installations, file downloads and internet usage.

Blocking Sites with Inappropriate Content:

The City has the right to utilize hardware and software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate by the City Manager.

Blocking Sites with Non-productive Content:

The City has the right to utilize hardware and software that makes it possible to identify and block access to Internet sites containing non-work-related content such as (but not limited to) Drug Abuse; Hacking; Illegal or Unethical; Discrimination; Violence; Proxy Avoidance; Plagiarism; Child Abuse; Alternative Beliefs; Adult Materials; Advocacy Organizations; Gambling; Extremist Groups; Nudity and Risqué Materials; Pornography; Tasteless; Weapons; Sexual Content; Alcohol; Tobacco; Online Gaming; Freeware and Software Downloads; File Sharing and Offsite Storage; Streaming Media; Peer- to-peer File

Sharing; Internet Radio or TV; Internet Telephony; Online Shopping; Malicious Websites; Phishing; SPAM; Advertising; Brokerage and Trading; Web-Based Personal Email; Entertainment; Arts and Culture; Education; Health and Wellness; Job Search; Medicine; News and Media; Social Networking; Political Organizations; Travel; Personal Vehicles; Dynamic Content; Web Chat; Instant Messaging or IM; Real Estate; Personal Websites or Blogs; Content Servers; Domain Parking; Personal Privacy; Finance and Banking; or Web-based Applications.

Acknowledgement of Understanding:

I have read and agree to comply with the terms of this policy governing the use of the City of Llano’s computer network and Internet Usage. I understand that a violation of this policy may result in disciplinary action, up to and including possible termination and civil and criminal penalties.

Printed Name: _____

Signature: _____

Date: _____

CHAPTER XX

Cellular Mobile Phone Acceptable Use Policy

The City of Llano recognizes mobile phones are an effective form of communication between citizens and staff as well as internal communication and accept that cellular telephones have become a part of everyday life. The City of Llano may provide cellular telephones (voice only or smartphones with voice & data services) or partial reimbursement for the use of personal phones for employees based on an employee’s job requirements. As such you may be provided with a Mobile Telephone by the City to use in your daily activities.

This policy has been developed to ensure that all City staff are aware of the restrictions in place on the usage of their provided cellular mobile phones.

1. Application

This policy applies to all City staff that have been issued a mobile phone by the City of

Llano, or who are receiving reimbursement for the use of their personal phone.

2. Violation of Policy

Any violation of the Cellular Mobile Phone Acceptable Use Policy could result in disciplinary action leading up to and including termination of employment and civil and/or criminal prosecution under local, state and federal laws.

3. Provisions

The provision of a mobile phone is dependent upon your role and job duties within the City of Llano. All City provided cellular mobile phones are the property of the City of Llano. If you feel that a mobile phone is required and has not been provided please discuss the matter with your supervisor.

Mobile phones may be provided to City Staff whose duties include but are not limited to the following criteria:

- Duties are of a peripatetic nature or there is a genuine need to be easily and immediately contactable by telephone during and outside of normal working hours.
- Duties include a significant element of on-call working where the individual may be called upon to return to work and carry out tasks outside of normal working hours or in the case of emergencies.

4. Procedure

4.1. Staff Responsibilities

City staff is required to take good care of the provided mobile phone and take all reasonable precautions to ensure that the device is not damaged, lost or stolen. In the event that the device is stolen, staff will be expected to report the theft to the police within twenty-four (24) hours. In addition, City staff should also inform their supervisor as soon as possible.

City staff must answer all incoming calls when on duty or on call. Further, City staff must return voicemails within a reasonable period of time when off duty and the voicemail indicates an emergency situation is occurring and the staff member is needed.

Staff leaving the City of Llano must return their mobile phone to the Finance Department before last day of work or current price of the device may be levied against

the employee.

4.2. Lost or Damaged Mobile Phones and accessories

Mobile phones and accessories in need of repair should be returned to the IT department who will arrange to have them returned to the supplier for repair or replacement. It should be noted that manufacturers' warranties do not normally cover damage caused by misuse or neglect and that the cost of such repairs may be levied against the employee. If the device is inoperable or has to be replaced before an upgrade is available the employee may be responsible to pay the costs necessary for replacing the device. The City of Llano is eligible for an upgrade every twelve (12) months. Lost mobile phones and accessories will be replaced at discretion of the City Manager.

4.3. Mobile Phones and Driving

4.3.1. The Law

The City of Llano's policy on the use of mobile phones while driving a City vehicle is guided, first and foremost, by a concern for the well-being of our staff and other road users.

Driving while talking and or texting on a mobile phone is distracting and can lead to accidents. You cannot be in full control of your vehicle if you are using a hand-held mobile phone while driving.

The law requires drivers to maintain proper control of their vehicles at all times and it is illegal to use a cellular device while driving through a school zone in Texas. You can be prosecuted for careless or inconsiderate driving, or even dangerous driving, if using a phone causes you to drive in this way.

4.3.2. Hand-held phones

While on City business avoid taking calls. But if you must, say you are driving and end the conversation as quickly as possible. Otherwise you will put yourself and other road users at risk.

- ABSOLUTLY NO TEXTING WHILE DRIVING
- Use a hands-free device if available
- Find a safe place to park to make a call or receive messages. On a long journey take regular breaks to help you relax and reduce tiredness.

5. Personal Use

Mobile phones, which have been provided by the City, are to be used primarily for City business.

You may be authorized a limited amount of private use, however, this should be, wherever possible, restricted to receiving incoming calls.

5.1. Outgoing Private Calls

If private outgoing calls are made then the user maybe required to examine the itemized bill, calculating the amount attributable to private calls and making payment to the City, through the Finance Department.

Copies of the itemized bills will be provided to users for this purpose.

5.2. Text Messages

The City of Llano accepts that Text Messaging is sometimes used to communicate between coworkers and citizens. As such text messaging plans may be made available if approved by the City Manager. If private texts are sent or received, the user may be required to reimburse the costs of the texts to the City, through the Finance Department.

6. Service Access

The level of an individual's access will be based upon their job duties however, as a general rule all mobile phones will be configured for National Access only. Members of staff who demonstrates a need for International Access will require written authorization from the City Manager.

7. Smart Phones

7.1 Personal Use

City-provided smartphones (Apple iPhone, Blackberry, etc.) and all other City-provided devices are to be used for fulfilling the employee's employment responsibilities. Employees are prohibited from incurring any fees or charges as a result of personal use of a City-provided smartphone, mobile telephone or other City-provided device, and subsequently billing those fees and charges to the City of Llano. If a smartphone, mobile telephone, PDA, accessory and/or service fees or charges result from personal use of City-provided equipment, the employee may be responsible for those fees and charges.

7.2 Use Limitation

- Employees are prohibited from installing or downloading unapproved and unauthorized software or services on City provided smartphones, mobile telephones, or other City- provided devices.

Accessing the Internet: Smartphones are enabled with a data plan that enables them to access the internet. Employees are provided access to the Internet to assist in the performance of their jobs. Users are provided with access to the Internet through the computer network. All employees issued a smartphone or other device with Internet access have a responsibility to use the Internet in a professional, lawful and ethical manner. Abuse of Internet access, may result in removal of service, loss of City- provided smartphone or other device, and disciplinary action, up to and including possible termination, and civil and/or criminal liability.

8. No Expectation of Privacy:

Employees are provided the use of mobile phones and smartphones with Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, post, send or receive using a City-provided mobile telephone, smartphone or other City-provided device. All City-provided mobile phones, smartphones, and other devices and accessories are the property of the City of Llano and may be used only for City purposes.

- Waiver of privacy rights: The user expressly waives any right of privacy in anything they create, store, post, send or receive using a City-provided mobile telephone, smartphone or other device. The employee consents to allow authorized City personnel access to any and all materials created, stored, sent or received by employees on a City-provided mobile telephone, smartphone, or other device.

Acknowledgment of the City of Llano Cellular Mobile Phone Acceptable Use Policy

This form is used to acknowledge receipt of, and compliance with, the Cellular Mobile Phone Acceptable Use Policy.

Complete the following steps:

1. Read the Cellular Mobile Phone Acceptable Use Policy.
2. Sign and date in the spaces provided below.

Signature: _____

Date: _____

Approved
2025-2026



Citizens
City Council

City Secretary Municipal Court Clerk Municipal Judge(PT) City Attorney

City Administrator

Public Safety Director
(Police Chief)

Finance Director

Patrol Sergeant Patrol Sergeant Investigator Admin. Sergeant Admin. Assistant Fire Chief (Volunteer)

Patrol Officer Patrol Officer ACO/Permitting Code Compliance Fire Marshal (PT)

Patrol Officer Patrol Officer

Airport Manager Main Street Manager Finance AP/AR HR/Payroll Billing Coordinator

Airport Att.(PT) Lantex (PT) Utility Cust Service Rep

Airport Att.(PT)

Utilities/Public Works Director

Golf Course Manager

Director of Electric System Operations

Chief Plant Operator W/WW Foreman Maintenance Foreman Event Center Manager

Wastewater Plant Op. W/WW Plant Asst. Op. W/WW Crew Leader W/WW Crew Leader

W/WW Operator III W/WW Operator III Grounds Crew Leader Street Maint. Crew Leader CCS Attendant (32)

Grounds Maint. II Street Maint. Worker II CCS Event Center Maint.(PT30)

Robinson RV Park(PT) Street Maint. Worker II CCS (PT)

Swimming Pool(SH) Street Sweep (PT20) CCS Attendant (8)

Lifeguards Pool(SH)

Golf Course Pro Shop GC Maint. Crew Leader

Golf Course Pro Shop(PT30) Golf Course Maint.

Golf Course Pro Shop(PT) Golf Course Maint. (PT)

Lineman Foreman

Lineman Lineman

Lineman



CITY OF LLANO

Personnel Policies

CHAPTER I

Introduction

Section 1 - Objectives

These policies are designed to bring to the City of Llano a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of modern personnel practices. Objectives of the City personnel management system, which include these policies, are:

- a. to promote and increase productivity, efficiency and responsiveness to the public and economy in the City service;
- b. to provide fair and equal opportunity for qualified persons to enter and progress in the City service in a manner based on merit and fitness as ascertained through fair and practical personnel management methods;
- c. to maintain recruitment, advancement, and tenure practices enhancing the attractiveness of a City career and encouraging each employee to give his/her best effort to the job and the public;
- d. to develop and maintain consistent, up-to-date position classification and compensation plans;
- e. to develop and maintain high morale among City employees by fostering good working relationships and by providing uniform personnel policies, the opportunity for advancement, and consideration of employee needs and desires;
- f. to retain employees on the basis of the adequacy of their performance, correct inadequate performance, and separate employees whose inadequate performance cannot be satisfactorily corrected; and
- g. to assure that employees are protected against coercion for partisan political purposes and are prohibited from using their positions with the City for the purpose of interfering with or affecting the results of any kind of official election.
- h. to require employees to be committed to open responsiveness to public and elected officials.

Section 2 - Equal Employment Opportunity Policy

~~An affirmative action plan shall be developed and maintained to foster equal employment in the City service. The City of Llano is an equal opportunity employer.~~ Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, marital status, disability, or other protected status under applicable federal, state or local law is prohibited. Discrimination on the basis of age, sex, ~~race, religion~~ or disability is prohibited except where specific age, sex, or other requirements constitute a necessary occupational qualification for proper and efficient administration. Any employee who feels he/she has been improperly discriminated against may appeal in accordance with the procedures specified in Chapter XI.

Section 3 - Americans With Disabilities Act of 1990

The City of Llano is committed to fair recruitment and selection practices and does not permit unlawful discrimination against persons with disabilities in its hiring procedures, in accordance with the Americans With Disabilities Act of 1990 regarding public entities

The City of Llano shall make reasonable efforts to employ job applicants who are disabled but are otherwise qualified for available positions. It is also the City's policy to comply with the facility accessibility provisions of the Americans With Disabilities Act of 1990. If a person should encounter difficulty while attempting to conduct business at the City's facilities, he or she should report the problem to the City Manager's Office for further investigation and action as needed.

While the City seeks to accommodate the public, it shall also adhere to the needs of its employees who have disabilities. Disabled employees should inform the City Manager of any accommodations that would assist them in the performance of their jobs. The City will attempt to make reasonable accommodations in an effort to assist the employee in the performance of his or her job. With its employees, as with the general public, the City of Llano will strive to create and maintain a work environment which is accessible.

Section 4 - Applicability

These rules apply to all City employees except where inconsistent with applicable federal, state or local law, statute, regulation or ordinance.

Section 5 – Dissemination

All City employees shall be informed of the existence of these policies and be provided one copy of the document. Revisions will be disseminated to each employee upon

adoption by the City Council and subsequent issue by the appropriate Department Head. Each employee is responsible for maintaining his/her copy of the City Personnel Policies and Procedure Manual. The handbook shall be provided for the convenience of employees and shall be considered informational in nature.

All City employees are responsible for thoroughly acquainting themselves with the materials in these personnel policies and any subsequent revisions. Employees are encouraged to submit suggestions for changes and improvements to these personnel policies and procedures.

Section 6 - Division of Responsibility

The general and final authority for personnel management rests with the City Manager, who may delegate authority as necessary and proper, with the following exceptions; the Municipal Judge, Fire Marshal and the City Secretary. Personnel actions relating to these exceptions are subject to the authority of the City Council. (General Authority meaning day to day operations and all personnel matters up to but not including disciplinary action. Final Authority meaning disciplinary action up to and including termination.) Delegation of authority, chain of command, and grievance procedures will follow the organizational chart as contained in **Appendix A** of this document.

The City Manager is delegated the authority for recommending and interpreting personnel policies and procedures as they apply to all departments and employees. The City Manager shall advise management in all areas of personnel administration, including but not limited to employee-management relations, training and career development, and employee health, safety and morale.

Department heads and supervisory personnel are responsible for enforcing the provisions of these policies and for cooperating with the City Manager or his/her designee on all related matters pertinent to their organizational units. Department heads may adopt supplemental personnel policies, procedures and work rules not in conflict with these City-wide policies, but such policies, procedures and rules must be approved by the City Manager and/or City Council prior to implementation.

Section 7 - Exceptions

Employees of the Police Department are also directed by the Code of Conduct and the General Orders of the Police General Manual, and should be knowledgeable regarding all written directives. Police Department employees will be aware of all exceptions and contradictions that exist between this personnel manual and the General Orders Manual. Where exceptions or contradictions exist, members of the Police Department will follow the directive of this City of Llano Personnel Policies and Procedure Manual. This Manual is included as EXHIBIT **A** to the General Orders of the Police General Manual and the

signature page, with employee signature, shall be kept in the employee's police department file.

Section 8 - At Will Employment

Nothing in this Personnel Policies and Procedure Manual shall be construed to create or imply a contract of employment. Both the employee and employer are free to exercise their rights to terminate employment with or without cause at any time. Nothing in these policies and procedures is intended or designed to alter the "at will" employment relationship.

All appendices attached hereto are a part of this personnel policy.

These policies may be changed, amended, or modified at any time at the discretion of the City Council. These personnel policies are in effect as of ~~June 15, 2020~~, and supersede all previous personnel policies.

CHAPTER II

Method of Filling Vacancies

Section 1 - Vacancy Identification

Department heads shall notify the City Manager or designee when vacancies occur or are imminent in the manner prescribed by the City Manager and/or designee.

Section 2 - Announcement of Vacancies

The City Manager or designee shall publicly announce by appropriate means all vacancies to be filled in the City service by publication in newspaper of record, on the employee bulletin board, on the City of Llano website, and/or other suitable methods.

Each job announcement, insofar as practicable, shall specify the title, and nature of the job; the required minimum qualifications; and the deadline for and method of application. Each announcement shall contain a statement confirming the City's commitment to its policy of equal employment opportunity and nondiscrimination.

Section 3 - Promotion Policy

A promotion is the assignment of an employee from a position in one grade to a position

in another grade having a higher maximum salary.

It is the City's policy to promote from within the City service whenever possible. Applications for any particular job may be limited to qualified City employees. Opportunities for promotion across organizational lines shall be maximized. Police personnel should also refer to Section 100.210 of the Police Department General Orders Manual.

Section 4 - Temporary Promotions

The Department Head, with the approval of the City Manager, may authorize, in writing, a temporary promotion to ensure the proper performance of City functions if a position is vacant or its regular incumbent is absent. Employees given temporary promotions shall be compensated in accordance with Section 2b of Chapter VII of these policies.

Temporary promotions shall not be used to circumvent normal selection procedures. The employees involved shall not acquire any status or rights in the position classification to which temporarily promoted except as provided above. Nothing in these rules shall be construed to prevent the temporary or intermittent assignment of some higher-level duties to an employee without additional compensation. Additional compensation shall be paid only in cases of formal temporary promotion effected in accordance with this section.

Section 5 - Transfers

A transfer is an assignment of an employee from one position to another not involving promotion or demotion. A transfer may occur for administrative convenience or upon the request of the employee. Transfers may be made administratively or in conjunction with an announced selection process.

Interdepartmental transfers and transfers between grades must be approved by Department Heads and the City Manager.

Section 6 - Non-disciplinary Demotions

A demotion is the assignment of an employee from one position in one grade to a position in another grade having a lower maximum salary. With the approval of the City Manager and if the employee is qualified to perform the duties of the lower level position, an employee may be administratively demoted at his/her own request or as an alternative to being laid off. Demotions of this nature shall not be considered disciplinary actions or disqualify the employees involved from consideration for later advancement. Demotions effected as alternatives to layoffs may be fully or partially rescinded at any time.

Section 7 – Applications

Only City applications received by the ~~City Secretary~~ **Human Resources Manager** with the applicant's physical or digital signature shall be considered. Information submitted in connection with application for City employment is subject to verification.

The City Manager or his/her designee may require supplemental information relevant to an applicant's qualifications as appropriate. Police personnel should also refer to Section 100.29 of the Police Department General Orders Manual and the Standard Operating Procedures concerning the application and hiring process.

Section 8 - Evaluation

The Department Head shall determine the most appropriate means of evaluating applications against job requirements to identify the best-qualified applicants. Interviews, prior employment history, background checks, driving records, criminal history checks, performance checks, performance tests, written tests and/or other job-related screening procedures may be used as deemed appropriate by the City. Applicants shall be required to provide any job-related information and undergo any job-related examinations and/or testing necessary to demonstrate compliance with prescribed minimum qualification requirements for the positions involved.

Section 9 - Interview Committee

An interview committee may be created to conduct interviews of prospective applicants for a department head position. The committee may be comprised of the City Manager, Mayor, and two (2) City Council members appointed by the City Council. When interviewing for the position of Chief of Police, the committee may include two (2) additional members appointed by the City Manager - one from a law enforcement background and one from the Llano community. The committee shall make recommendations regarding applicants for a department head position to the City Manager. The City Manager will have the final administrative decision on hiring a department head. Definition of Department Head is defined as the ~~Public Works Director~~, ~~Public Works~~ Director for W/WW, ~~Director of Electric~~, Finance Director, and ~~Community Development Director~~.

Section 10 - Disqualification

An applicant shall be disqualified from consideration if he/she:

- a. does not possess the qualifications necessary for the performance of the duties of the position involved;
- b. has made a false statement of material fact on the application form or supplements;
- c. has committed or attempted to commit a fraudulent or misleading act or

- omission at any stage of the selection process;
- d. is an alien not legally permitted to work;
- e. is below the minimum employable age prescribed by law; or
- f. has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position for which he/she has applied.

An applicant may be disqualified from consideration upon other grounds relating to job requirements or qualifications specific to the vacant position. The job requirements can define time period to acquire qualifications.

Section 11 - Referral and Selection

The Department Head shall develop standard operating procedures for the referral of applicants to departments for selection and interview. City Manager must approve the final selection of applicant before hiring. The procedures shall provide for selecting officials to report the disposition of all referred applications and the reasons therefore. Police personnel should also refer to section 100.29 of the Police Department General Orders Manual and the Standard Operating Procedures concerning the application and hiring process.

Section 12 - Employee Orientation

Upon selection of the best-qualified applicant, the department head or other designated City staff will conduct an orientation to include the following:

- a. personnel policies;
- b. retirement and insurance benefits;
- c. attendance requirements;
- d. disciplinary and grievance procedures;
- e. payroll and wage procedures;
- f. requirements of training period;
- g. uniforms, dress code;
- h. vehicle operation;
- i. workers compensation/accident reporting;
- j. keys;
- k. safety; and
- l. other appropriate information and policies.

Following the orientation briefing, the new employee will be directed to City Hall to complete the following:

- a. all forms concerning personnel action, direct deposit, and physical consent;
- b. all required forms concerning payroll and payroll deductions for state and federal requirements;
- c. all forms concerning insurance;
- d. all forms concerning the Texas Municipal Retirement System;

- e. all required forms concerning employment eligibility (I-9); and
- f. all forms related to submitting to drug/alcohol testing.

Following the completion of orientation, the employee will be directed to his/her respective department head for job assignment. The new employee will complete and return to the City Manager the acknowledgment form attached to the employee's copy of the Personnel Policies and Procedure Manual as an indication that he/she has received, read and fully understands the personnel policies of the City of Llano and the Standard Operating Procedures (SOP) of the respective Department.

CHAPTER III

Appointment of

Employees Section 1 -

Basis

Appointments shall be made based on the job-related qualifications of applicants as ascertained through fair and practical selection methods.

Section 2 - Type

Appointments shall be designated regular or temporary. Regular appointments may be made to full-time or part-time positions. All regular appointments are subject to the policies covering a training period.

Temporary appointments may be made to full-time or part-time positions requiring continuous, seasonal or intermittent performance.

Section 3 - Emergency Temporary Appointments

Whenever an emergency exists which requires the services of personnel who are not otherwise available, such personnel may be immediately appointed for a period not to exceed thirty (30) business days without regard to normal recruitment and selection requirements. Emergency temporary appointments shall not be renewable.

Section 4 - Nepotism

A public official or office-holder may not appoint, seek the appointment of, confirm the appointment of, or vote for the appointment or confirmation of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if the individual is related to the public official within a degree described by Section 573.002 of the Texas Government Code, or its successor statute. Direct or indirect supervision of immediate family members is not allowed. Immediate family members may not be

employed in the same department. “Immediate family” is defined as an employee or spouse’s mother, father, spouse, sibling, child or grandparents.

Section 5 - Residence

There shall be no absolute residence requirement for City employment except as may be provided by law. Employees on standby or subject to being called to work in cases of emergency, as required in their job description, shall be required to reside within a 30-minute response time of their places of work. Exceptions to the response time requirements for residence location may be determined by the City Manager and/or City Council.

Section 6 - Medical Examinations

A person selected for initial appointment or reinstatement to certain job classifications as designated by the Department Head shall undergo a medical examination at City expense in a manner prescribed by the City Manager or his/her designee. Employment shall be contingent upon findings of a medical examination in relation to the standards of fitness required for the position involved. The City Manager shall be the final authority in determining medical suitability for employment based on information provided by qualified medical personnel. The City Manager may waive or modify the medical examination requirement for any or all part-time positions or for reinstatements following short breaks in service.

With the approval of the City Manager, a department head may require that a current employee successfully undergo a medical examination to determine fitness for continued employment or for promotion or other personnel action as allowed by law.

Section 7 - Driving Records

In accordance with State Law and safe driving practices, the City of Llano requires all drivers of City vehicles to maintain a driving record that meets City approval and standards. Failure to meet these standards will result in suspension of job-related driving privileges and/or dismissal for current job-related driving employees and denial of employment to prospective job-related driving employees. Failure to maintain driving standards by employees in non-job-related driving positions will result in the suspension of that employee’s driving privileges for all City vehicles. Employees are responsible for reporting changes in their driving record in writing within ten (10) days of the offense to their Department Head and City Manager or **Human Resources Manager City Secretary**. An employee’s failure to report changes to his or her driving record is grounds for disciplinary action.

The City shall determine acceptability after the offer of employment, but prior to the actual

hiring of an applicant, and shall periodically check the driving records of current drivers to ensure the employees meet the required standards for continued employment.

The standards listed below will be used in evaluating the driving records of both current job-related driving employees and applicants for job-related driving positions. A point value will be given to each incident with a total grading point system used to make an analysis and final decision in each driver's case.

a.	Number of at Fault Accidents Points (within last 3 years)	
	None	0
	1	3
	2	6
	3	9
b.	Major Moving Violations Convictions last 5 years)	Points (within the
	Hit & Run, leaving the scene Of an accident	6 each
	Driving under the influence Of alcohol or drugs	10 each
	Any felony, homicide or manslaughter involving use of a motor vehicle	10 each
	License suspension or revocation	10 each
	Reckless, negligent or careless driving	4 each
	Speeding	3 each
c.	Other Moving Violations Points Convictions (within last 3 years)	
	None	0
	1 or over	2 each

TOTAL POINTS

Best	0-2
Average	3-4
Questionable	5-6
Poor	Over 6

Questionable risk group employees shall be counseled and alerted to the fact that any further driving violations will result in their dismissal or suspension of driving privileges of City vehicles. Poor risk group employees may be dismissed from service and shall not be eligible for rehire until such time as their driving records meet City standards. Questionable risk group applicants may be considered for employment with the

understanding that any further violations will result in dismissal. Poor risk group applicants will not be considered for employment.

Section 8 - Driving While Intoxicated/Under Influence of Drugs

Licensed drivers who must operate City vehicles as part of their duties and responsibilities, who are arrested for Driving While Intoxicated (DWI), Intoxication Assault, Intoxication Manslaughter or Driving While License Suspended (DWLS), shall be suspended pending internal investigation and/or adjudication. Regardless of administrative action, no employee may operate City street-legal vehicles and/or equipment on public roadways while one of the above cases are pending adjudication. The City Manager may take action other than provided in this Policy based on the specifics of each individual case. Such action may include, but is not limited to: treatment, reassignment of positions and/or duties, suspension or termination as deemed appropriate.

At the discretion of the Department Head, if an available position exists within the respective Department not requiring the operation of City vehicles, the employee may be placed in the position pending adjudication of the offense.

Upon conviction of any of the above offenses by a court of competent jurisdiction, the employee may be terminated from City employment. If the employee is not terminated, the employee may be subject to regular drug and/or alcohol testing.

CHAPTER IV

Evaluation Period

Section 1 - Evaluation Period

Every person initially appointed to the City service under a regular appointment shall be required to successfully complete an evaluation period of six (6) months. Every person promoted in the City service shall be required to successfully complete an evaluation period of six (6) months.

If circumstances so warrant and with the approval of the City Manager, the initial or promotional evaluation period may be extended for a specified period not to exceed six (6) additional months when supported by specific requirements or qualifications of the position in question. Police personnel should also refer to section 100.28 of the Police Department General Orders Manual.

Section 2 - Purpose

Department heads and supervisors shall use the evaluation period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs and the City service. Only those employees who meet acceptable standards of job performance and requirements of the position during the evaluation period shall be retained in their positions.

Section 3 - Failure of Evaluation Period

An employee shall fail the evaluation period when, in the judgment of the Department Head, the employee's fitness and/or quality of work are not such as to merit continuation on the job. Failure of the evaluation period (initial or promotional) may occur at any time within the evaluation period and shall not be considered part of the disciplinary process.

A promoted employee who fails the evaluation period may, at the City Manager's discretion, be returned to his/her former type of job, if available, or to any other type of job for which he/she is qualified, if available. The employee shall be eligible for consideration for later advancement. If no position is available, employee may be terminated.

Department heads shall ensure documentation of all cases of failure of the evaluation period as well as counseling and other efforts to help employees during the evaluation period. Employees who fail the evaluation period may appeal to the department head and then, if necessary, to the City Manager in accordance with the established appeal procedures.

CHAPTER V

Performance Evaluation

Section 1 - Performance Evaluation Report

The work performance of each regular employee shall be evaluated in accordance with the evaluation form in Appendix XX. Evaluations for employees during the evaluation period shall be conducted upon completion of the evaluation period and shall be conducted annually for other employees. Additional evaluating may be conducted if requested by the department head. Annual evaluations shall be conducted by September 15th of each year. ~~using the evaluation form in Appendix XX~~

Section 2 - Purpose

The performance evaluation is designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding items such as, but not limited to, training, assignment, merit raise, promotion and retention of employees.

Section 3 - Counseling

Employees shall be provided copies of their performance evaluation reports. Evaluators shall individually discuss the reports with the employees and shall counsel them regarding their evaluations, job-performance and any improvements in performance, which appear desirable or necessary.

Section 4 - Reconsideration

Employees dissatisfied with their performance evaluations may seek reconsideration by using the established appeal procedures as provided for in Chapter XI of this Personnel Policies and Procedure Manual.

CHAPTER VI

Classification

Section 1 - Plan

The City Manager or his/her designee shall prepare and administer a position classification plan based on an analysis of City positions. Positions shall be allocated to appropriate classes based on objective factors. The City Manager or his/her designee shall review the duties and responsibilities of City positions when they become vacant and shall make any necessary adjustments to the classification plan. An employee may request that his/her position be reviewed for proper classification by using the established appeal procedures as outlined in Chapter XI of this Personnel Policies and Procedure Manual.

Section 2 - Official Titles

Official position classification titles shall be used in all personnel matters when so designated. Working or functional titles may be otherwise used as appropriate.

CHAPTER VII

Compensation

Section 1 - Basis

The City Manager or his/her designee shall prepare and administer a comprehensive compensation plan for City employees subject to required City Council approval. Employees shall be paid in accordance with the compensation plan, which may include one or more salary schedules. In determining classes on salary schedules, consideration shall be given to internal alignment; prevailing rates of pay among public and private employers; the availability of qualified applicants; the duties, responsibilities and qualifications required of employees in the classes; and other relevant factors.

Section 2 - Administration of Range/Step Salary Schedules

Range/Step salary schedules shall be administered in accordance with the following policies:

- a. A new employee shall normally be compensated at the minimum step of the approved salary range. In exceptional circumstances, the City Manager may authorize hiring above the minimum step.
- b. A newly promoted employee shall ordinarily be compensated at the lowest step of the approved range which would provide an increase in pay of at least 10% over that received in the previous class. On the date of promotion, the newly promoted employee receiving a pay increase shall begin a new waiting period for further increases. An employee being transferred shall, ordinarily continue to receive the same salary and shall retain the same eligibility date for pay increases.
- c. Individual increases within a range may be granted as specified in the compensation plan upon recommendation by the department head and fulfillment of performance evaluation and other applicable requirements. Increases of this nature are called merit increases and are based on careful consideration and evaluation of the ability and performance of the employee. Employees are eligible for merit increases upon successful completion of the training period. Subsequently, merit increases are normally given consideration at the time of performance evaluation, but they may be given special consideration at other times.
- d. No employee shall be paid more than the maximum rate established for his/her class, except that an employee whose job was downgraded by reclassification or changes in the labor market through no fault of his/her own may continue to receive his/her former rate of pay until a rate on the new salary range equals or surpasses the old rate or until the employee's job changes.
- e. An employee voluntarily or involuntarily demoted for any reason shall be compensated on a step of the new range as administratively determined.

- f. A former employee reinstated in accordance with Chapter XIII of these policies shall be compensated on a step of the approved range as administratively determined.

Section 3 – Overtime

No employee shall engage in any overtime work without the specific authorization of the City Manager or his/her designee. The City Manager or his/her designee may authorize overtime pay and/or compensatory time to meet the operational needs of the City. Overtime, when ordered for the maintenance of essential City functions, shall be allocated as evenly as possible among employees qualified to do the job. For non-exempt, non-police employees, overtime is paid, or compensatory time is gained for time worked in excess of forty (40) hours in a seven (7) day work week. Nonexempt police personnel will be paid overtime for time worked in excess of one hundred seventy-one (171) hours in a twenty-eight (28) day work period. Police Department personnel should also refer to the section of the General Orders Manual concerning overtime and compensation. The overtime rate of pay shall be one and one-half times the employee's normal rate of pay. Other considerations pertaining to overtime shall be addressed by the administrative directive. No overtime shall be paid unless prior approval of the overtime work is obtained from the City Manager or his/her designee. The City Manager's designee shall be all Department Heads, who in turn may assign specific Department personnel with the authority to grant prior approval.

Section 4 - Compensatory Time

Authorized overtime worked may accrue compensatory time unless overtime pay is authorized. Compensatory time may not be accrued during a holiday or observed holiday. For non-exempt employees, compensatory time shall accrue at the rate of one and one-half times the overtime hours worked. Use of accumulated compensatory time shall be in accordance with departmental policy except that in all cases no more than forty (40) hours may be accumulated. Accumulated compensatory time shall not be carried over into the following fiscal year. All accumulated compensatory time shall be taken or paid before the end of the fiscal year. Compensatory time must have prior written approval of the Department Head/City Manager before accumulation will be honored. A salaried, exempt employee shall not accumulate compensatory time for any reason

Section 5 –Flextime

Exempt employees are expected to commit the time necessary to accomplish their assignments. For work weeks where over forty (40) hours are actually worked by the employee, that exempt employee will be eligible for Flextime time at a rate of one hour for each hour worked over 40 hours. Employees may accrue no more than 80 hours. Flextime hours include any hours employee is required to work that are outside the employee’s standard schedule. Flextime does not include attendance at schools, seminars, conferences, volunteer hours or any hours where the employee is otherwise compensated. Flextime accruals will not be compensated in the event the employee is terminated for any reason. Flextime is not subject to monetary compensation. Employees shall notify their immediate supervisor of flextime to be taken.

Section 6- Standby Time/Pay

On-Call Time: Utility services require that some employees be available in an “on-call” status in the evenings, and over holidays and weekends to ensure the continuity of those vital services. Employees who are scheduled for on-call duty must be available and able to respond to calls throughout their on-call shift. On-call employees who are unavailable for calls will not be paid for the on-call status pay and may be subject to disciplinary action.

Employees in “on-call” status will receive one hour of pay for each day they are on call at their overtime rate.

City Manager has the discretion to require an on-call status of other City Departments.

Section 6b- Emergency Call-Out for Utility Employees –

Emergency Call-out compensation: The City provides compensation for Utility employees who are called back to work by reason of an emergency work situation. Emergency call-out is defined as a call to work prior to one hour before the start of a regular work period or one hour after the end of a regular work period.

Compensation for time spent when actually called back to work shall be determined according to the following: Work performed by reason of an emergency call-out will be paid for as overtime and subject to a minimum of one (1) hour at overtime pay.

After an initial call-out, any additional calls for service, if within one (1) hour of the initial call does not constitute an additional one (1) hour callout but a continuation of the initial call. However, if the employee has an initial call-out and then receives another call after one (1) hour, an additional one (1) hour is warranted unless it falls within the one hour prior to a regular work period at which time it would not be subject to the one (1) hour call-out but as additional time in a scheduled workday. Any call-out that takes more than one (1) hour shall be paid at one (1) hour minimum increments.

Section 7 - Insurance, Retirement, Social Security, Workers Compensation

Eligible employees shall receive insurance and retirement benefits as prescribed in the applicable programs. All employees shall be covered by Social Security. ~~If approved in the annual budget, eligible employees shall receive funds in a Health Reimbursement Account (HRA). City contribution rates will be dictated by the annual budget. Eligibility for HRA funds shall support an employee wellness program.~~

~~To be eligible for insurance or retirement benefits, an employee must be a regular, full-time (>30 hours/week) employee.~~

Section 8 - Longevity Pay

All full-time employees shall accumulate longevity pay at the rate of \$5.00 per month for each completed year of service after five (5) years of employment with the City.

Section 9 – Clothing, Keys

Employees in positions designated by the City Manager shall be provided with uniforms or clothing allowances at a rate reflecting current market costs for the established dress code including bullet-proof vests for the employees of the Police Department.

Employees may be issued keys to applicable city properties upon employment. These keys will be obtained from the City Secretary, or his/her designee, and must be signed for by the employee and their department head.

Section 10 - Vehicles

Definition:

For the purpose of this policy, “vehicles” are any licensed motor vehicle registered to the City of Llano. This policy shall not apply to unlicensed vehicles of an equipment type such as graders, backhoes, mowers, and golf carts.

Scope:

This policy shall apply to all City employees while operating a City vehicle on-duty or off-duty, official or unofficial business.

Section 10 Use of City Vehicles

Guidelines for Operation of Vehicles:

All City employees who drive a City vehicle are reminded that they work for the public, are driving a vehicle paid for by the public, and are always in the public eye. Therefore, a favorable impression will always be achieved when operating a City vehicle. City vehicles will be clean and free of trash. The following guidelines apply to all employees who drive a City vehicle:

- A. City Vehicles shall be used for official City business only. Unless otherwise specified, exceptions must be due to emergency situations only and approved by the supervisor.
- B. During normal work hours, City vehicles may be taken up to five (5) miles outside the City of Llano and/or service area as long as the function is for official City business. Prior written permission from the Department Director must be obtained for official business greater than a distance of five (5) miles; training, conference, or maintenance for example. (Not applicable for Take-Home Vehicles)
- C. Vehicle operators are authorized to stop at convenience stores, restaurants and financial institutions within the City of Llano city limits during authorized breaks and lunch periods.
- D. All drivers must obey applicable traffic laws.
- E. All drivers must possess a valid Texas driver's license. Employees who operate a City vehicle and have their license suspended or revoked must cease driving a City vehicle immediately and report the incident to the Department Director and/or City Manager immediately.
- F. Employees and passengers are prohibited from riding outside of the vehicles, riding on tailgates or riding in the bed of a truck.
- G. No vehicle shall be operated by a driver who is in an intoxicated or impaired state.
- H. While driving a City-owned vehicle, employees are to comply with all state and local regulations regarding the use of cell phones. If voice communications are necessary while driving, employees shall use hands-free connections or pull off the road and park the vehicle in a safe and legal manner.
- I. Sending, receiving, composing or use of text messages or emails on a cell phone, computer, or any type of device by any employee while driving a City-owned vehicle is strictly prohibited. Employees shall pull off the road and park their vehicles in a safe and legal manner before attempting to read, respond to, or compose any type of text message or email.
- J. Any accident and/or traffic citation received while operating a City vehicle must be reported to the driver's Department Head and/or City Manager immediately. The employee receiving the citation is responsible for payment of any associated fine. If the employee must be away from work to appear in court, he/she must use paid

time from their personal accruals or take time off without pay.

- K. If an accident occurs within the jurisdiction of the City, the City Police must also be immediately notified and summoned to the scene. Based upon the type of accident and whether another person, vehicle or property is involved, the City Police shall make a determination as to whether to investigate the accident or refer the matter to another law enforcement agency having concurrent jurisdiction.
- L. Any accident occurring outside of the City of Llano city limits and involving a City vehicle will be immediately reported to the law enforcement agency having jurisdiction over the location of the accident.
- M. In case of any accident: The driver shall notify proper law enforcement and other emergency services as needed. Know the location of all necessary paperwork in the vehicle. Never admit fault, only state the facts to law enforcement. Refrain from accident-related conversations with other involved parties or bystanders. Take photos of any damages and vehicle location and orientation from all possible angles.

Additional Guidelines for Take-Home Vehicles:

Only employees authorized in this policy may take home City vehicles after regular working hours and may use vehicles for after-hours official City business purposes only or for the purpose of traveling to and from work. Only Police officers, Directors, and Supervisors in departments with On-Call personnel, and an “On-Call” employee may take home a City vehicle. In addition to the above Guidelines for the Operation of Vehicles, the following guidelines apply for Take-Home Vehicles:

- A. Employees assigned a take-home vehicle must live within thirty (30) minutes of the City Limits. Any exception must have the prior written approval of the City Council.
- B. Employees subject to call-out and assigned a take-home vehicle are expected to be in a position to respond to the call within thirty (30) minutes or less.
- C. As needed, Supervisors and Department Heads may place any City vehicle and operator in an “on call” status provided the City Manager or designee is notified and approves in advance.

EXCEPTIONS: Exceptions, on a case-by-case basis, will be considered by the City Council.

DISCIPLINARY ACTION: Failure to comply with these policies and procedures may result in disciplinary action up to and including termination.

CHAPTER VIII

Leave

Section 1 - Holidays

New Year's Eve – at 12 pm, New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, the work day preceding December 25 and such other holidays as may be declared by the City Council/City Manager shall be observed as official holidays for City employees in accordance with the following policies:

1. As many full-time regular employees as possible shall be given each holiday off consistent with the maintenance of essential City functions.
2. Employees will be paid a maximum of 8 hours for holiday pay, regardless of the number of hours in an employee's **typical** work day.
3. If the holiday falls on Saturday, the preceding Friday shall be observed, and if the holiday falls on Sunday, the following Monday shall be observed.
4. Employees desiring to observe religious holidays not coinciding with official holidays may use accrued vacation leave or compensatory leave.
5. Full-time regular employees who work on December 25th or Thanksgiving Day will be paid time and a half for hours actually worked. Full-time employees who work on an observed holiday, official holiday other than Christmas or Thanksgiving, and/or bad weather day will be paid 8 hours in addition to hours worked at the regular rate of pay.
6. Part-time and seasonal employees shall not earn holiday pay or makeup time missed due to holiday, unless directed by the City Manager.
7. Holiday pay will be disbursed in the pay period in which it is earned.

Section 2 – Vacation

Regular full-time employees shall earn vacation leave time in accordance with the rate of accrual as follows:

Years of Service	Hours of Vacation Accrued per Month
*1-4	6.67
5-9	8
10-14	10
15-19	12
20+	14

Vacation leave shall be administered according to the following policies:

1. Vacation accrual begins from the date of hire but may not be used until after 90 days.
2. Vacation leave shall not be earned for any time in which an employee is separated by time without pay status (i.e., suspension without pay, leave without pay, etc.).
3. An employee may carry over a maximum of 200 hrs of vacation leave in any calendar year. At the end of each calendar year, accrued vacation leave in excess of 200 hours shall be forfeited by the employee. (Unless prior, written approval is provided by the Department Head and City Manager)
4. Employees shall use a substantial portion of their vacation leave each year. Payment shall be made for unused vacation leave upon separation, retirement, or death of the employee.
5. Department heads shall schedule or approve vacations giving due consideration to the needs of the City and the interests of the employee.
6. Vacation leave shall be charged only for time during which the employee would ordinarily have worked.
7. Employees being transferred, promoted, or demoted shall retain accrued vacation leave.
8. Official holidays occurring during a vacation shall not be charged to vacation leave.
9. Use of vacation leave is recorded in one (1) hour increments according to the hours taken.
10. Vacation leave shall not be taken in advance of the time earned unless prior approval has been granted by the City Manager.
11. Vacation leave credits are not transferable between employees.

Section 3 - Sick Leave

Regular full-time employees shall be allowed paid sick leave in accordance with the following policies:

- a. Regular full-time employees shall earn sick leave in proportion to time worked at the approved rate of eight (8) hours for every full month of employment.
- b. Sick leave may be accumulated to a maximum of 720 hours.
- c. Sick leave shall not accrue for any time in which an employee is separated by time without pay status (i.e. suspension without pay, leave of absence, etc.)
- d. An employee is responsible to notify his or her supervisor prior to his or her scheduled work time if sick leave is to be taken.
- e. Sick leave may be taken in one-hour increments because of personal illness, illness of a member of the immediate family, injury, legal quarantine, or routine health care appointments, which cannot reasonably be scheduled outside working hours. Immediate family is, defined as an employee or spouse's mother, father, spouse, sibling, child or grandparents, legal guardian, or primary caregiver of a person related to that employee by blood or marriage.

- f. The City may request and obtain verification of the circumstances surrounding any use of sick leave. An employee who uses three (3) consecutive days of sick leave must furnish a doctor's excuse for time off or a release to return to work.
- g. The City of Llano has provided for a Sick Leave Pool to bridge the gap before long term disability benefits are available (see Appendix A). Sick leave credits may be transferred to the sick leave pool and be used by employees as per the sick leave pool requirements stated in Resolution No. 2000-12-01.
- h. Employees shall not be entitled to sick leave when absent from work for the following reasons: sickness or disability purposely inflicted or caused by willful misconduct; sickness or disability sustained during periods of leave without pay or absence without leave; or sickness or disability acquired as a result of another job.
- i. After an ill or injured employee uses all available sick leave, vacation leave, compensatory time and personal leave, the employee may be placed on leave without pay.
- j. Part-time or seasonal employees shall not earn sick leave nor make-up time missed for sickness unless directed by the City Manager.
- k. Payment shall not be made for accumulated sick leave when an employee is separated from or terminated by the City for any reason.

Section 4 - Serious Illness or Pregnancy and Maternity

Effective August 5, 1993, the Family and Medical Leave Act of 1993 guides the City of Llano personnel policies regarding responsibilities and rights under the Act. Both the employer and employee have very specific obligations and rights with regard to the law. Due to the complicated nature of the Act, the following narrative is provided as only a guide to employees who have questions about their rights and the position of the City. Any specific questions should be brought to the attention of the respective Department Head for clarification through the City Attorney. This Act does provide for the adequate insurance of leave for situations as defined throughout while protecting the employer against misuse of leave.

The employer may require a second opinion in cases involving serious illness on the part of an employee. If a conflict results between the first two diagnoses, a third-and binding opinion may be sought. The City will pay for the second opinion, if requested by the City.

Complaints regarding disagreements about the use of or right to specific leave should be handled in-house. Procedures for dispute resolution should follow City personnel grievance procedures as outlined in Chapter XI, Appeals & Grievances. If the dispute cannot be resolved in-house, then the employee may request an investigation by the Department of Labor. The statute of limitations for these claims is two (2) years: and three (3) years in cases of willful violations.

In accordance with the Family and Medical Leave Act, the City of Llano shall ensure the following leave benefits for those employees who have been employed for at least one (1) year and have worked at least 1,250 hours within the previous twelve-month period:

- a. Eligible employees shall receive up to twelve (12) unpaid workweeks of leave during any twelve-month period for the following reasons:
 1. Birth or placement for adoption or foster care of a child with the employee within twelve (12) months of the birth or arrival;
 2. Serious health condition of a spouse, child, parent, or because of the employee's own serious health condition.
- b. Leave may be taken on an intermittent or reduced basis for the birth or adoption of a child, if the arrangement is agreed to by the City;
- c. Leave for serious health conditions of the employee or an immediate family member may be taken intermittently or on a reduced basis, if medically necessary, without City approval;
- d. Spouses employed by the City shall be allowed to take an aggregate of twelve (12) workweeks of leave to care for a newly arrived child or a sick immediate family member;
- e. Spouses employed by the City shall each be allowed twelve (12) workweeks of leave to care for a sick child or a sick spouse;
- f. Any eligible employee returning from medical leave shall return to his or her original position or one having equal pay, benefits, and other terms and conditions of employment (except as the law pertains to the highest-paid ten percent (10%) of the City's work-force within a seventy-five (75) mile radius;

- g. All eligible employees shall continue to receive their health benefits while on leave with or without pay as long as the employee's financial responsibilities for premium payments are maintained by the employee.

The following definitions are provided for clarification as used in this Section of the policy:
Son or Daughter: Shall mean any child for which a person has daily responsibility, whether the relationship is

- i. biological, legal, adoptive, foster, step, or otherwise. Son or daughter shall also include children over eighteen (18) years of age who are "incapable of self-care due to mental or physical disability;"
- ii. Serious Health Condition: Is defined as "an illness, injury, impairment, or physical or mental condition" involving either inpatient care or continuing treatment by a health care provider. Eligible employees are those working a minimum of thirty (30) hours per week and receiving employee benefits, i.e. health insurance, Texas Municipal Retirement System, sick leave, vacation, etc.

The Family and Medical Leave Act of 1993 does require the employee to notify the City of his or her intent to take such leave as authorized by the Act at least thirty (30) days prior to the effective date for leave to begin. If it is not possible to give thirty (30) days notification,

then the employee must provide "such notice as is practicable." In the case of leave for a serious medical condition, the employee is required to make a reasonable effort to plan dates for treatment and/or medical attention during times that would not unduly disrupt the operations of the City. A pregnant employee is expected to make her own decision, in consultation with her physician, as to when she will cease working. Except in emergencies, at least ten (10) business days written notice of cessation of work shall be required. When giving notice of cessation of work, the employee shall include a statement of her intentions concerning resumption of work. If an employee desires to return to work after pregnancy, the employee's contributions to the retirement fund must remain on deposit during the period of leave. When the employee seeks to return to work, she shall be required to furnish a statement from her physician to the effect that her physical condition permits the resumption of employment and full duties, as assigned to the respective position, without endangering her health.

Section 5 - Injury on the Job

An employee injured in the line of duty shall receive workers' compensation and injury leave benefits under terms and conditions prescribed in the ~~applicable programs~~ **Texas State Statutes for Workers' Compensation**. An employee must report any job-related injury, however minor, to his/her supervisor immediately, if possible, but under no circumstance later than twenty-four (24) hours after the injury occurs.

Injured employees shall receive workers' compensation benefits ~~on the schedule prescribed by the Texas State Statutes for Workers' Compensation, from the date of lost time due to the injury~~. Time lost because of an injury sustained during the course of employment shall ~~not~~ be charged against the employee's sick leave ~~until The Texas Municipal League Intergovernmental Risk Pool begins to pay for lost time~~. If requested by the employee, employee may elect to use up to 5 days of accrued sick time and shall surrender and/or assign all workers compensation payments to the City if accrued sick leave is used to prevent a reduction in pay. During such absence, sick leave and vacation leave shall continue to accumulate not to exceed the prescribed maximums. The City shall require updated and/or periodic reports of the employee's medical condition. The City Manager shall periodically review all cases and make a determination regarding continuation, reduction or termination of salary benefits or other appropriate action.

Section 6 - Military Leave

Military leave shall be granted in accordance with applicable State and Federal laws. Employees preparing to take authorized military leave shall furnish their department heads with copies of military orders or other appropriate certification.

Section 7 - Emergency Leave

Department heads may grant regular, full-time employees up to three (3) business days per calendar year of paid emergency leave in the event of a death within the employee's

immediate family. Emergency leave shall not be charged against vacation or sick leave. Temporary employees may be granted unpaid emergency leave in the above circumstances. The City may require verification of the circumstances surrounding any use of emergency leave. Immediate family is defined as an employee's or spouse's father, mother, spouse, sibling, child, or grandparent(s).

Section 8 - Administrative Absence With Pay

Employees shall be granted sufficient administrative absence with pay, when necessary, in order to vote in an official public election. Employees called for jury service shall be granted administrative absence with pay during such service and shall retain fees paid by the courts. Employees excused or released from jury service during working hours shall report to their workstation unless otherwise instructed.

A Department Head, with prior approval of the City Manager, may grant an employee of his or her department administrative absence with pay for purposes of attending a professional conference, convention, training activity, civic function, meeting or for purposes of coordinating with governmental and/or private agencies and entities in the interest of the City.

All employees in the City shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations for other positions within the City service. This shall also include hiring interviews within the City of Llano. The amount of time allowed for this activity shall be limited as prescribed by the City Manager.

Section 9 - Authorized Leave Without Pay

In circumstances not falling within other provisions of these policies, the City Manager may authorize an employee to take leave without pay under such terms and conditions as may be mutually agreeable.

Benefits shall not accrue for any month during which an employee on leave without pay is in pay status for less than half the standard number of paid days for that month for his/her type of job. An employee returning to work after leave without pay which extends for more than three (3) months shall be given an adjusted service or seniority date and an adjusted anniversary date for merit increase purposes. An employee on leave without pay who desires to continue insurance and/or retirement coverage must arrange to make any payments required for such coverage.

Section 10 - Absence Without Leave

An employee failing to report for duty or remain at work as scheduled without proper notification, authorization or excuse shall be considered absent without leave and shall

not be in pay status for the time involved. Being absent without leave constitutes abandonment of duties, which may result in dismissal or other disciplinary action.

Section 11 – Community Service Leave

The City of Llano employees are encouraged to serve their community in activities such as, but not limited to, school mentoring, giving blood, or service with the volunteer fire department. Time off shall be granted subject to departmental workload and approval from the Department Head and should not exceed eighty (80) hours per year.

Paid Quarantine Leave Policy

Pursuant to Section 180.008 of the Texas Local Government Code, the purpose of this policy is to provide paid quarantine leave to Peace Officers who are ordered to quarantine or isolate by the Chief of Police due to a possible or known exposure to a communicable disease while on duty.

DEFINITIONS

“Peace officer” means an individual described by Article 2.12, Texas Code of Criminal Procedure, who is elected for, employed by, or appointed by the city.

POLICY

The use of quarantine leave may be granted after a Peace Officer has had a possible or known exposure to a communicable disease while on duty. The mayor will determine when a threat of highly communicable or life-endangering diseases are immediately present and may release orders for applicable/essential workers to follow general quarantine protocols. When this occurs, department supervisors—in this case, the Chief of Police—will allow for the use of quarantine leave based on the protocols for appropriately dealing with the disease and/or its prevention of community spread. Employees will be released from quarantine leave based on guidance from the authority designated by the mayor. An employee who is in quarantine should notify the City Secretary of any changes to their health status.

Paid Quarantine Leave Provides that:

Eligible employees on paid quarantine leave will continue to be eligible for all employment benefits and compensation, including continuing their leave accrual, pension benefits and eligibility for health benefit plan benefits for the duration of the leave. While on quarantine leave, the employee will not be required to use any other paid leave type (e.g., vacation, sick, holiday, compensatory time). When applicable, employees who must be quarantined may be eligible for reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation.

If applicable, an employee on paid quarantine leave is expected to remain home during periods of quarantine and may work from home (i.e., telework) during this period if permitted by departmental arrangement and approved by the Mayor. In addition, an employee on paid quarantine leave may not work a second job, including self-employment, or participate in volunteer work.

If not applicable, an employee will use sick leave and/or vacation time to remain home during periods of quarantine and may work from home (i.e., telework) during this period if permitted by departmental arrangement and approved by the Mayor. In addition, an

employee on quarantine leave may not work a second job, including self-employment, or participate in volunteer work.

Workers' Compensation:

Applicable employees on paid quarantine leave must file the exposure to a communicable disease while on duty as a workers compensation claim. Should the employee be approved for and receive workers' compensation benefits, the City's salary payment (i.e., employee wages) will be offset to reflect total eligible/paid compensation.

CHAPTER IX

Conduct

Section 1 - Attendance

Employees shall be at their places of work at their scheduled times in accordance with City and departmental policies and regulations. All Department Heads, with City Manager approval, shall establish work schedules and maintain daily employee attendance records. Police personnel should also refer to section 100.58, 100.59, and 100.510 of Police Department General Orders Manual.

Section 2 - Work Standards

It is the duty of each employee to maintain high standards of productivity, cooperation, efficiency, economy and safety in his/her work for the City. Department heads shall organize and direct the work of their departments to achieve these objectives. (Refer to City of Llano Safety Manual in Appendix C.)

If work performance, production, and/or personal conduct of an employee fall below appropriate standards, supervisors should point out the deficiencies at the time they are observed. Counseling and/or warning the employee in sufficient time for improvement will

ordinarily precede formal disciplinary action, but the City may take immediate formal action as provided elsewhere in these policies whenever the interest of the City requires. Police personnel should also refer to the Code of Conduct, General Order No. 100 of the Police Department General Orders Manual.

Section 3 - Political Activity

Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:

- a. While in uniform, on duty, or in a City vehicle, a City employee may not actively participate in the employee's or another person's political campaign for an elective position.
- b. For the purpose of this section, a person takes an active part in a political activity if the person:
 - (1) makes a political speech;
 - (2) distributes a card or other political literature;
 - (3) writes a letter in support of or opposing a particular candidate;
 - (4) signs or circulates a petition;
 - (5) actively and openly solicits votes;
 - (6) makes public derogatory remarks about a candidate for an elective position;
 - (7) wears a campaign button endorsing a specific individual or action; or
 - (8) solicits campaign contributions.
- c. A City employee may not be required to contribute to a political fund or to render a political service to a person or a political party. A City employee may not be removed, reduced in classification or salary or otherwise prejudiced for refusing to contribute to a political fund or to render a political service.
- d. Except as expressly provided by this section, the municipality's governing body may not restrict a City employee's right to engage in a political activity. Police personnel should also refer to section 100.71 of the Police Department General Orders Manual.

Section 4 - Solicitation

Solicitation of funds or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with approval of the Department Head. No employee may be required to make any contribution or may be penalized in any way in connection with his/her employment based on the response to a solicitation. Police personnel should also refer to sections 100.411, 100.413, and 100.415 of the Police Department General Orders Manual.

Section 5 - Outside Employment

An employee shall not engage in outside employment, including self-employment, where such activity would constitute a conflict of interest or would adversely affect the employee's performance in the City service. Outside employment must be reported to and approved by the Department Head and City Manager on the form in Appendix XX. If an employee's outside employment begins to interfere with the effective performance of assigned City duties, the employee shall be required to terminate the outside employment or to resign from the City service. Police personnel should also refer to sections 100.514 and 100.517 of the Police Department General Orders Manual.

Section 6 - Acceptance of Gifts

All employees, regardless of position, are prohibited from accepting gifts or gratuities over \$25.00 from individuals or firms with which the City does business. In many instances, businesses have a policy of giving gifts during holiday seasons, and the refusal or return of such gifts could create unnecessary ill will for the City. Under these circumstances, gifts will be turned in to the Department Head for delivery to the City Manager's Office for donation to a local charity. Police personnel should also refer to sections 100.412, 100.414, 100.416, and 100.418 of the Police Department General Orders Manual.

Section 7 - Public Relations

City employment involves a degree of duty and obligation regarding public and private conduct which is not always required in other types of employment. Employees shall conduct themselves at all times so as to reflect favorably upon the City. How employees deal with fellow employees is just as important as performing their job well. How employees deal with the public is crucial. Any action on the part of a City employee, while on or off duty, which reflects unfavorably upon the City may be grounds for disciplinary action up to and including termination. Police personnel should also refer to Chapter IV, Code of Conduct, General Order No. 100 of the Police Department General Orders Manual.

CHAPTER X

Disciplinary Action

Police personnel should also refer to section 100.27 and General Order No. 200 of the Police Department General Orders Manual.

Section 1 - Grounds

Disciplinary action may be taken against an employee for any reason deemed detrimental to the City including but not be limited to illegal, unethical, abusive or unsafe acts: violation of City or departmental rules, regulations, policies or procedures; insubordination; neglect or abandonment of duties; limited or poor performance; failure to provide quality and quantity of work expected; abuse of sick leave, injury disability or other benefits; tardiness or absence without leave; falsification of official documents or records; using or being under influence of drugs or intoxicating beverages on the job; waste, damage or unauthorized use of City property or supplies; unauthorized use or disclosure of official information; unauthorized or improper use of official authority; disrespectful or disruptive behavior; or any conduct which discredits or reflects unfavorably upon the City.

Section 2 - Types

Disciplinary action shall be consistent with the nature of the deficiency or infraction involved and with other relevant factors. Formal disciplinary action may include oral reprimand, written reprimand, suspension without pay for up to thirty (30) calendar days, demotion and/or termination.

Any of these types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon the specific circumstances involved. An employee may be formally warned at any time that he/she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct.

Section 3 - Documentation

Written reprimand, suspension or discharge shall be documented in writing by the appropriate Department Head, specifically describing the nature of the misconduct, the Code of Conduct offenses, and department rules and regulations, if applicable, and the disciplinary action to be administered. The written documentation of the action shall be forward to the City Manager within twenty-four (24) hours.

Section 4 – Reprimand, Suspension Without Pay, Demotion

A reprimand is considered the least severe level of discipline of those available. The reprimand may be made either in verbal or written form. A demotion is a change in duty assignment of an employee from a position in one classification to a position in another classification in a lower pay range. An employee may also be suspended without pay. All forms of disciplinary action must be documented in the personnel file of the employee. Documentation is necessary to ensure adequate records of disciplinary actions taken regarding individual employees for future and current management considerations. Verbal documentation will consist of a notation in the employee's personnel file regarding

the nature of incident, date and time and the date the reprimand is issued along with any recommendations for employee improvement. Written reprimands, suspensions without pay, and demotions will consist of documentation of:

1. Nature of incident
2. Date and time of incident
3. Location of offense
4. Recommendation for employee's improvement
5. Next step of action to be taken if incident (s) is (are) repeated
6. Date reprimand, suspension without pay, or demotion issued
7. Signature of Department Head
8. Signature of employee

Section 5 - Termination

For the guidance of City of Llano employees, the following is a non-exhaustive list of actions that are considered detrimental to the best interest of the City and its employees. Such actions are subject to discipline and/or termination. It is not possible to list rules of conduct that address each and every situation that may arise. The various forms of prohibited conduct identified in this Personnel Policies and Procedure Manual are not necessarily all-inclusive of the reasons for which an employee may be disciplined or terminated. The degree of discipline imposed for a particular offense may vary from an oral warning to a written reprimand or to suspension, demotion or termination, depending on the circumstances.

- a. Theft, abuse or deliberate destruction or defacing of property not belonging to the employee.
- b. Attempting to coerce an employee to join or resign from an employee association or organization by means of threats, intimidation or abusive conduct.
- c. Falsification of City records, such as employment applications, time sheets, expense reports, etc., or the reason for any employee's absence from work.
- d. Discourteous or abusive conduct toward members of the public or other employees or officials of the City.
- e. Revealing, without authorization, confidential information obtained in the course of employment, including but not limited to confidential City records.
- f. Fighting or gambling in any form on work premises or City property.
- g. Knowingly completing another employee's time card or time sheet, except with appropriate supervisory authorization.
- h. Tampering with or using fire equipment for purposes other than fire prevention or firefighting without proper authorization.
- i. Commission of any crime. Any act or behavior that brings discredit to City operations.

- j. Possession of any firearms, illegal weapons, or explosive materials on City premises, while on duty or on City-related business, or in a City vehicle, unless expressly authorized by the City Manager, or unless the possession is within the course and scope of the employee's performance of his/her duties as a licensed City police officer is prohibited. This prohibition does not extend to storing or transporting a weapon, that the employee is authorized by law to possess, in a locked privately-owned motor vehicle on a City- provided parking lot or parking area.
- k. Acceptance of any commission, kickback, discount, or other thing of value from persons or companies doing business with the City.
- l. Insubordination (refusal or deliberate failure to follow a reasonable, legal instruction of, or abusive conduct toward a supervisor).
- m. Racial, religious, sexist or ethnic slurs or remarks.
- n. Leaving work during working hours without the permission of the immediate supervisor.
- o. Carelessness or negligence which results in the destruction or damage of property not belonging to the employee, or which endangers life or property.
- p. Participation in horseplay or practical jokes, or disorderly conduct of any kind while on work premises or during working hours, including but not limited to the use of abusive, profane or threatening language.
- q. Careless or inefficient performance of duties, including but not limited to failure to maintain proper standards of work performance.
- r. Malicious gossip or false accusation which tends to destroy friendly relations between the City and its employees, between employees, or the City and community.
- s. Failure or refusal to cooperate with fellow employees.
- t. Operation of City vehicles without possession of valid and/or proper operator's license or failure to maintain satisfactory driving record.
- u. Misappropriating City funds, property or assets.
- v. Being under the influence of drugs or intoxicating beverages while on duty or on call, i.e. alcohol 0.02 B.A.C.
- w. Allowing an employee badge, identification card or insignia to be used or worn by any other person not authorized to use or wear the same.
- x. Any criminal indictment by a Grand Jury. For police officers, an administrative investigation will be conducted by the Investigative Lieutenant of the Police Department and all state law requirements will be met before any detrimental employment action is taken.

CHAPTER XI

Grievance Policy

The City of Llano wishes to provide a comfortable, productive, legal and ethical work environment. To this end, the City wants you to bring any grievances you have about the workplace to the attention of your supervisor and, if necessary to upper level management. In light of these concerns the City has instituted the following grievance procedure:

If you feel that there is inappropriate conduct or activity on the part of the City, management, its employees, vendors, customers, or any other persons or entities related to the City, we request that you bring this concern to the immediate attention of your supervisor. Please try to approach your supervisor at a time and place that will allow the supervisor to properly listen to your concerns. If you have discussed this matter with your supervisor previously and you do not believe that you have received a sufficient response, we request that you present your concerns to your supervisor in writing. Please indicate what the problem is, those persons involved in the problem, and any suggested solution you may have to the problem.

If you do not receive a sufficient response to your written complaint within five (5) business days from providing it to your supervisor, or if your supervisor is the problem, you should contact the next level of supervisor, and so on. All appeals to the next level of supervision must be made in writing and within five (5) business days of the supervisor's decision at each level of appeal. If you consider the matter an emergency, legal, ethical or a safety issue, use your best judgment to expedite the complaint process. The Department Head may have a conference with you and your supervisor or with both of you individually. If the matter is not resolved after that conference, and you believe it still merits attention, it is requested that you immediately place your concerns in writing and bring the matter forward to the City Manager who shall be the final administrative authority.

It is the purpose of this grievance procedure to help maintain a positive work environment with respect and responsibility towards each other, as well as minimize unnecessary employee claims. The City cannot assure that your specific grievance or complaint will result in the action you request or that you will be satisfied with the outcome of the grievance procedure.

CHAPTER XII

Non-Disciplinary

Separation

Section 1

Resignation

An employee desiring to leave the City service in good standing should submit his/her resignation in the prescribed manner at least ten (10) business days in advance of the effective date of the employee's resignation. The City Manager, at his/her discretion, may waive any portion of the notice period.

Section 2 - Layoff

An employee may be laid off because of changes in duties or the organization or for lack of work or funds. Whenever possible, an employee laid off from one City department may be transferred to a suitable position elsewhere. Full-time, regular employees being laid off will be provided two weeks severance pay upon separation from City employment.

Layoffs shall be carried out on the basis of demonstrated job performance with the most proficient employees being retained the longest period. Seniority within the City service may be used to determine the order of layoff among employees with substantially equivalent records of job performance, with the most senior employees being retained the longest. Temporary employees shall be laid off before regular full-time employees performing similar duties, and part-time employees shall be laid off before regular full-time employees performing similar duties. Probationary employees shall be laid off before employees performing similar duties who have completed their evaluation periods. Layoffs shall not be considered disciplinary actions with regard to State and Federal laws.

Section 3 - Inability to meet job requirements

An employee may be separated from employment with the City in the event the employee no longer meets the standards of fitness required for the position, and:

1. The employee cannot perform the essential functions of the job; or
2. Poses a direct threat to the health or safety of other individuals in the workplace; and/or
3. Reasonable accommodation cannot be provided or is an undue hardship as defined in the Americans with Disabilities Act. Such finding of inability to perform job-related activities shall be made through individual medical determination by a competent authority as prescribed by the City Manager or

his/her designee.

A police officer cannot perform the essential functions of the job if the City is notified that the officer can no longer testify on cases in a misdemeanor or felony court.

Separation for any of the above identified shall not be considered disciplinary action and shall not operate to deny an employee the use of any accrued illness, injury, disability or other benefits.

Section 4 - Retirement

Eligible employees may be separated by retirement in accordance with the applicable programs.

CHAPTER XIII

Reinstatement

Section 1 - After Separation

A person who is separated in good standing may be reinstated, without loss of seniority, to his/her former type of position within three (3) months following separation, provided the person remains qualified to perform the duties of the position, and has not withdrawn funds from the TMRS, left the City in good standing, and such reinstatement would be in the interest of the City.

Section 2 - After Layoff

A person, who was laid off, including a temporary employee separated upon completion of duties, will be given the opportunity to return to work at such time as determined appropriate by the City, provided that the person remains qualified to perform the duties of the position.

Section 3 - Veterans

Employees who left the City service to enter on duty with the Armed Forces of the United States shall be eligible for reinstatement in accordance with applicable State and Federal laws.

Section 4 - Re-Employment

Former employees not eligible for reinstatement under specific provisions of this chapter may

be considered for employment as members of the general public. Provisions governing restoration of sick leave credits shall not apply. Employees who have worked for the City a total of two separate regular appointments will not be considered for future openings without the approval of the City Manager.

CHAPTER XIV

Personnel Files and Reports

Section 1 - Personnel Files

The ~~City Secretary~~ **Human Resources Manager** shall maintain the official personnel files for all City employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be divulged for purposes not connected with the City personnel management system except with the permission of the employees involved. Nothing herein shall prevent the compilation and use of impersonal statistical information. An employee shall have the rights of inspection of his/her official personnel file under procedures prescribed by the City Manager and in accordance with applicable law. Personnel files are the property of the City of Llano.

Section 2 – Review of Personnel Files

Personnel files are open for review as follows:

- A current or former employee or his/her duly authorized agent may examine the employee's official personnel file.
- A City employee having supervisory authority over the employee may examine material in an employee's file.
- A City employee, or an agent of the City, with a legitimate need to review a personnel file may examine the file.
- By order of a court of competent jurisdiction, any person may examine such portion of any employee's personnel file as may be ordered by the Court.
- An official of any agency of the State or Federal government, or any other political subdivision of the State, may inspect by formal request or subpoena any portion of a personnel file when such inspection is deemed by the City Manager or his/her designee to be necessary and essential to the pursuance of the proper function of the inspecting agency and deemed appropriate upon the advice of the City Attorney and as may be required by law.
- As required by the Texas Public Information Act.

Section 3 - Status Changes

All department heads shall report changes in the official and personal status of their employees in accordance with procedures developed by the City Manager.

Section 4 - Personnel Reports

The City Manager or his/her designee shall prepare such rosters, narrative reports, statistical summaries, and other reports as are necessary or desirable to provide useful information to City management.

Section 5 - Application Forms

All persons seeking employment in the City service shall complete employment application forms approved by the City Manager. Application forms shall require background information concerning training, experience and other pertinent job-related matters. All applications must be signed, physically or electronically. The City Manager or his/her designee may require proof of statements or claims on an application as he/she deems appropriate. Employment application forms shall only require information necessary to process the applications, directly related to job requirements, required for pre-employment investigation purposes or necessary to evaluate the effectiveness of the City's equal employment opportunity program. Certain race/ethnic/sex information may be obtained for statistical and program evaluation purposes but shall not be used in the selection process. Police applicants must also conform to the Police Department's Standard Operating Procedures concerning application and hiring process.

Section 6 -Exit Interviews

With the cooperation of the employee, an exit interview may be conducted upon an employee's separation from the City service regardless of length of service, position or the circumstances of separation.

The City Manager or his/her designee shall be responsible for conducting all exit interviews. Results of exit interviews shall be recorded on forms prescribed by the City Manager.

At the time of the exit interview or just prior to the employee leaving his/her department, all City property such as keys, identification cards and uniforms shall be collected. The current replacement value of unreturned items shall be deducted from the employee's last check.

CHAPTER XV

Drugs, Usage and Treatment

Section 1 - Purpose

The City of Llano has established this policy to assist in protecting the general public and the City's employees. The City of Llano also intends through this policy to reduce accidents, fatalities, injuries, and property damage that may result from employee use of controlled substances or alcohol.

This policy is intended to promote an overall safe, healthful, and efficient working environment for all employees. Being under the influence of a controlled substance or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, possession, purchase, or transfer of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol poses unacceptable risks for safe, healthful, and efficient operations.

The City of Llano believes it has the obligation and the right to protect the City of Llano's property, information, equipment, operations, and reputation. The City of Llano recognizes its obligation to employees for the provision of an environment that is free of the influence of controlled substances and alcohol and will endeavor through this policy to maintain such safe, efficient and professional environment.

Furthermore, the City of Llano takes note of its obligation to comply with United States Department of Transportation (DOT) workplace testing requirements. The City of Llano's position is that the sale, purchase, transfer, concealment, transportation, use or possession of contraband includes alcohol by any employee of the City of Llano represents a treat to the health, safety and well-being of its employees and property, as well as to the general public and is therefore strictly prohibited. Violations of this policy will result in disciplinary action up to and including termination and other possible legal consequences.

Employees are expected and required to report to work on time and fit for duty; that is, in an appropriate mental and physical condition to perform their job duties. Reporting to work under the influence of alcohol, which will be defined as a blood alcohol level of 0.02 or higher, or traceable amounts of controlled substances including but not limited to illegal inhalants, will not be acceptable, nor will the use of legally obtained prescription drugs to the point that ability to function in a safe and efficient manner is impaired.

All "street drugs" are controlled substances. Some controlled substances are prescription drugs that can be used legally under the direction of a physician; however, the use of

prescription drugs without a prescription is illegal and a violation of this policy.

Any employee who is under prescription medication must report such use to their immediate supervisor to allow a determination as to whether the use of such prescription medication on the job is in the best interest of the City and the employee. If the determination is that the prescription medication presents a hazard to the employee and/or the City while performing job duties, the employee may be required to take leave while under the influence of prescription medication. A doctor's letter must be available for the use of the prescription and the condition causing such use on the part of the employee.

Section 2 - Policy

The City of Llano desires to promote a safe and productive workplace for all employees. Unfortunately, the actions of a few employees - those who abuse drugs and alcohol - can have a direct impact on the City's ability to meet that goal. Therefore, the City of Llano has established a substance abuse policy within the guidelines of the Drug-Free Workplace Act.

The City of Llano will utilize drug and alcohol testing to help administer this policy. The utilization of drug and alcohol testing will become effective upon adoption of this policy by the City Council with the following types of testing being used:

- a. An employee involved in an accident may be required to submit to drug and alcohol testing immediately following the accident if the City Manager, Department Head or Chief of Police has reasonable suspicion or probable cause to believe illegal substances or alcohol were involved.
- b. All employees regulated by DOT or applying for a safety sensitive position will be required to undergo, in addition to a drug test, a breath alcohol test. If an individual tests at a level of 0.02 or greater, the employment process will be suspended and/or terminated.
- c. All employees who are employed in safety sensitive positions, including but not limited to all driving positions requiring a CDL (Commercial Driver's License), water/wastewater or electric utility positions, and commissioned police officers, will be subject to random alcohol and drug testing administered in accordance with the process established by the City and the Federal Highway Administration and Department of Transportation rules, as may be amended from time to time.
- d. See Appendix B for Drug/Alcohol Screening Procedures. The City of Llano will comply with the Federal Highway Administration and Department of Transportation rules requiring drivers who hold commercial driver's license to submit to drug and alcohol testing. In compliance with these rules, commercial drivers must submit to the Federal Highway Administration Drug and alcohol test requirements (382.103). All drug and alcohol testing performed under this section will conform to DOT procedures.

Section 3 - Current Employees

- a. Employee Assistance Program. Any current employee who suffers from controlled substance or alcohol abuse is encouraged to utilize the City's Employee Assistance Program (EAP). The EAP will be administered by the City Manager. An employee utilizing the EAP must, in all respects and at all times, comply with the program prescribed for such employee to remain free from controlled substances and alcohol. An employee's decision to seek assistance from the EAP before work performance or behavior difficulties occur will be kept confidential. Once work performance or behavior difficulties affecting the job or the City do occur, however, the subsequent voluntary use of the EAP will not necessarily prevent disciplinary action, up to and including termination. Any employee who is identified as suffering from controlled substance or alcohol abuse and who refuses to enter the EAP, who fails to complete the EAP, or who refuses to cease using or abusing a controlled substance or alcohol will be discharged without advance notice or other warning, in accordance with the principles of employment-at-will.
- b. Testing Employees. Current employees may be tested for controlled substance or alcohol use under the following circumstances and with prior approval of the City Manager:
1. In the event of a reportable accident on the job or on City property, damage to City equipment, or when the involved employee's behavior or work performance gives reasonable suspicion to believe the involved employee is affected by the use or ingestion of a controlled substance or alcohol; or
 2. To comply with local, state or federal government laws, ordinances or regulations.
 3. Screening of employees for controlled substances will be conducted in accordance with the procedures contained in Appendix B. Screening for alcohol shall be conducted by a evidential breath testing device ("EBT") according to the Procedures contained in Appendix B.
- c. Consequences of Failing Test. Current employees who fail a required controlled substance or alcohol screen in accordance with this policy may be subject to disciplinary action, up to and including termination. Current employees who fail a required controlled substance or alcohol screen may be permitted to enroll in the EAP, on condition that the employee submit to a controlled substance or alcohol screen at any time for one (1) year after completion of the EAP. An employee who refuses to undergo a controlled substance or alcohol screening in accordance with this policy will be treated as if the employee failed the required test.
- d. Searches. When reasonable suspicion exists, the City of Llano reserves the right to conduct unannounced searches for unauthorized substances anywhere on City property, including, but not limited to lockers, desks, and file cabinets. The use of privately owned padlocks or other mechanisms for City property is

prohibited. All such searches must be authorized and conducted under the direction of the City Manager and must involve the Chief of Police or his designee. Employees who refuse to cooperate during such unannounced searches shall be subject to disciplinary action, up to and including termination. Body searches of employees shall not be conducted by anyone other than Law Enforcement Personnel or a person acting under the direction of a law enforcement officer.

e. Off-Duty Conduct. The City of Llano reserves the right to take disciplinary action, up to and including termination, in the event an employee's off duty involvement with controlled substances or alcohol reflects unfavorably on the City's reputation or business and/or is inconsistent with the employee's job duties or when such off duty conduct results in impairment of the employee's job performance.

f. References. In the event a third party requests reference information regarding the prospective, past or present employment of a City of Llano applicant or employee, the City of Llano will provide a limited and neutral reference. Such a reference will include only the applicant/employee's name, title and period of employment. Under no circumstances will applicants and/or employee's controlled substance or alcohol screening results be communicated in response to such reference inquiries.

g. Notice of Criminal Conviction. Any employee of the City of Llano who is convicted under a criminal drug or alcohol statute shall notify his/her immediate supervisor no later three (3) business days after such conviction. Failure to do so will result in termination.

h. Refusal to consent to, or failure to cooperate in, a search or test, as described above and as directed by the City, will result in the employee being terminated, without advance notice or other warning, in accordance with the principles of employment-at-will.

Section 4 - Responsibilities

a. Department Heads and Supervisors. It is the responsibility of all Department Heads and supervisors to act in accordance with and to enforce this Policy.

b. Employees. It is the responsibility of all City of Llano employees to conduct themselves in a manner consistent with the letter and spirit of this Policy.

Section 5 - Definitions - as used in this policy:

City of Llano premises or facilities means all property of City of Llano, including but not limited to offices, buildings and surrounding areas on City-owned, controlled or leased property, parking lots, and storage areas.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including but not limited to methyl and isopropyl alcohol.

Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an Evidential Breath Test (EBT).

Alcohol use means the consumption of any beverage mixture, or preparation, including but not limited to medication containing alcohol.

Breath Alcohol Technician (BAT) means an individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

Collection site means a place where individuals present themselves for the purpose of providing body fluid or breath samples to be analyzed for specific controlled substances or alcohol. A collection site will have all the required personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and transportation of the samples to the testing laboratory, or for alcohol testing.

Commercial Motor Vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combined weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and use in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded.

Confirmation test for alcohol means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

Contraband means any article, the possession of which on City premises or while on City business causes an employee to be in violation of a work rule. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal and illegal weapons, firearms, explosives, incendiaries, stolen property, and counterfeit money.

Controlled substances means and drug, substance or immediate precursor listed in Schedules I-IV or Penalty Groups 1-4 of the Controlled Substances Act of 1988 as it may be revised from time to time.

DOT means an agency of the United States Department of Transportation administering regulations requiring alcohol and drug testing.

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regular employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operated contractors who are either directly employed by or under lease to an employer who operates a commercial motor vehicle at the direction of or with the consent of an employer.

Drug testing or testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue or other specimens of the human body for the purpose of detecting a drug or alcohol.

Employee means any employee, agent, officer or representative of the City of Llano.

Employer means any person who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle.

Evidential breath testing device (EBT) means a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and place on the Conforming Products List of Evidential Breath Measurement Devices.

Illegal drug means any drug in any detectable amount which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples: marijuana, hashish, cocaine, heroin, phencyclidine (PCP), amphetamines, and morphine.

Initial test cutoff levels (ng/ml)

Marijuana metabolites	50	Phencyclidine (PCP)	
25			
Cocaine metabolites	300	Amphetamines	1000
Opiate metabolites	300*		
*-25 ng/ml if immunoassay for free morphine			

Confirmatory test cutoff levels (ng/ml)

Marijuana metabolites	15	Phencyclidine (PCP)	25
Cocaine metabolites	150	Amphetamines	500
Opiates: Morphine	300	Met amphetamine	500
Codeine	300		

Medical Review Officer (MRO) means a licensed doctor of medicine or osteopathy responsible for receiving laboratory results generated by an employer's drug testing

program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Medically unqualified to work means the condition of a person by reason of an impairing or potentially impairing medical condition such as, but not limited to, the use of illegal drugs and/or alcohol.

Performing a safety-sensitive function means an employee who is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, just completed performing, or immediately available to perform any safety-sensitive functions.

Possession is also meant to include the presence in the body system of any detectable amount of drug, or in the case of alcohol, a blood alcohol level test result of 0.02 or greater.

Reasonable cause means a belief that the actions, appearance or conduct of a person are indicative of the use of a controlled substance or alcohol. Such a belief shall be based on objective, articulated facts. A reasonable cause or "for cause" situation is any situation in which an employee's job performance is in conflict with established job standards relating to safety and efficiency. The term includes without limitation accidents, near accidents, erratic conduct suggestive of drug or alcohol use, any unsafe performance behaviors, and unexplained deviation from productivity.

Refuse to submit to an alcohol or controlled substances test means that an employee:

1. fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing in accordance with DOT regulations,
2. fails to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notification of the testing requirements,
3. engages in conduct that clearly obstructs the testing process.

Screening test in alcohol testing means an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his/her system. In controlled The City of Llano will perform drug and/or alcohol testing of an employee in the following situations:

Substance testing means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Substance Abuse Professional (SAP) means a licensed physician (MD or DO), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction

counselor, (NAADACCC certified) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Under the influence means a condition in which a person is affected by a controlled substance or alcohol in any detectable manner. The symptoms or influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test such as urinalysis, breath analysis, or blood analysis and in some cases by the opinion of a layperson.

Section 6 - Employees Subject To Testing

I. Conditions Requiring Testing

B. Testing of Current Employees

An employee's consent to submit to drug and/or alcohol testing is required as a condition of employment, and discipline will be taken by the City of Llano in the event of a positive test result under any of the following circumstances, up to and including termination.

1. Post-Accident

Any City employee involved in an accident will be required to submit to tests for alcohol and controlled substances as soon as practicable following the accident, if:

- a. A fatality occurred while performing safety sensitive functions, including but not limited to driving a City-owned or leased vehicle.
- b. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; and, if a vehicle is involved, the driver received a citation under State or local law for a moving violation arising from the accident; or
- c. One or more motor vehicles incur disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and the driver received a citation under State or local law for a moving traffic violation arising from the accident.

All employees are prohibited from using alcohol for eight (8) hours following any accident until the required post-accident test is administered, whichever occurs first. Every effort will be made to conduct post-accident drug and alcohol tests within two (2) hours following an accident. Any employee involved in an accident must therefore remain readily available for testing and will be considered to have refused to submit to testing if he/she fails to do so. This requirement will not, however, require an employee to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when his/her absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. In order to

ensure expeditious testing, all employees will be provided information, procedures and instructions explaining post accident- testing requirements. These instructions will be distributed to each employee prior to his/her operation of a vehicle or equipment covered by this policy.

In the event an alcohol test is not administered within two (2) hours following an accident, the City of Llano will prepare and maintain a record stating a reason why the test was not properly administered. If an alcohol test is not administered within eight (8) hours following an accident, the City of Llano will make no further effort to administer an alcohol test and will document the reasons why the test was not administered within eight (8) hours. In the event a drug a test is not administered within thirty-two (32) hours following an accident, the City of Llano will cease its attempts to administer any further testing and prepare and maintain a record stating the reasons why the test was not promptly administered.

The results of any breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State, or local officials (or their designees) having independent authority for the test, will be considered to-meet the requirements of this section, provided such tests conform to applicable Federal, State or local requirements, and the results of the tests are obtained by the City of Llano.

2. Reasonable Suspicion or Cause

Whenever the City of Llano has reasonable suspicion or cause to believe that an employee has engaged in any conduct prohibited by this policy, it will require him/her to submit to an alcohol and/or drug test. However, any such suspicion will be based upon specific, contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the employee, which may include indications of chronic and withdrawal effects of controlled substances. These observations will only be made by a supervisor or City of Llano official who has received appropriate training and will be documented by that individual in a "Supervisor's Report of Reasonable Suspicion" within twenty-four

(24) hours after his/her observations, or before any drug test results are released. Prior to making a determination for testing, he/she will notify and include management or the Administrator representative in a decision to make the determination for testing. Both will substantiate and concur in the decision to test the employee for drug/alcohol and their concurrence may be by telephone.

Whenever a reasonable suspicion drug or alcohol test is required, the individual(s) making the determination will be required to complete, date and sign a written report describing the employee's condition. Copies of this report will be made available to the employee upon request. In such cases the employee's immediate supervisor(s) may, in a confidential manner, order the employee to submit to substance abuse or alcohol testing.

Third party reports that an employee is impaired in his/her duties due to the use of

prohibited drugs/alcohol will not constitute reasonable cause, but may be cause for further observation of the employee.

A reasonable suspicion alcohol test will only be required if the reasonable suspicion observations are made during, just before or just after the period of the work day that the employee is required to be in compliance with this policy. Safety sensitive position testing may be administered randomly.

Time restrictions for administering alcohol and/or drug testing under reasonable suspicion will be the same as those under post accident testing.

Notwithstanding the above testing requirements, a covered employee may not report for duty or remain on duty requiring the performance of job functions if that employee is under the influence of or impaired by drug/alcohol, as shown by the behavioral, speech and performance indicators of misuse. Any such employee will not be allowed to perform or continue to perform any job function until:

- a. the employee undergoes an alcohol test yielding an alcohol concentration level of less than 0.02; or
- b. the start of the employee's next regularly scheduled duty period, but not less than eight (8) hours have elapsed following the reasonable suspicion determination.

The City of Llano will not take any disciplinary action against an employee based solely upon observations of the employee's behavior and appearance, with respect to drug/alcohol use, in the absence of an alcohol/drug test.

In any reasonable suspicion testing circumstance, a City of Llano representative will transport the individual to an appropriate collection facility and await completion of the collection procedure. The City representative will then transport the individual back to City premises, where a spouse, family member or other individual will be contacted to transport the individual home. If the employee refuses to comply with any of these procedures and attempts to operate his/her own vehicle, the City will take appropriate efforts to discourage him/her from doing so, up to and including contacting local law enforcement officials. Any employee failing to cooperate with any of the above procedures will be subject to immediate termination.

3. Random

All safety sensitive positions, including but not limited to all CDL drivers, water/wastewater department employees, electric department employees and all commissioned police officers, will be required to submit to random drug and alcohol testing.

The City of Llano will conduct alcohol tests at a minimum annual percentage rate of 25% of the average number of employees included in the above mentioned positions (This minimum rate is subject to change by the Federal Highway Administration). The minimum

annual percentage rate for random controlled substances testing will be 50% of the average number of employees included in the above- mentioned positions.

If an employee performs functions subject to random drug or alcohol testing requirements of another DOT agency, the employee will be tested at the rate of that agency which regulates more than 50% of the employees in safety sensitive functions or those that take the greatest percentage of his/her time.

The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as random number table or a computer based random number generator matched with employee Social Security numbers, payroll identification numbers, facility number or other comparable identifying numbers. The test will be unannounced and the dates for testing will be reasonably spread throughout the course of the year. All employees subject to random testing will have equal chance of being tested at any time, regardless of the number of his/her previous selections. Any employee notified of his/her selection for random alcohol and/or controlled substances testing will be expected to proceed to the test site immediately. If an employee is performing a safety sensitive function at the time of his/her notification of the random test requirement, he/she will be required to cease performing the safety sensitive function and proceed to the testing site as soon as possible. However, an employee will only be required to submit to a random alcohol test if the employee is performing a safety-sensitive function, is about to perform a safety-sensitive function, just ceased performing a safety-sensitive function or is immediately available to perform a safety-sensitive function.

4. Return-to-duty

Before a covered employee who has engaged in any prohibited conduct will be allowed to return to duty to perform any job function, he/she will be required to undergo return-to-duty alcohol and/or controlled substance tests, with results indicating an alcohol concentration of less than 0.02 and/or verified negative for controlled substances use, respectively.

Any covered employee who seeks to return to work following drug/alcohol rehabilitation will also be subject to a schedule of unannounced testing, as determined by the City and its MRO, for a period of up to sixty (60) months following the employees return to work. A positive return in a return-to-duty or any subsequent follow-up or other drug test will result in immediate termination.

5. Follow-up

Any covered employee determined by a substance abuse professional (SAP) or MRO to be in need of assistance in resolving problems associated with alcohol and/or controlled substances misuse will be subject to additional, unannounced follow-up testing as directed by the SAP or MRO. However, any recommended follow-up testing for alcohol will only be required just before, during, just after performing or is immediately available to perform a job function.

6. Prescribed Drugs:

The City of Llano reserves the right at all times to judge the effect that a legal drug may have upon an employee's work performance and to restrict the employee's work activity or presence at the workplace accordingly. The City also reserves the right to have a physician of its own choice determine if the medication at the prescribed dosage produces hazardous effects, and may restrict the employee's work activity accordingly.

7. Prohibited activities: The use, sale, offer to sell, purchase, transfer, distribution, or possession of drug paraphernalia or any detectable amount of an illegal drug or alcohol by an employee while on duty on City premises or while performing City business no matter the location is strictly prohibited.

No employee shall be on duty if the employee uses any controlled substances or alcohol while on duty or tests positive for the use of controlled substances or alcohol, except in the case of legally prescribed medications (subject to the policy provisions herein related to prescription medication/drugs).

A regulated employee under the FHWA who refuses to be tested for any controlled substances or alcohol will not be permitted to work. Such a refusal will be treated as a positive test and cause the employee to be considered medically unqualified to work. This also includes safety-sensitive positions noted in Section 1.3.

IV. Discipline

Disciplinary action consisting of termination without benefit of rehabilitation will be applied to any employee who:

1. Uses, possesses, distributes, transfers, conceals, sells, offers to sell, purchases or offers to purchase illegal drugs, drug paraphernalia or alcohol on City premises or while on City business.
2. Substitutes, contaminates, tampers or attempts to substitute, contaminate or tamper with their specimen to be presented for testing for drugs/alcohol.

Disciplinary action up to and including termination will be applied to any employee who:

1. Tests positive for an illegal drug in a test conducted under the provisions of this policy.
2. Tests positive for alcohol in excess of 0.02 percent when measured by a standard blood alcohol concentration tests.
3. Refuses to submit to a drug or alcohol test when requested to do so.
4. Is found to be in possession of contraband.
5. Refuses to submit to a search or inspection under the provisions of this policy.
6. Refuses to cooperate with the Medical Review Officer (MRO) as required under policy.

Suspension without pay for the duration of the investigation may be applied to any employee who is the subject of a drug-related inquiry by the City or a law enforcement agency.

v. Responsibilities

Each individual required to submit to drug testing shall, as soon as practicable, provide the required biological specimens for testing. Failure to meet this responsibility is an offense subject to disciplinary action up to and including termination.

Individuals in supervisory positions shall, as soon as practicable following an incident which requires drug or alcohol testing, arrange for the collection and testing of specimens for drugs and/or alcohol. Failure to meet this responsibility is an offense subject to disciplinary action up to and including termination.

vi. Confidentiality

All employee information relating to drug or alcohol testing will be protected by the City as confidential unless otherwise required by law, or authorized in writing by the employee. There may be some instances where the overriding public health or safety concerns may require the release of information otherwise considered confidential.

The City will endeavor to ensure that no person will obtain the individual test results retained by the laboratory or the MRO and the vendor will not release the individual test results of any employee to any person without first obtaining written authorization from the tested employee. Nothing in this paragraph will prohibit the vendor from releasing to designated City officials the information relevant to an employee's test results.

The City will endeavor to ensure that only those persons on a need-to-know basis or those persons in management directly involved in the decision-making process will obtain any drug or alcohol testing information retained in files maintained by the City of Llano.

vii. Notification

The City will notify each employee of this policy by providing to each employee a copy of this policy. Each employee will acknowledge in writing the receipt and understanding of this policy.

The City will generally publicize this policy to the employees through memoranda, posted notices and periodic training programs.

The City will notify each employee of the results of random, reasonable cause and post-accident drug and alcohol tests when the results are positive. The employee will also be advised what drug class was discovered and be removed performing any job function.

VIII. Record keeping

Information regarding an individual's drug and/or alcohol test results or rehabilitation may be released only upon the written consent of the individual, except that such information must be released regardless of consent to OSHA or a State or Federal agency upon request as part of an accident investigation, or use by the City of Llano for matters related to this policy. Further, the City of Llano is subject to the Texas Public Information Act and other laws related to its records, and will comply with all such applicable laws with regard to their record-keeping and disclosure requirements.

The City will endeavor to ensure that all records related to the administration and results of drug and alcohol testing are maintained for a minimum of five (5) years, except that individual negative test results will be maintained for a minimum of twelve (12) months. Records pertaining to the alcohol and drug collection process and training will be maintained for a period of not less than two (2) years.

Any present and future corporations, laboratories, and Medical Review Officer's assisting in the implementation of this drug/alcohol policy will retain the reports of individual tests for a minimum of five (5) years.

The City will retain in the employee's file such information that will indicate the following:

1. that the employee submitted to a drug and/or alcohol test.
2. the date and location of the test.
3. the identity of the firm performing the test.
4. whether the test finding was "positive" or "negative".

The City will produce upon demand and will permit authorized representatives of the DOT to examine all records related to administration and results of the drug and alcohol test program. The City will maintain an annual, calendar year summary of the records related to the administration and results of the DOT testing program.

IX. Appeals

An employee whose test is reported as positive for a drug will be given the opportunity by the City to offer an explanation. The purpose will be to determine if there is any reason that a positive test could have resulted from some cause other than drug use which is in violation of this policy.

If the employee is desirous of a second opinion in the result of a positive drug test, he/she may request a retest of the same specimen by an alternate laboratory which has been approved by the City. The retest will be at the employee's expense. The retest must be performed using the same methods and techniques as the initial test.

The employee may also request to review the findings of the drug test with a licensed physician knowledgeable of substance abuse disorders (MRO). The cost related to this will be at the expense of the City.

If an employee is cleared of any and all charges or violations of this policy, the City will reimburse any back pay due the employee, up to two (2) weeks of regular pay.

x. Rehabilitation

Any employee who fails either a drug or alcohol test must undergo a return-to-duty alcohol test with a result indicating 0.02 or less or a drug test with a negative result. In addition each employee identified as needing assistance by a Substance Abuse Professional (SAP) in resolving problems associated with alcohol misuse or drug abuse:

- a. shall be evaluated by a SAP to determine if the employee has properly followed the rehabilitation program, and
- b. shall be subject to unannounced follow-up alcohol and/or drug test administered by the City following the employee's return-to-duty. The number and frequency of the test shall be directed by the SAP and consist of at least six (6) tests in the first twelve (12) months following return-to-duty. Follow-up testing will be up to sixty (60) months and can be eliminated after one (1) year if the SAP determines that such testing is no longer necessary.

APPENDIX A

DRUGS/ALCOHOL SCREENING PROCEDURE

I. Applicability

This policy applies to every employee of the City of Llano including but not limited to those who operate a commercial motor vehicle in either interstate or intrastate commerce and is subject to a CDL.

II. General

The provisions of this section of the policy are applicable in addition to, and not in lieu of the provisions that apply to all employees.

A CDL driver subject to the provisions of this section of the policy may be a person employed by the City, a contractor engaged by the City or an employee of such contractor.

All drug and/or alcohol testing performed under this section will conform exactly to DOT procedures.

III. Program and Procedures

Any program or procedures resulting from this policy will conform to this policy and the DOT procedures.

The City will maintain and follow a program and procedures containing:

1. Methods and actions for complying with all the requirements of this policy and DOT procedures, including but not limited to requirements with respect to the EAP.
2. The name and address of each laboratory that analyzes specimens collected for drug testing.

Scott and White Laboratory
Services 600 South 25` "
Temple, Texas 76504
1-800-749-3788

(Note: Subject to change by the City Council.)

3. The name and address of the Medical Review Officer (MRO) employed in the administration of drug testing under this section of the policy. Midwest MRO Services, Inc.
604 East Broadway
Suite 306
Alton, Illinois 62002
1-800-414-3784

(Note: Subject to change by the City Council.)

IV. Drug Testing

The City of Llano will engage a laboratory certified by the Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMSHA) formerly NIDA, in accordance with DOT procedures. The testing laboratory will be required to permit:

1. Inspection by City before laboratory is selected to perform testing; and
2. Unannounced inspections including examination of records at any time by the City, SAMSHA, or a State or agency if the laboratory is subject to State agency jurisdiction.

The City of Llano will not hire or contract for the use of any person as an employee whose functions are subject to DOT procedures unless that person passes a drug and/or alcohol test.

Specimens tested for drugs will be retained and retested in the following manner.

1. Specimens that yield positive results on confirmation will be retained by the laboratory in frozen storage for at least 365 days, during which time the City, SMASHA, or a State agency may request retention for an additional period.
2. If the MRO determines there is no legitimate medical explanation for a confirmed

positive test result, the split specimen will be tested if the employee makes a written request for so doing within sixty (60) days of receipt of the final test result from the MRO. The City will require the employee to pay in advance the cost of shipment and analysis, but the City of Llano will reimburse the employee for such expense should the split sample test return as negative.

3. If the employee requests a test of the split sample, it must be forwarded to another SANSCHA-certified laboratory of the City's choice.

4. Since some analysis may deteriorate during storage, any detectable level of the drug will be reported and considered corroborative of the original positive test results.

V. Testing Methodology

A. Alcohol

1. The Breath Alcohol Technician

All alcohol testing required under this policy will be carried out by a breath alcohol technician (BAT) trained to proficiency in the operation of the evidential breath testing device (EBT) being used by the City of Llano for alcohol testing and in the alcohol testing procedures required herein.

The BAT will be required to successfully complete a course of instruction that will provide training in the principles of EBT methodology, operation and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedures required in 49 CFR Part 40 for obtaining a breath sample and interpreting and recording EBT results. The City will document the training and proficiency testing of each BAT being used to test drivers and safety sensitive positions and retain records regarding the same for a minimum of two (2) years.

2. Alcohol Testing Devices

For purposes of both screening and confirmatory breath tests, City of Llano will use an EBT that is capable of providing a printed result of each breath test in triplicate (or three consecutive identical copies). This device will be capable of assigning a unique and sequential number to each completed test with the number capable of being read by the BAT and the employee before each test and being printed out on each copy of the result, along with the name of the manufacturer, the serial number and time of the test. The EBT will also be able to distinguish alcohol from acetone at the 0.02 alcohol concentration level and be capable of testing an air blank prior to each collection of breath and performing an external calibration check. Any EBT used for alcohol testing under this policy will be stored in a secure place when not in use at a testing site.

A log book will be maintained for each individual EBT. This log book will be used to record every test conducted on the device and will not be used in conjunction with any other

device. The log book will include columns for the test number, date of the test, name of the BAT, location of the test, result displayed on the EBT and initials of the employee taking each test, and be maintained for two (2) years.

3. Quality Assurance Plan

In order to be used for any alcohol testing under this policy, the EBT must have a quality assurance plan (QAP) developed by the manufacturer according to Department of Transportation regulations.

City of Llano or its designated agent will take action to comply with QAP for each EBT it uses for alcohol testing under this policy. These actions will be documented and maintained for a minimum of two (2) years.

4. The Alcohol Testing Site

City of Llano will use an alcohol-testing site that affords visual and aural privacy to the individual being tested. This site will have available all of the necessary equipment, personnel and materials for breath testing, and may include the use of a mobile collection facility. The alcohol-testing site will be secure with limited access while testing is being conducted or when the EBT remains unsecured.

In unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident), the City of Llano BAT will ensure that visual and aural privacy will be provided to the greatest extent practicable.

A BAT will supervise only one (1) employee's use of the EBT at a time and will not leave the alcohol testing site while the preparations for testing and testing of a given employee are in progress.

5. The Breath Alcohol Testing Form

City of Llano will use a Breath Alcohol Testing Form prescribed by the Department of Transportation. This form will not be modified or revised, except that a form directly generated by an EBT may omit the space for affixing a separate printed result to the form.

A. Alcohol Testing Procedures

1. Preparation For Testing

Any employee required to submit to an alcohol test under this policy will be required to provide positive identification (photo I.D. card or identification by an employer representative) to the BAT upon entry to the testing site. The BAT may also provide positive identification if the employee requests it. The BAT will then explain the testing procedure to the employee and complete, date and sign the testing form along with the employee. Except as otherwise provided, any refusal by an employee to sign the required certification will be considered a refusal to submit to the test.

2. Administration Of The Initial Test

Once the BAT and employee have completed the necessary paperwork, the BAT will open an individually-sealed mouthpiece in view of the employee and attach it to the EBT. The BAT will then instruct the employee to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained.

The BAT will show the employee the result displayed on the EBT and then affix the test result printout to the test form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper-evident tape).

If the result of the initial screen is an alcohol concentration of less 0.02, no further testing will be required. Both the BAT and the employee will date the test form and sign the appropriate certification. If the employee does not sign the certification in Step 4 of the form or does not initial the log book entry for a test, it will not be considered a refusal to be tested. In this event, the BAT will note the employee's failure to sign or initial in the "Remarks" section of the form. The BAT will then transmit the result to City of Llano in a confidential manner and City of Llano will receive and store the information in a confidential manner consistent with this policy. In the event the test result printed by the EBT does not match the displayed result, or if a sequential test number printed by the EBT does not match the number displayed by the EBT prior to the test, the BAT will note the disparity in the "Remarks" section of the form. Both the employee and the BAT will then initial or sign this notation and the test will be considered invalid, with City of Llano and the employee advised of the same.

If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmatory test will be required, as provided below. If the confirmation test is to be conducted by a different BAT, the BAT who conducted the screening test will complete and sign the form and log book entry, and provide the employee with Copy 2 of that form.

3. Administration Of The Confirmatory Test

If a BAT other than the one who conducted the screening test is to conduct the confirmation test, he/she will again obtain positive identification of the employee's identity and will also provide identification to the employee, if requested to do so. The new BAT will also again explain the testing procedure to the employee.

A waiting period of not less than fifteen (15) minutes nor more than thirty (30) minutes will be required. The employee will be instructed by the BAT not to eat, drink or put any object in his/her mouth and if possible, not to belch during the waiting period. The BAT will also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the BAT becomes aware that the employee has failed to comply with this instruction, he/she will so note in the "Remarks" section of the form.

If a new BAT is to conduct the confirmation test, he/she will initiate a new testing form, completing Step 1 and requesting the employee to complete and sign Step 2. The new BAT will also note in the "Remarks" section of the form that a different BAT conducted the screening test.

After completion of the waiting period, the breath collection procedures set forth in Step 2 above, will again be followed and a new mouthpiece will be used for the confirmation test. However, before the confirmation test is administered, the BAT will ensure that the EBT registers 0.00 on an air blank. If the reading is greater than 0.00, the BAT will conduct one more air blank. If the EBT does not register 0.00 on the second attempt, testing will not proceed using that instrument, but may continue using another EBT. Any EBT taken out of service because of failure to perform an air blank accurately will not be used for testing until a check of external calibration is conducted and the EBT is found to be within tolerance limits. Before the confirmation test is administered; the BAT will also ensure that he/she and the employee read the sequential test number displayed by the EBT.

In the event the confirmatory test result differs from the screening test result, the confirmation test result will be deemed to be the final result upon which any action under this policy will be based.

The BAT will show the employee the result displayed on the EBT and affix the test result printout to the test form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper evident tape).

Following completion of the confirmatory test, the BAT and the employee will both date and sign the testing form in the appropriate manner. If the employee does not sign the certification in Step 4 of the form, it will not be considered a refusal to be tested. In this event, the BAT will note the employee's failure to sign in the "Remarks" section.

If a test result printed by the EBT does not match the displayed result, or if a sequential test number printed by the EBT does not match the number displayed by the EBT prior to the test, the BAT will note this disparity in the Remarks section of the form, which will be signed or initialed by both the employee and the BAT. If this occurs, the confirmatory test will be deemed invalid, and City of Llano and employee will be so advised.

The BAT will transmit all results in a confidential manner to the individual(s) designated below, who will be responsible for any communications with the BAT concerning alcohol testing and test results and for confidentially receiving and handling alcohol testing results on behalf of City of Llano: Contact:

COMPLIANCE CONSORTIUM CORPORATION

910 South Highway
Boulevard Belton, Texas
76513

1-800-303-0281

(Note: Subject to change by the City Council.)

Transmission of test results to a City of Llano representative may be in writing, in person or by telephone or electronic means, but the BAT will ensure that any test results requiring City of Llano to prevent an employee from performing or continuing to perform a job function will be transmitted immediately. If the initial transmission is not in writing, the BAT will follow-up by providing City of Llano with its copy of the test form, which will be treated as a confidential record under this policy.

4. Inability To Provide An Adequate Amount of Breath

In the event an employee is unable, or claims to be unable to provide an amount of breath sufficient to permit a valid breath test because of a medical condition, the BAT will instruct the employee to attempt to provide an adequate amount of breath. If the employee refuses to make such an attempt, the BAT will immediately inform City of Llano. If the employee attempts, but fails to provide an adequate amount of breath, the BAT will record it in the "Remarks" section of the form and immediately inform City of Llano.

If an employee attempts and fails to provide an adequate amount of breath, he/she will be required to obtain, as soon as practical after the failed attempt, an evaluation from: a City of Llano approved physician concerning his/her medical ability to provide an adequate amount of breath. Until a written evaluation by a City of Llano approved physician is received, the employee will be removed from his/her job functions;

- a. If the physician determines, in his/her reasonable medical judgment, that a medical condition has, or with a high degree of probability could have precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath will not be deemed a refusal to take a test. However, the physician will be required to provide City of Llano with a written statement of the basis for this conclusion.
- b. If the physician, in his/her reasonable medical judgment, is unable to make a determination that the employee's conduct was due to a medical condition, the employee's failure to provide an adequate amount of breath will be regarded as a refusal to take a test. The physician will be required to provide City of Llano with a written statement of the basis for this conclusion.

5. Invalid Tests

A breath alcohol test will be deemed invalid under any of the following circumstances:

- a. By more than the tolerance stated in the QAP from the known value of the test standard. In this event, every test result of 0.02 or above obtained on the device since the last valid external calibration check will be invalidated. As a result, external calibration tests will be performed after each positive test;
- b. The BAT does not observe the minimum fifteen (15) minutes waiting period prior to the confirmatory test;
- c. The BAT does not perform an air blank of the EBT before a confirmatory test, or an air blank does not result in a reading of 0.00 prior to the administration of the test;
- d. The BAT does not sign the form as required;
- e. The BAT fails to note on the "Remarks" section of the form that the employee has failed or refused to sign the form following the printing or attachment of the test result to the form;
- f. The EBT fails to print a confirmation test result: or
- g. On a confirmation test and where applicable, on a screening test, the sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.

6. Refusal To Test And Uncompleted Tests

In the event an employee refuses to complete and sign the testing form, refuses to provide breath or an adequate amount of breath, or otherwise fails to cooperate with the collection process in a way that prevents the completion of the test, the BAT will record such conduct in the "Remarks" section of the form, terminate the testing process and promptly notify City of Llano. All employees subject to alcohol testing are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the employee to disciplinary action up to and including immediate termination.

If an initial or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the BAT will, if practical, begin a new initial or confirmation test, as applicable, using a new testing form with a new sequential test number.

B. Controlled Substances

1. Appropriate Laboratory

All urine specimens to be tested for the presence of controlled substances must be analyzed by a laboratory certified under the DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs. Therefore, drug tests required by City of Llano will be shipped for analysis to the laboratory listed below:

Scott & White Laboratory
Services 600 South 25th

Temple, Texas 76504

1-800-749-3788

(Note: Subject to change by the City Council.)

2. Initial Screen

All urine specimens will be initially tested for the use of controlled substances by an immunoassay screen, which will eliminate negative urine specimens from further consideration. Any positive test results in an initial test will be subject to confirmation through an additional, more precise and accurate testing methodology.

Any urine specimen identified as positive on the initial screen will be confirmed by a second analytical procedure independent from the initial test and which uses a different chemical technique and procedure. Gas chromatography/mass spectrometry will be used to confirm initial positive test results.

3. Laboratory Reporting of Test Results

Before the laboratory reports any test result, it will first review the results of the initial test, confirmatory test or any relevant quality control data to certify that the test result is accurate. Any specimen which was negative on the initial or confirmatory test will be reported as negative. The only specimens reported as positive will be those which have been confirmed as positive through gas chromatograph/mass spectrometry.

The MRO may request from the laboratory and the laboratory will provide quantitation of test results. The MRO will then report to City of Llano whether the test is positive or negative and, if positive, the identity of the drug(s) for which there was a positive result.

4. Specimen Retention

All positive urine specimens will be retained in long-term frozen storage (-20 degrees C or less) for a minimum of one (1) year.

5. Split Specimen Procedures

If the laboratory observes that the split specimen is untestable, inadequate, or unavailable for testing, the laboratory shall nevertheless test the primary specimen. The laboratory will not inform the MRO or City of Llano of the untestability, inadequacy, or unavailability of the split specimen until and unless the primary specimen is a verified positive test and the MRO has informed the laboratory that the employee has requested a test of the split specimen.

c. Controlled Substances Testing Procedures

1. Urine Specimen Collection

Any person requested to undergo a drug test will be required to provide a urine sample at

a designated collection site. In order to ensure integrity of the specimen collection procedure, a DOT Urine Custody and Control Form will be used. This form will be completed by the employee and the person responsible for collecting the urine sample and will be forwarded along with the urine sample to the designated laboratory, which will conduct the actual drug test: The laboratory will then review it when analyzing any positive test results. City of Llano will retain a copy of the DOT Urine Custody and Control Form for each drug test it conducts.

All urine specimens will be collected in a clean, single-use specimen bottle that is securely wrapped until filled with the specimen. If urination is directly into the specimen bottle, that specimen bottle shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided. If a separate collection container is used for urination, the collection container shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided; and the collection site' person shall unwrap the specimen bottle in the presence of the employee at the time the urine specimen is presented.

City of Llano and collection site will utilize a temporary sealing system designed to ensure against undetected opening and a shipping container in which the specimen and associated paperwork may be transferred and sealed to prevent undetected tampering.

Any person requested to undergo a drug test will be provided a copy of written specimen collection procedures, which must be followed, by the individual and the collection site personnel.

2. Specimen Collection Site

The designated facilities are approved collection sites which have the personnel, materials, equipment, facilities and supervision necessary to provide for the collection, security, temporary storage and shipping of urine specimens to an appropriate laboratory for testing.

3. Chain of Custody And Collection Control

To the maximum extent possible, collection site personnel shall keep the individual's specimen bottle within sight both before and after the individual has urinated. After the specimen is collected, it shall be properly sealed and labeled. The chain-of-custody block on the Urine Custody and Control Form shall be executed by authorized personnel upon receipt of the specimen. This form shall be used for maintaining control and accountability of each specimen from the point of collection to final disposition of the specimen.

4. Split Sample Procedures

There shall be a sufficient volume of each specimen to allow for it to be subdivided, secured

and labeled in the presence of the tested individual, so that it can be retained in a secured manner to prevent the possibility of tampering. This will allow an individual the opportunity to request a retest of the specimen by an appropriate laboratory of the employee's choosing in accordance with Part V, C-5 of this policy.

5. Inability To Provide An Adequate Urine Specimen

In the event a employee is unable, or claims to be unable to provide an amount of urine sufficient to permit a valid drug test because of a medical condition, the collector will instruct the employee to drink not more than twenty-four (24) ounces of fluids and, after a period of up to two (2) hours, again attempt to provide a complete sample using a fresh collection container. The original insufficient specimen shall be discarded. If the employee is still unable to provide an adequate specimen, the insufficient specimen shall be discarded, testing discontinued, and City of Llano so notified. The MRO shall refer the individual for a medical evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine or constitutes a refusal to test. (In pre-employment testing, if City of Llano does not wish to hire the individual, the MRO is not required to make such a referral.) Upon completion of the examination, the MRO shall report his/her conclusions to City of Llano in writing. Until a written evaluation by a City of Llano approved physician is received, the employee will be removed from his/her functions.

6. Failure To Cooperate

Any employee required to provide a urine sample will be expected to sign a consent or release form authorizing the collection of the specimen, analysis of the specimen for designated controlled substances, and release of the results to City of Llano. The employee will not be required to waive liability with respect to negligence on the part of any person participating in the collection, handling or analysis of the specimen or to indemnify any person for the negligence of others.

If an employee refuses to cooperate during the collection process (e.g., refusal to provide a complete specimen, complete paperwork, initial specimen), the collection site person will inform the City of Llano representative and document the employee's conduct on the Urine Custody and Control Form. Employees are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the employee to immediate termination.

VI. Medical Review Of Test Results

City of Llano will ensure that each positive or negative test results are reviewed by an MRO. The purpose of the review will be to rule out the possibility of any alternative medical explanation for the confirmed positive test result. The MRO will also review the chain of custody to ensure that it is sufficient and complete and on its face. City of Llano's MRO is:

Midwest MRO Services,
Inc. 604 East Broadway
Suite 306
Alton, Illinois 62002
1-800-414-3784

(Note: Subject to change by the City Council.) The duties of the MRO will be:

1. Review the results of all drug testing prior to being reported to City of Llano.
2. Review and interpret each confirmed positive test result as follows to determine if there is an alternative medical explanation for the confirmed positive test result:
 - a. Conduct a medical interview with the individual tested. If the individual cannot be reached, the MRO will contact City of Llano and City of Llano will contact the individual and instruct him/her to contact and discuss the results of the drug test with the MRO. If, after making reasonable efforts City of Llano is still unable to contact the individual, City of Llano will terminate the employee.
 - b. Review the individual's medical history and any relevant biomedical factors.
 - c. Review all medical records made available by the individual tested to determine if a confirmed positive test resulted from legally prescribed medication.
 - d. Upon request of the employee, require the split sample to be analyzed to determine the accuracy of the reported test result.
 - e. Verify that the laboratory report and assessment are correct.
3. Determine whether and when an employee involved in a rehabilitation program may be returned to duty.
4. Determine a schedule of unannounced testing for an employee who has returned to duty after rehabilitation.

The following rules will govern MRO determination:

1. If the MRO determined after appropriate review that there is a legitimate medical explanation for the confirmed positive test result, the MRO will take no further action.
2. If the MRO determines after appropriate review that there is no legitimate explanation for the confirmed positive test result, the MRO will so inform the designated City of Llano officials.
3. Based on a review of the laboratory inspection reports, chain-of-custody, quality assurance and quality control data the MRO may conclude that a particular drug test result is scientifically insufficient for further action. Under these circumstances the MRO will conclude that the test is negative.

4. For opiate positives, City of Llano will also require the MRO to determine if there is clinical evidence in addition to the drug test of unauthorized use of any opium, opiate, or opium derivative. The clinical evidence may include a medical history and a physical examination.

CHAPTER XVI

Harassment in the

Workplace

Section 1 - Purpose

The purpose of this policy is to maintain a healthy work environment and to provide procedures for reporting, investigation and resolution of complaints of harassment, sexual or otherwise.

Section 2 - General Policy It is the policy of the City of Llano that all employees have the right to work in an environment free of all forms of harassment. The City does not condone, and will not tolerate, any harassment. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise, which occur in the course of employment, while employees are on duty, or while on or in City property.

Section 3 - Prohibited Activity

- a. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
- b. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by the City.
- c. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, where:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee: or
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Section 4 - Employee's Responsibility

1. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
 2. Monitoring the unit work environment on a daily basis for signs that harassment may be occurring;
 3. Counseling all employees on the types of behavior prohibited, and the City procedures for reporting and resolving complaints of harassment
- a. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision: and
- b. Taking immediate action to limit the work contact between two or more employees where there has been a complaint of harassment, pending investigation.
- c. Each supervisor has the responsibility to assist any employee of the City, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the Department Head.
- d. Each employee of the City is responsible for assisting in the prevention of harassment through the following acts:
 - e. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 - f. Reporting acts of harassment to a supervisor; and
 - g. Encouraging any employee, who confides that he/she is being harassed, to report these acts to a supervisor.
 - h. Failure to take action to stop known harassment shall be grounds for discipline.
 - i. Every employee involved in the reporting, investigation, testifying, etc. of a report of harassment will maintain the highest level of confidentiality as allowed by law, to protect those employees involved.

Section 5 - Complaint Procedures

Employees encountering harassment shall tell the person that their actions are unwelcome and offensive.

- a. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
- b. Any employee who believes that he/she is being harassed shall report the incident(s) to his/her supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated.
- c. Where this is not practical, the employee may instead file a complaint with another supervisor, with the Department Head, or the City Manager.
- d. The supervisor or other person to whom a complaint is given shall meet with the employee

and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.

e. The City employee taking the complaint shall expeditiously deliver the complaint to the Department Head.

f. The City Manager, or Mayor in a case involving the City Manager, unless otherwise directed by the City Manager, shall be responsible for the investigation of any complaint alleging harassment.

g. The City Manager will notify and request the assistance of the appropriate Prosecutor's office and/or an outside law enforcement agency (when deemed appropriate) if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.

h. The City Manager will be responsible for conducting the investigation and/or assigning personnel to the investigation for assistance.

i. The investigation shall include a report as to whether other employees are being harassed by the person, and whether other City employees participated in, or encouraged the harassment.

j. The internal investigations authority shall inform the parties involved of the outcome of the investigation.

k. A file of harassment complaints shall be maintained in a secure location by the Department Head.

l. An annual report of complaints will be made to the City Manager.

There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying or participating in the investigation of such a complaint.

Complainants or employees accused of Harassment may file a grievance/appeal in accordance with City procedures when they disagree with the investigation or disposition of a harassment claim. Procedures are outlined in Chapter XI.

This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

CHAPTER XVII

Accidents

Section 1 - General Policy

Guidelines have been established for reporting accidents involving City vehicles, establishing an accident review board for investigation of fleet accidents and implementing disciplinary actions in cases where employee negligence contributed to or caused an accident involving City vehicles. A vehicle is defined as any motor driven or motorized equipment either capable of moving from place to place off road or equipment which by license or permit can travel on public streets or highways. Police personnel should also refer to section 501.01 and 501.02 of the Police Department General orders

manual.

Section 2 - Reporting Accidents

Any accident involving a City vehicle or motorized equipment must be reported immediately. City vehicle damage report in Appendix XX shall be turned into the department head within 24 hours. In accidents involving other vehicles, citizens or employees, or property, the police department will be notified immediately. (In cases involving police vehicles, the Department of Public Safety, Sheriff's Department, or Chief of Police will investigate.) If you notice damage has been done to a City vehicle or motorized equipment, but you were not aware of the incident that caused the damage, you must report the damage to your supervisor as soon as you become aware of the situation.

Section 3 - Investigation of City Accidents

The City Manager has appointed an Accident Review Committee consisting of the Director of Finance, Director of Public Works, Director of Utilities and the Police Chief to investigate any accident or damage involving any City property, public/private property, damaged City vehicle or motorized equipment, or employee action. In any case involving one of the committee members, the remaining members shall serve as the Accident Review Committee. This committee is to review any accident involving City vehicles or motorized equipment to determine the cause of the accident/damage. In determining the cause of any accident, the committee shall have access to any police or Department of Public Safety investigative reports, as well as the authority to interview any employees or other persons who may have information regarding the accident. After its review of the accident or damage, the committee shall issue a report describing its findings and recommendations within two (2) business days of the completion of its review.

Section 4 - Disciplinary Action

As a part of the committee's report of the accident or damage findings, the committee shall recommend any disciplinary action that should be taken against the employee. Disciplinary action may range from a verbal reprimand to suspension to termination. An employee would only be considered for suspension without pay or termination in cases of gross negligence, willful misconduct, or where an employee is a repeat offender (violation of policy) and is shown to be reckless or negligent in his/her operation of City vehicles or motorized equipment.

Section 5 - Appeal

Any appeal from the Accident Committee's findings shall be made in writing to the City Manager in accordance to the appeal process referred to in Chapter XI of this policy.

Section 6 - Seat Belts

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the City at all times. This also applies to the operation of privately owned or other vehicles if used while the City employee is on-duty.

The driver of the vehicle or motorized equipment is responsible for insuring compliance by all occupants of the vehicle he/she is operating. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and only with the approval of a Department Head.

Any City employee observed by a Department Head or respective supervisor, not secured by safety belt while operating a City vehicle may be suspended for one (1) day without pay. Multiple violations will subject the employee to additional disciplinary action up to and including termination.

CHAPTER XIX

Computer Equipment, Network and Internet Use Policy

Disclaimer

The Internet is a constantly growing worldwide network of computers and servers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Users are further cautioned that it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Employees and users (herein referred to as “Users,” or “User”) accessing the Internet do so at their own risk and understand and agree that the City of Llano is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at the City of Llano is governed by the following policy:

Permitted Use of Internet and City computer network:

The computers, computer network and software used at the City of Llano are the property of the City and are to be used for legitimate City business purposes. Users are provided access to the computer network and document drive to assist them in the performance of their jobs. Additionally, Users are provided with access to the Internet through the computer network. All Users have a responsibility to use the City’s computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer

network or the Internet, may result in restriction of service, disciplinary action, up to and including possible termination, and civil and/or criminal liability.

Computer Network Use Limitations:

- **PROHIBITED ACTIVITIES**, Without prior written permission from authorized personnel at the City of Llano, the City's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Malware, Trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the User's or any other employee's job performance; b) have an undue effect on the computer or City's network's performance; c) or violate any other policies, provisions, guidelines or standards of the City of Llano, Texas. Furthermore, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.
- **ILLEGAL COPYING**, Users may not illegally copy material protected under copyright laws or make copyrighted material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining express permission from authorized personnel at the City of Llano.
- **ACCESSING THE INTERNET**, to ensure security, avoid the spread of viruses & malware, and to maintain the City's Internet Usage Policies, employees may only access the Internet through a computer attached to the City's network and approved Internet firewall or other security device(s). Bypassing the City's computer network security by accessing the Internet directly by personal connections such as (but not limited to) Cellular Networks, Wimax, modems, or proxy avoidance techniques or by any other means is strictly prohibited. The City of Llano's Wi-Fi network can be used to access the internet with personal devices.
- **FRIVOLOUS USE**. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups or other social media, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-City-related uses of the Internet.

VIRUS DETECTION. Files obtained from sources unauthorized by the appropriate City of Llano personnel, including but not limited to disks brought from

home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the City's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders or unknown or unfamiliar sources, or use disks from non-City sources, without first scanning the material with approved virus checking software. If you suspect that a virus has been introduced into the City's network, unplug your machine and contact Information Technology immediately.

No Expectation of Privacy:

Employees are provided use of computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, post, send or receive using the City's computer equipment. The computer network is the property of the City of Llano and may be used only for City purposes.

- Waiver of privacy rights: The user expressly waives any right of privacy in anything they create, store, post, send or receive using the City's computer equipment, network or Internet access. User consents to allow City personnel access to and review of any and all materials created, stored, sent or received by user through any City network or Internet connection.

Monitoring of computer and Internet usage:

The City has the right to monitor, log and archive any and all aspects of the City's Computer equipment and system including, but not limited to, monitoring Internet sites, monitoring software installations, file downloads and internet usage.

Blocking Sites with Inappropriate Content:

The City has the right to utilize hardware and software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate by the City Manager.

Blocking Sites with Non-productive Content:

The City has the right to utilize hardware and software that makes it possible to identify and block access to Internet sites containing non-work-related content such as (but not limited to) Drug Abuse; Hacking; Illegal or Unethical; Discrimination; Violence; Proxy Avoidance; Plagiarism; Child Abuse; Alternative Beliefs; Adult Materials; Advocacy Organizations; Gambling; Extremist Groups; Nudity and Risqué Materials; Pornography; Tasteless; Weapons; Sexual Content; Alcohol; Tobacco; Online Gaming; Freeware and Software Downloads; File Sharing and Offsite Storage; Streaming Media; Peer- to-peer File

Sharing; Internet Radio or TV; Internet Telephony; Online Shopping; Malicious Websites; Phishing; SPAM; Advertising; Brokerage and Trading; Web-Based Personal Email; Entertainment; Arts and Culture; Education; Health and Wellness; Job Search; Medicine; News and Media; Social Networking; Political Organizations; Travel; Personal Vehicles; Dynamic Content; Web Chat; Instant Messaging or IM; Real Estate; Personal Websites or Blogs; Content Servers; Domain Parking; Personal Privacy; Finance and Banking; or Web-based Applications.

Acknowledgement of Understanding:

I have read and agree to comply with the terms of this policy governing the use of the City of Llano’s computer network and Internet Usage. I understand that a violation of this policy may result in disciplinary action, up to and including possible termination and civil and criminal penalties.

Printed Name: _____

Signature: _____

Date: _____

CHAPTER XX

Cellular Mobile Phone Acceptable Use Policy

The City of Llano recognizes mobile phones are an effective form of communication between citizens and staff as well as internal communication and accept that cellular telephones have become a part of everyday life. The City of Llano may provide cellular telephones (voice only or smartphones with voice & data services) or partial reimbursement for the use of personal phones for employees based on an employee’s job requirements. As such you may be provided with a Mobile Telephone by the City to use in your daily activities.

This policy has been developed to ensure that all City staff are aware of the restrictions in place on the usage of their provided cellular mobile phones.

1. Application

This policy applies to all City staff that have been issued a mobile phone by the City of

Llano, or who are receiving reimbursement for the use of their personal phone.

2. Violation of Policy

Any violation of the Cellular Mobile Phone Acceptable Use Policy could result in disciplinary action leading up to and including termination of employment and civil and/or criminal prosecution under local, state and federal laws.

3. Provisions

The provision of a mobile phone is dependent upon your role and job duties within the City of Llano. All City provided cellular mobile phones are the property of the City of Llano. If you feel that a mobile phone is required and has not been provided please discuss the matter with your supervisor.

Mobile phones may be provided to City Staff whose duties include but are not limited to the following criteria:

- Duties are of a peripatetic nature or there is a genuine need to be easily and immediately contactable by telephone during and outside of normal working hours.
- Duties include a significant element of on-call working where the individual may be called upon to return to work and carry out tasks outside of normal working hours or in the case of emergencies.

4. Procedure

4.1. Staff Responsibilities

City staff is required to take good care of the provided mobile phone and take all reasonable precautions to ensure that the device is not damaged, lost or stolen. In the event that the device is stolen, staff will be expected to report the theft to the police within twenty-four (24) hours. In addition, City staff should also inform their supervisor as soon as possible.

City staff must answer all incoming calls when on duty or on call. Further, City staff must return voicemails within a reasonable period of time when off duty and the voicemail indicates an emergency situation is occurring and the staff member is needed.

Staff leaving the City of Llano must return their mobile phone to the Finance Department before last day of work or current price of the device may be levied against

the employee.

4.2. Lost or Damaged Mobile Phones and accessories

Mobile phones and accessories in need of repair should be returned to the IT department who will arrange to have them returned to the supplier for repair or replacement. It should be noted that manufacturers' warranties do not normally cover damage caused by misuse or neglect and that the cost of such repairs may be levied against the employee. If the device is inoperable or has to be replaced before an upgrade is available the employee may be responsible to pay the costs necessary for replacing the device. The City of Llano is eligible for an upgrade every twelve (12) months. Lost mobile phones and accessories will be replaced at discretion of the City Manager.

4.3. Mobile Phones and Driving

4.3.1. The Law

The City of Llano's policy on the use of mobile phones while driving a City vehicle is guided, first and foremost, by a concern for the well-being of our staff and other road users.

Driving while talking and or texting on a mobile phone is distracting and can lead to accidents. You cannot be in full control of your vehicle if you are using a hand-held mobile phone while driving.

The law requires drivers to maintain proper control of their vehicles at all times and it is illegal to use a cellular device while driving through a school zone in Texas. You can be prosecuted for careless or inconsiderate driving, or even dangerous driving, if using a phone causes you to drive in this way.

4.3.2. Hand-held phones

While on City business avoid taking calls. But if you must, say you are driving and end the conversation as quickly as possible. Otherwise you will put yourself and other road users at risk.

- ABSOLUTLY NO TEXTING WHILE DRIVING
- Use a hands-free device if available
- Find a safe place to park to make a call or receive messages. On a long journey take regular breaks to help you relax and reduce tiredness.

5. Personal Use

Mobile phones, which have been provided by the City, are to be used primarily for City business.

You may be authorized a limited amount of private use, however, this should be, wherever possible, restricted to receiving incoming calls.

5.1. Outgoing Private Calls

If private outgoing calls are made then the user maybe required to examine the itemized bill, calculating the amount attributable to private calls and making payment to the City, through the Finance Department.

Copies of the itemized bills will be provided to users for this purpose.

5.2. Text Messages

The City of Llano accepts that Text Messaging is sometimes used to communicate between coworkers and citizens. As such text messaging plans may be made available if approved by the City Manager. If private texts are sent or received, the user may be required to reimburse the costs of the texts to the City, through the Finance Department.

6. Service Access

The level of an individual's access will be based upon their job duties however, as a general rule all mobile phones will be configured for National Access only. Members of staff who demonstrates a need for International Access will require written authorization from the City Manager.

7. Smart Phones

7.1 Personal Use

City-provided smartphones (Apple iPhone, Blackberry, etc.) and all other City-provided devices are to be used for fulfilling the employee's employment responsibilities. Employees are prohibited from incurring any fees or charges as a result of personal use of a City-provided smartphone, mobile telephone or other City-provided device, and subsequently billing those fees and charges to the City of Llano. If a smartphone, mobile telephone, PDA, accessory and/or service fees or charges result from personal use of City-provided equipment, the employee may be responsible for those fees and charges.

7.2 Use Limitation

- Employees are prohibited from installing or downloading unapproved and unauthorized software or services on City provided smartphones, mobile telephones, or other City- provided devices.

Accessing the Internet: Smartphones are enabled with a data plan that enables them to access the internet. Employees are provided access to the Internet to assist in the performance of their jobs. Users are provided with access to the Internet through the computer network. All employees issued a smartphone or other device with Internet access have a responsibility to use the Internet in a professional, lawful and ethical manner. Abuse of Internet access, may result in removal of service, loss of City- provided smartphone or other device, and disciplinary action, up to and including possible termination, and civil and/or criminal liability.

8. No Expectation of Privacy:

Employees are provided the use of mobile phones and smartphones with Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, post, send or receive using a City-provided mobile telephone, smartphone or other City-provided device. All City-provided mobile phones, smartphones, and other devices and accessories are the property of the City of Llano and may be used only for City purposes.

- Waiver of privacy rights: The user expressly waives any right of privacy in anything they create, store, post, send or receive using a City-provided mobile telephone, smartphone or other device. The employee consents to allow authorized City personnel access to any and all materials created, stored, sent or received by employees on a City-provided mobile telephone, smartphone, or other device.

Acknowledgment of the City of Llano Cellular Mobile Phone Acceptable Use Policy

This form is used to acknowledge receipt of, and compliance with, the Cellular Mobile Phone Acceptable Use Policy.

Complete the following steps:

1. Read the Cellular Mobile Phone Acceptable Use Policy.
2. Sign and date in the spaces provided below.

Signature: _____

Date: _____

Appendix A
ORG CHART HERE

CITY OF LLANO

PERSONNEL POLICIES

CHAPTER I

Introduction

Section 1 - Objectives

These policies are designed to bring to the City of Llano a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of modern personnel practices. Objectives of the City personnel management system, which include these policies, are:

- a. to promote and increase productivity, efficiency and responsiveness to the public and economy in the City service;
- b. to provide fair and equal opportunity for qualified persons to enter and progress in the City service in a manner based on merit and fitness as ascertained through fair and practical personnel management methods;
- c. to maintain recruitment, advancement, and tenure practices enhancing the attractiveness of a City career and encouraging each employee to give his/her best effort to the job and the public;
- d. to develop and maintain consistent, up-to-date position classification and compensation plans;
- e. to develop and maintain high morale among City employees by fostering good working relationships and by providing uniform personnel policies, the opportunity for advancement, and consideration of employee needs and desires;
- f. to retain employees on the basis of the adequacy of their performance, correct inadequate performance, and separate employees whose inadequate performance cannot be satisfactorily corrected; and
- g. to assure that employees are protected against coercion for partisan political purposes and are prohibited from using their positions with the City for the purpose of interfering with or affecting the results of any kind of official election.
- h. to require employees to be committed to open responsiveness to public and elected officials.

Section 2 - Equal Employment Opportunity Policy

An affirmative action plan shall be developed and maintained to foster equal employment in the City service. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, marital status, disability, or other protected status under applicable federal, state or local law is prohibited. Discrimination on the basis of age, sex, or disability is prohibited except where specific age, sex, or other requirements constitute a necessary occupational qualification for proper and efficient administration. Any employee who feels he/she has been improperly discriminated against may appeal in accordance with the procedures specified in Chapter XI.

Section 3 - Americans With Disabilities Act of 1990

The City of Llano is committed to fair recruitment and selection practices and does not permit unlawful discrimination against persons with disabilities in its hiring procedures, in accordance with the Americans With Disabilities Act of 1990 regarding public entities.

The City of Llano shall make reasonable efforts to employ job applicants who are disabled but are otherwise qualified for available positions. It is also the City's policy to comply with the facility accessibility provisions of the Americans With Disabilities Act of 1990. If a person should encounter difficulty while attempting to conduct business at the City's facilities, he or she should report the problem to the City Manager's Office for further investigation and action as needed.

While the City seeks to accommodate the public, it shall also adhere to the needs of its employees who have disabilities. Disabled employees should inform the City Manager of any accommodations that would assist them in the performance of their jobs. The City will attempt to make reasonable accommodations in an effort to assist the employee in the performance of his or her job. With its employees, as with the general public, the City of Llano will strive to create and maintain a work environment which is accessible.

Section 4 - Applicability

These rules apply to all City employees except where inconsistent with applicable federal, state or local law, statute, regulation or ordinance.

Section 5 – Dissemination

All City employees shall be informed of the existence of these policies and be provided one copy of the document. Revisions will be disseminated to each employee upon adoption by the City Council and subsequent issue by the appropriate Department Head. Each employee is responsible for maintaining his/her copy of the City Personnel Policies and Procedure Manual. The handbook shall be provided for the convenience of employees and shall be considered informational in nature.

All City employees are responsible for thoroughly acquainting themselves with the materials in these personnel policies and any subsequent revisions. Employees are encouraged to submit suggestions for changes and improvements to these personnel policies and procedures.

Section 6 - Division of Responsibility

The general and final authority for personnel management rests with the City Manager, who may delegate authority as necessary and proper, with the following exceptions; the Municipal Judge, Fire Marshal and the City Secretary. Personnel actions relating to these exceptions are subject to the authority of the City Council. (General Authority meaning day to day operations and all personnel matters up to but not including disciplinary action. Final Authority meaning disciplinary action up to and including termination.) Delegation of authority, chain of command, and grievance procedures will follow the organizational chart as contained in **Appendix A** of this document.

The City Manager is delegated the authority for recommending and interpreting personnel policies and procedures as they apply to all departments and employees. The City Manager shall advise management in all areas of personnel administration, including but not limited to employee-management relations, training and career development, and employee health, safety and morale.

Department heads and supervisory personnel are responsible for enforcing the provisions of these policies and for cooperating with the City Manager or his designee on all related matters pertinent to their organizational units. Department heads may adopt supplemental personnel policies, procedures and work rules not in conflict with these City-wide policies, but such policies, procedures and rules must be approved by the City Manager and/or City Council prior to implementation.

Section 7 - Exceptions

Employees of the Police Department are also directed by the Code of Conduct and the General Orders of the Police General Manual, and should be knowledgeable regarding all written directives. Police Department employees will be aware of all exceptions and contradictions that exist between this personnel manual and the General Orders Manual. Where exceptions or contradictions exist, members of the Police Department will follow the directive of this City of Llano Personnel Policies and Procedure Manual. This Manual is included as EXHIBIT “?” to the General Orders of the Police General Manual and the signature page, with employee signature, shall be kept in the employee’s police department file.

Section 8 - At Will Employment

Nothing in this Personnel Policies and Procedure Manual shall be construed to create or imply a contract of employment. Both the employee and employer are free to exercise their rights to terminate employment with or without cause at any time. Nothing in these policies and procedures is intended or designed to alter the “at will” employment relationship.

All appendices attached hereto are a part of this personnel policy.

These policies may be changed, amended, or modified at any time at the discretion of the City Council.

These personnel policies are in effect as of June 15, 2020, and supersede all previous personnel policies.

CHAPTER II

Method of Filling Vacancies

Section 1 - Vacancy Identification

Department heads shall notify the City Manager or designee when vacancies occur or are imminent in the manner prescribed by the City Manager and/or designee.

Section 2 - Announcement of Vacancies The City Manager or designee shall publicly announce by appropriate means all vacancies to be filled in the City service by publication in newspaper of record, on the employee bulletin board, on the City of Llano website, and/or other suitable methods.

Each job announcement, insofar as practicable, shall specify the title, and nature of the job; the required minimum qualifications; and the deadline for and method of application. Each announcement shall contain a statement confirming the City's commitment to its policy of equal employment opportunity and nondiscrimination.

Section 3 - Promotion Policy

A promotion is the assignment of an employee from a position in one grade to a position in another grade having a higher maximum salary.

It is the City's policy to promote from within the City service whenever possible. Applications for any particular job may be limited to qualified City employees. Opportunities for promotion across organizational lines shall be maximized. Police personnel should also refer to Section 100.210 of the Police Department General Orders Manual.

Section 4 - Temporary Promotions

The Department Head, with the approval of the City Manager, may authorize, in writing, a temporary promotion to ensure the proper performance of City functions if a position is vacant or its regular incumbent is absent. Employees given temporary promotions shall be compensated in accordance with Section 2b of Chapter VII of these policies.

Temporary promotions shall not be used to circumvent normal selection procedures. The employees involved shall not acquire any status or rights in the position classification to which temporarily promoted except as provided above. Nothing in these rules shall be construed to prevent the temporary or intermittent assignment of some higher-level duties to an employee without additional compensation. Additional compensation shall be paid only in cases of formal temporary promotion effected in accordance with this section.

Section 5 - Transfers

A transfer is an assignment of an employee from one position to another not involving promotion or demotion. A transfer may occur for administrative convenience or upon the request of the employee. Transfers may be made administratively or in conjunction with an announced selection process.

Interdepartmental transfers and transfers between grades must be approved by Department Heads and the City Manager.

Section 6 - Non-disciplinary Demotions

A demotion is the assignment of an employee from one position in one grade to a position in another grade having a lower maximum salary. With the approval of the City Manager and if the employee is qualified to perform the duties of the lower level position, an employee may be administratively demoted at his/her own request or as an alternative to being laid off. Demotions of this nature shall not be considered disciplinary actions or disqualify the employees involved from consideration for later advancement. Demotions effected as alternatives to layoffs may be fully or partially rescinded at any time.

Section 7 – Applications

Only City applications received by the City Secretary with the applicant's physical or digital signature shall be considered. Information submitted in connection with application for City employment is subject to verification.

The City Manager or his designee may require supplemental information relevant to an applicant's qualifications as appropriate. Police personnel should also refer to Section 100.29 of the Police Department General Orders Manual and the Standard Operating Procedures concerning the application and hiring process.

Section 8 - Evaluation

The Department Head shall determine the most appropriate means of evaluating applications against job requirements to identify the best-qualified applicants. Interviews, prior employment history, background checks, driving records, criminal history checks, performance checks, performance tests, written tests and/or other job-related screening procedures may be used as deemed appropriate by the City. Applicants shall be required to provide any job-related information and undergo any job-related examinations and/or testing necessary to demonstrate compliance with prescribed minimum qualification requirements for the positions involved.

Section 9 - Interview Committee

An interview committee may be created to conduct interviews of prospective applicants for a department head position. The committee may be comprised of the City Manager, Mayor, and two (2) City Council members appointed by the City Council. When interviewing for the position of Chief of Police, the committee may include two (2) additional members appointed by the City Manager - one from a law enforcement background and one from the Llano community. The committee shall make recommendations regarding applicants for a department head position to the City Manager. The City Manager will have the final administrative decision on hiring a department head. Definition of Department Head is defined as the Public Works Director, Public Works Director for W/WW, Finance Director, and Community Development Director.

Section 10 - Disqualification

An applicant shall be disqualified from consideration if he/she:

- a. does not possess the qualifications necessary for the performance of the duties of the position involved;
- b. has made a false statement of material fact on the application form or supplements;
- c. has committed or attempted to commit a fraudulent or misleading act or omission at any stage of the selection process;
- d. is an alien not legally permitted to work;
- e. is below the minimum employable age prescribed by law; or
- f. has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position for which he/she has applied.

An applicant may be disqualified from consideration upon other grounds relating to job requirements or qualifications specific to the vacant position. The job requirements can define time period to acquire qualifications.

Section 11 - Referral and Selection

The Department Head shall develop standard operating procedures for the referral of applicants to departments for selection and interview. City Manager must approve the final selection of applicant before hiring. The procedures shall provide for selecting officials to report the disposition of all referred applications and the reasons therefore. Police personnel should also refer to section 100.29 of the Police Department General Orders Manual and the Standard Operating Procedures concerning the application and hiring process.

Section 12 - Employee Orientation

Upon selection of the best-qualified applicant, the department head or other designated City staff will conduct an orientation to include the following:

- a. personnel policies;
- b. retirement and insurance benefits;
- c. attendance requirements;
- d. disciplinary and grievance procedures;
- e. payroll and wage procedures;
- f. requirements of training period;
- g. uniforms, dress code;
- h. vehicle operation;
- i. workers compensation/accident reporting;
- j. keys;

- k. safety; and
- l. other appropriate information and policies.

Following the orientation briefing, the new employee will be directed to City Hall to complete the following:

- a. all forms concerning personnel action, direct deposit, and physical consent;
- b. all required forms concerning payroll and payroll deductions for state and federal requirements;
- c. all forms concerning insurance;
- d. all forms concerning the Texas Municipal Retirement System;
- e. all required forms concerning employment eligibility (I-9); and
- f. all forms related to submitting to drug/alcohol testing.

Following the completion of orientation, the employee will be directed to his/her respective department head for job assignment. The new employee will complete and return to the City Manager the acknowledgment form attached to the employee's copy of the Personnel Policies and Procedure Manual as an indication that he/she has received, read and fully understands the personnel policies of the City of Llano and the Standard Operating Procedures (SOP) of the respective Department.

CHAPTER III

Appointment of Employees

Section 1 - Basis

Appointments shall be made based on the job-related qualifications of applicants as ascertained through fair and practical selection methods.

Section 2 - Type

Appointments shall be designated regular or temporary. Regular appointments may be made to full-time or part-time positions. All regular appointments are subject to the policies covering a training period.

Temporary appointments may be made to full-time or part-time positions requiring continuous, seasonal or intermittent performance.

Section 3 - Emergency Temporary Appointments

Whenever an emergency exists which requires the services of personnel who are not otherwise available, such personnel may be immediately appointed for a period not to exceed thirty (30) business days without regard to normal recruitment and selection requirements. Emergency temporary appointments shall not be renewable.

Section 4 - Nepotism

A public official or office-holder may not appoint, seek the appointment of, confirm the appointment of, or vote for the appointment or confirmation of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if the individual is related to the public official within a degree described by Section 573.002 of the Texas Government Code, or its successor statute. Direct or indirect supervision of immediate family members is not allowed. Immediate family members may not be employed in the same department. "Immediate family" is defined as an employee or spouse's mother, father, spouse, sibling, child or grandparents.

Section 5 - Residence

There shall be no absolute residence requirement for City employment except as may be provided by law. Employees on standby or subject to being called to work in cases of emergency, as required in their job description, shall be required to reside within a 30-minute response time of their places of work. Exceptions to the response time requirements for residence location may be determined by the City Manager and/or City Council.

Section 6 - Medical Examinations

A person selected for initial appointment or reinstatement to certain job classifications as designated by the Department Head shall undergo a medical examination at City expense in a manner prescribed by the City Manager or his designee. Employment shall be contingent upon findings of a medical examination in relation to the standards of fitness required for the position involved. The City Manager shall be the final authority in determining medical suitability for employment based on information provided by qualified medical personnel. The City Manager may waive or modify the medical examination requirement for any or all part-time positions or for reinstatements following short breaks in service.

With the approval of the City Manager, a department head may require that a current employee successfully undergo a medical examination to determine fitness for continued employment or for promotion or other personnel action as allowed by law.

Section 7 - Driving Records

In accordance with State Law and safe driving practices, the City of Llano requires all drivers of City vehicles to maintain a driving record that meets City approval and standards. Failure to meet these standards will result in suspension of job-related driving privileges and/or dismissal for current job-related driving employees and denial of employment to prospective job-related driving employees. Failure to maintain driving standards by employees in non-job-related driving positions will result in the suspension of that employee's driving privileges for all City vehicles. Employees are responsible for reporting changes in their driving record in writing within ten (10) days of the offense to their Department Head and City Manager or City Secretary. An employee’s failure to report changes to his or her driving record is grounds for disciplinary action.

The City shall determine acceptability after the offer of employment, but prior to the actual hiring of an applicant, and shall periodically check the driving records of current drivers to ensure the employees meet the required standards for continued employment.

The standards listed below will be used in evaluating the driving records of both current job-related driving employees and applicants for job-related driving positions. A point value will be given to each incident with a total grading point system used to make an analysis and final decision in each driver's case.

a.	Number of at Fault Accidents (within last 3 years)	Points
	None	0
	1	3

	2	6
	3	9
b.	Major Moving Violations Convictions (within the last 5 years)	Points
	Hit & Run, leaving the scene Of an accident	6 each
	Driving under the influence Of alcohol or drugs	10 each
	Any felony, homicide or manslaughter involving use of a motor vehicle	10 each
	License suspension or revocation	10 each
	Reckless, negligent or careless driving	4 each
	Speeding	3 each
c.	Other Moving Violations Convictions (within last 3 years)	Points
	None	0
	1 or over	2 each

TOTAL POINTS

Best	0-2
Average	3-4
Questionable	5-6
Poor	Over 6

Questionable risk group employees shall be counseled and alerted to the fact that any further driving violations will result in their dismissal or suspension of driving privileges of City vehicles. Poor risk group employees **may** be dismissed from service and shall not be eligible for rehire until such time as their driving records meet City standards. Questionable risk group applicants may be considered for employment with the understanding that any further violations will result in dismissal. Poor risk group applicants will not be considered for employment.

Section 8 - Driving While Intoxicated/Under Influence of Drugs

Licensed drivers who must operate City vehicles as part of their duties and responsibilities, who are arrested for Driving While Intoxicated (DWI), Intoxication Assault, Intoxication Manslaughter or Driving While License Suspended (DWLS), shall be suspended pending internal investigation and/or adjudication. Regardless of administrative action, no employee may operate City street-legal vehicles and/or equipment on public roadways while one of the above cases are pending adjudication. The City Manager may take action other than provided in this Policy based on the specifics of each individual case. Such action may include, but is not limited to: treatment, reassignment of positions and/or duties, suspension or termination as deemed appropriate.

At the discretion of the Department Head, if an available position exists within the respective Department not requiring the operation of City vehicles, the employee may be placed in the position pending adjudication of the offense.

Upon conviction of any of the above offenses by a court of competent jurisdiction, the employee may be terminated from City employment. If the employee is not terminated, the employee may be subject to regular drug and/or alcohol testing.

CHAPTER IV

Evaluation Period

Section 1 - Evaluation Period

Every person initially appointed to the City service under a regular appointment shall be required to successfully complete an evaluation period of six (6) months. Every person promoted in the City service shall be required to successfully complete an evaluation period of six (6) months.

If circumstances so warrant and with the approval of the City Manager, the initial or promotional evaluation period may be extended for a specified period not to exceed six (6) additional months when supported by specific requirements or qualifications of the position in question. Police personnel should also refer to section 100.28 of the Police Department General Orders Manual.

Section 2 - Purpose

Department heads and supervisors shall use the evaluation period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs and the City service. Only those employees who meet acceptable standards of job performance and requirements of the position during the evaluation period shall be retained in their positions.

Section 3 - Failure of Evaluation Period

An employee shall fail the evaluation period when, in the judgment of the Department Head, the employee's fitness and/or quality of work are not such as to merit continuation on the job. Failure of the evaluation period (initial or promotional) may occur at any time within the evaluation period and shall not be considered part of the disciplinary process.

A promoted employee who fails the evaluation period may, at the City Manager's discretion, be returned to his/her former type of job, if available, or to any other type of job for which he/she is qualified, if available. The employee shall be eligible for consideration for later advancement. If no position is available, employee may be terminated.

Department heads shall ensure documentation of all cases of failure of the evaluation period as well as counseling and other efforts to help employees during the evaluation period. Employees who fail the evaluation period may appeal to the department head and then, if necessary, to the City Manager in accordance with the established appeal procedures.

CHAPTER V

Performance Evaluation

Section 1 - Performance Evaluation Report

The work performance of each regular employee shall be evaluated in accordance with the evaluation form in Appendix XX. Evaluations for employees during the evaluation period shall be conducted upon completion of the evaluation period and shall be conducted annually for other employees. Additional evaluating may be conducted if requested by the department head. Annual evaluations shall be conducted by September 15th of each year using the evaluation form in Appendix XX

Section 2 - Purpose

The performance evaluation is designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding items such as, but not limited to, training, assignment, merit raise, promotion and retention of employees.

Section 3 - Counseling

Employees shall be provided copies of their performance evaluation reports. Evaluators shall individually discuss the reports with the employees and shall counsel them regarding their evaluations, job-performance and any improvements in performance, which appear desirable or necessary.

Section 4 - Reconsideration

Employees dissatisfied with their performance evaluations may seek reconsideration by using the established appeal procedures as provided for in Chapter XI of this Personnel Policies and Procedure Manual.

CHAPTER VI Classification

Section 1 - Plan

The City Manager or his designee shall prepare and administer a position classification plan based on an analysis of City positions. Positions shall be allocated to appropriate classes based on objective factors. The City Manager or his designee shall review the duties and responsibilities of City positions when they become vacant and shall make any necessary adjustments to the classification plan. An employee may request that his/her position be reviewed for proper classification by using the established appeal procedures as outlined in Chapter XI of this Personnel Policies and Procedure Manual.

Section 2 - Official Titles

Official position classification titles shall be used in all personnel matters when so designated. Working or functional titles may be otherwise used as appropriate.

CHAPTER VII Compensation

Section 1 - Basis

The City Manager or his designee shall prepare and administer a comprehensive compensation plan for City employees subject to required City Council approval. Employees shall be paid in accordance with the compensation plan, which may include one or more salary schedules. In determining classes on salary schedules, consideration shall be given to internal alignment; prevailing rates of pay among public and private employers; the availability of qualified applicants; the duties, responsibilities and qualifications required of employees in the classes; and other relevant factors.

Section 2 - Administration of Range/Step Salary Schedules

Range/Step salary schedules shall be administered in accordance with the following policies:

- a. A new employee shall normally be compensated at the minimum step of the approved salary range. In exceptional circumstances, the City Manager may authorize hiring above the minimum step.

- b. A newly promoted employee shall ordinarily be compensated at the lowest step of the approved range which would provide an increase in pay of at least 10% over that received in the previous class. On the date of promotion, the newly promoted employee receiving a pay increase shall begin a new waiting period for further increases. An employee being transferred shall, ordinarily continue to receive the same salary and shall retain the same eligibility date for pay increases.
- c. Individual increases within a range may be granted as specified in the compensation plan upon recommendation by the department head and fulfillment of performance evaluation and other applicable requirements. Increases of this nature are called merit increases and are based on careful consideration and evaluation of the ability and performance of the employee. Employees are eligible for merit increases upon successful completion of the training period. Subsequently, merit increases are normally given consideration at the time of performance evaluation, but they may be given special consideration at other times.
- d. No employee shall be paid more than the maximum rate established for his/her class, except that an employee whose job was downgraded by reclassification or changes in the labor market through no fault of his/her own may continue to receive his/her former rate of pay until a rate on the new salary range equals or surpasses the old rate or until the employee's job changes.
- e. An employee voluntarily or involuntarily demoted for any reason shall be compensated on a step of the new range as administratively determined.
- f. A former employee reinstated in accordance with Chapter XIII of these policies shall be compensated on a step of the approved range as administratively determined.

Section 3 – Overtime

No employee shall engage in any overtime work without the specific authorization of the City Manager or his designee. The City Manager or his designee may authorize overtime pay and/or compensatory time to meet the operational needs of the City. Over time, when ordered for the maintenance of essential City functions, shall be allocated as evenly as possible among employees qualified to do the job. For non-exempt, non-police employees, overtime is paid, or compensatory time is gained for time worked in excess of forty (40) hours in a seven (7) day work week. Nonexempt police personnel will be paid overtime for time worked in excess of one hundred seventy-one (171) hours in a twenty-eight (28) day work period. Police Department personnel should also refer to the section of the General Orders Manual concerning overtime and compensation. The overtime rate of pay shall be one and one-half times the employee's normal rate of pay. Other considerations pertaining to overtime shall be addressed by the administrative directive. No overtime shall be paid unless prior approval of the overtime work is obtained from the City Manager or his designee. The City Manager's designee shall be all Department Heads, who in turn may assign specific Department personnel with the authority to grant prior approval.

Section 4 - Compensatory Time

Authorized overtime worked may accrue compensatory time unless overtime pay is authorized. Compensatory time may not be accrued during a holiday or observed holiday. For non-exempt employees, compensatory time shall accrue at the rate of one and one-half times the overtime hours worked. Use of accumulated compensatory time shall be in accordance with departmental policy except that in all cases no more than forty (40) hours may be accumulated. Accumulated compensatory time shall not be carried over into the following fiscal year. All accumulated compensatory time shall be taken or paid before the end of the fiscal year. Compensatory time must have prior written approval of the Department Head/City Manager before accumulation will be honored. A salaried, exempt employee shall not accumulate compensatory time for any reason

Section 5 –FLEXTIME Exempt employees are expected to commit the time necessary to accomplish their assignments. For work weeks where over forty (40) hours are actually worked by the employee, that exempt employee will be eligible for Flextime time at a rate of one hour for each hour worked over 40 hours. Employees may accrue no more than 80 hours. Flextime hours include any hours employee is required to work that are outside the employee’s standard schedule. Flextime does not include attendance at schools, seminars, conferences, volunteer hours or any hours where the employee is otherwise compensated. Flextime accruals will not be compensated in the event the employee is terminated for any reason. Flextime is not subject to monetary compensation. Employees shall notify their immediate supervisor of flextime to be taken.

Section 6- Standby Time/Pay On-Call Time: Utility services require that some employees be available in an “on-call” status in the evenings, and over holidays and weekends to ensure the continuity of those vital services. Employees who are scheduled for on-call duty must be available and able to respond to calls throughout their on-call shift. On-call employees who are unavailable for calls will not be paid for the on-call status pay and may be subject to disciplinary action.

Employees in “on-call” status will receive one hour of pay for each day they are on call at their overtime rate.

City Manager has the discretion to require an on-call status of other City Departments.

Section 6b- Emergency Call-Out for Utility Employees –

Emergency Call-out compensation: The City provides compensation for Utility employees who are called back to work by reason of an emergency work situation. Emergency call-out is defined as a call to work prior to one hour before the start of a regular work period or one hour after the end of a regular work period.

Compensation for time spent when actually called back to work shall be determined according to the following: Work performed by reason of an emergency call-out will be paid for as overtime and subject to a minimum of one (1) hour at overtime pay.

After an initial call-out, any additional calls for service, if within one (1) hour of the initial call does not constitute an additional one (1) hour callout but a continuation of the initial call. However, if the employee has an initial call-out and then receives another call after one (1) hour, an additional one (1) hour is warranted unless it falls within the one hour prior to a regular work period at which time it would not be subject to the one (1) hour call-out but as additional time in a scheduled workday. Any call-out that takes more than one (1) hour shall be paid at one (1) hour minimum increments.

Section 7 - Insurance, Retirement, Social Security, Workers Compensation

Eligible employees shall receive insurance and retirement benefits as prescribed in the applicable programs. All employees shall be covered by Social Security. If approved in the annual budget, eligible employees shall receive funds in a Health Reimbursement Account (HRA). City contribution rates will be dictated by the annual budget. Eligibility for HRA funds shall support an employee wellness program.

Section 8 - Longevity Pay

All full-time employees shall accumulate longevity pay at the rate of \$5.00 per month for each completed year of service after five (5) years of employment with the City.

Section 9 – Clothing, Keys

Employees in positions designated by the City Manager shall be provided with uniforms or clothing allowances at a rate reflecting current market costs for the established dress code including bullet-proof vests for the employees of the Police Department.

Employees may be issued keys to applicable city properties upon employment. These keys will be obtained from the City Secretary, or his/her designee, and must be signed for by the employee and their department head.

Section 10 - Vehicles

Definition:

For the purpose of this policy, “vehicles” are any licensed motor vehicle registered to the City of Llano. This policy shall not apply to unlicensed vehicles of an equipment type such as graders, backhoes, mowers, and golf carts.

Scope:

This policy shall apply to all City employees while operating a City vehicle on-duty or off-duty, official or unofficial business.

Section 10 Use of City Vehicles

Guidelines for Operation of Vehicles:

All City employees who drive a City vehicle are reminded that they work for the public, are driving a vehicle paid for by the public, and are always in the public eye. Therefore, a favorable impression will always be achieved when operating a City vehicle. City vehicles will be clean and free of trash. The following guidelines apply to all employees who drive a City vehicle:

- A. City Vehicles shall be used for official City business only. Unless otherwise specified, exceptions must be due to emergency situations only and approved by the supervisor.
- B. During normal work hours, City vehicles may be taken up to five (5) miles outside the City of Llano and/or service area as long as the function is for official City business. Prior written permission from the Department Director must be obtained for official business greater than a distance of five (5) miles; training, conference, or maintenance for example. (Not applicable for Take-Home Vehicles)
- C. Vehicle operators are authorized to stop at convenience stores, restaurants and financial institutions within the City of Llano city limits during authorized breaks and lunch periods.
- D. All drivers must obey applicable traffic laws.
- E. All drivers must possess a valid Texas driver’s license. Employees who operate a City vehicle and have their license suspended or revoked must cease driving a City vehicle immediately and report the incident to the Department Director and/or City Manager immediately.

- F. Employees and passengers are prohibited from riding outside of the vehicles, riding on tailgates or riding in the bed of a truck.
- G. No vehicle shall be operated by a driver who is in an intoxicated or impaired state.
- H. While driving a City-owned vehicle, employees are to comply with all state and local regulations regarding the use of cell phones. If voice communications are necessary while driving, employees shall use hands-free connections or pull off the road and park the vehicle in a safe and legal manner.
- I. Sending, receiving, composing or use of text messages or emails on a cell phone, computer, or any type of device by any employee while driving a City-owned vehicle is strictly prohibited. Employees shall pull off the road and park their vehicles in a safe and legal manner before attempting to read, respond to, or compose any type of text message or email.
- J. Any accident and/or traffic citation received while operating a City vehicle must be reported to the driver's Department Head and/or City Manager immediately. The employee receiving the citation is responsible for payment of any associated fine. If the employee must be away from work to appear in court, he/she must use paid time from their personal accruals or take time off without pay.
- K. If an accident occurs within the jurisdiction of the City, the City Police must also be immediately notified and summoned to the scene. Based upon the type of accident and whether another person, vehicle or property is involved, the City Police shall make a determination as to whether to investigate the accident or refer the matter to another law enforcement agency having concurrent jurisdiction.
- L. Any accident occurring outside of the City of Llano city limits and involving a City vehicle will be immediately reported to the law enforcement agency having jurisdiction over the location of the accident.
- M. In case of any accident: The driver shall notify proper law enforcement and other emergency services as needed. Know the location of all necessary paperwork in the vehicle. Never admit fault, only state the facts to law enforcement. Refrain from accident-related conversations with other involved parties or bystanders. Take photos of any damages and vehicle location and orientation from all possible angles.

Additional Guidelines for Take-Home Vehicles:

Only employees authorized in this policy may take home City vehicles after regular working hours and may use vehicles for after-hours official City business purposes only or for the purpose of traveling to and from work. Only Police officers, Directors, and Supervisors in departments with On-Call personnel, and an "On-Call" employee may take home a City vehicle. In addition to the above Guidelines for the Operation of Vehicles, the following guidelines apply for Take-Home Vehicles:

- A. Employees assigned a take-home vehicle must live within thirty (30) minutes of the City Limits. Any exception must have the prior written approval of the City Council.
- B. Employees subject to call-out and assigned a take-home vehicle are expected to be in a position to respond to the call within thirty (30) minutes or less.

C. As needed, Supervisors and Department Heads may place any City vehicle and operator in an “on call” status provided the City Manager or designee is notified and approves in advance.

EXCEPTIONS: Exceptions, on a case-by-case basis, will be considered by the City Council.

DISCIPLINARY ACTION: Failure to comply with these policies and procedures may result in disciplinary action up to and including termination.

CHAPTER VIII

Leave

Section 1 - Holidays

New Year's Eve – at 12 pm, New Year’s Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day, the work day preceding December 25 and such other holidays as may be declared by the City Council/City Manager shall be observed as official holidays for City employees in accordance with the following policies:

- a. As many full-time regular employees as possible shall be given each holiday off consistent with the maintenance of essential City functions.
- b. Employees will be paid a maximum of 8 hours for holiday pay, regardless of the number of hours in an employee’s work day.
- c. If the holiday falls on Saturday, the preceding Friday shall be observed, and if the holiday falls on Sunday, the following Monday shall be observed.
- d. Employees desiring to observe religious holidays not coinciding with official holidays may use accrued vacation leave or compensatory leave.
- e. Full-time regular employees who work on December 25th or Thanksgiving Day will be paid time and a half for hours actually worked. Full-time employees who work on an observed holiday, official holiday other than Christmas or Thanksgiving, and/or bad weather day will be paid 8 hours in addition to hours worked at the regular rate of pay.
- h. Part-time and seasonal employees shall not earn holiday pay or makeup time missed due to holiday, unless directed by the City Manager.
- i. Holiday pay will be disbursed in the pay period in which it is earned.

Section 2 – Vacation

Regular full-time employees shall earn vacation leave time in accordance with the rate of accrual as follows:

Years of Service	Hours of Vacation Accrued per Month
*1-4	6.67
5-9	8
10-14	10
15-19	12
20+	14

Vacation leave shall be administered according to the following policies:

- a. Vacation accrual begins from the date of hire but may not be used until after

90 days.

b. Vacation leave shall not be earned for any time in which an employee is separated by time without pay status (i.e., suspension without pay, leave without pay, etc.).

c. An employee may carry over a maximum of 200 hrs of vacation leave in any calendar year. At the end of each calendar year, accrued vacation leave in excess of 200 hours shall be forfeited by the employee. (Unless prior, written approval is provided by the Department Head and City Manager)

d. Employees shall use a substantial portion of their vacation leave each year. Payment shall be made for unused vacation leave upon separation, retirement, or death of the employee.

e. Department heads shall schedule or approve vacations giving due consideration to the needs of the City and the interests of the employee.

f. Vacation leave shall be charged only for time during which the employee would ordinarily have worked.

g. Employees being transferred, promoted, or demoted shall retain accrued vacation leave.

h. Official holidays occurring during a vacation shall not be charged to vacation leave.

i. Use of vacation leave is recorded in one (1) hour increments according to the hours taken.

j. Vacation leave shall not be taken in advance of the time earned unless prior approval has been granted by the City Manager.

k. Vacation leave credits are not transferable between employees.

Section 3 - Sick Leave

Regular full-time employees shall be allowed paid sick leave in accordance with the following policies:

a. Regular full-time employees shall earn sick leave in proportion to time worked at the approved rate of eight (8) hours for every full month of employment.

b. Sick leave may be accumulated to a maximum of 720 hours.

c. Sick leave shall not accrue for any time in which an employee is separated by time without pay status (i.e. suspension without pay, leave of absence, etc.)

d. An employee is responsible to notify his or her supervisor prior to his or her scheduled work time if sick leave is to be taken.

e. Sick leave may be taken in one-hour increments because of personal illness, illness of a member of the immediate family, injury, legal quarantine, or routine health care appointments, which cannot reasonably be scheduled outside working hours. Immediate family is, defined as an employee or spouse's mother, father, spouse, sibling, child or grandparents, legal guardian, or primary caregiver of a person related to that employee by blood or marriage.

f. The City may request and obtain verification of the circumstances surrounding any use of sick leave. An employee who uses three (3) consecutive days of sick leave must furnish a doctor's excuse for time off or a release to return to work.

g. The City of Llano has provided for a Sick Leave Pool to bridge the gap before long term disability benefits are available (see Appendix A). Sick leave credits may be transferred to the sick leave pool and be used by employees as per the sick leave pool requirements stated in Resolution No. 2000-12-01.

h. Employees shall not be entitled to sick leave when absent from work for the following reasons: sickness or disability purposely inflicted or caused by willful misconduct; sickness or disability sustained during periods of leave without pay or absence without leave; or sickness or disability acquired as a result of another job.

i. After an ill or injured employee uses all available sick leave, vacation leave, compensatory time and personal leave, the employee may be placed on leave without pay.

- j. Part-time or seasonal employees shall not earn sick leave nor make-up time missed for sickness unless directed by the City Manager.
- k. Payment shall not be made for accumulated sick leave when an employee is separated from or terminated by the City for any reason.

Section 4 - Serious Illness or Pregnancy and Maternity

Effective August 5, 1993, the Family and Medical Leave Act of 1993 guides the City of Llano personnel policies regarding responsibilities and rights under the Act. Both the employer and employee have very specific obligations and rights with regard to the law. Due to the complicated nature of the Act, the following narrative is provided as only a guide to employees who have questions about their rights and the position of the City. Any specific questions should be brought to the attention of the respective Department Head for clarification through the City Attorney. This Act does provide for the adequate insurance of leave for situations as defined throughout while protecting the employer against misuse of leave.

The employer may require a second opinion in cases involving serious illness on the part of an employee. If a conflict results between the first two diagnoses, a third-and binding opinion may be sought. The City will pay for the second opinion, if requested by the City.

Complaints regarding disagreements about the use of or right to specific leave should be handled in-house. Procedures for dispute resolution should follow City personnel grievance procedures as outlined in Chapter XI, Appeals & Grievances. If the dispute cannot be resolved in-house, then the employee may request an investigation by the Department of Labor. The statute of limitations for these claims is two (2) years: and three (3) years in cases of willful violations.

In accordance with the Family and Medical Leave Act, the City of Llano shall ensure the following leave benefits for those employees who have been employed for at least one (1) year and have worked at least 1,250 hours within the previous twelve-month period:

- a. Eligible employees shall receive up to twelve (12) unpaid workweeks of leave during any twelve-month period for the following reasons:
 - 1. Birth or placement for adoption or foster care of a child with the employee within twelve (12) months of the birth or arrival;
 - 2. Serious health condition of a spouse, child, parent, or because of the employee's own serious health condition.
- b. Leave may be taken on an intermittent or reduced basis for the birth or adoption of a child, if the arrangement is agreed to by the City;
- c. Leave for serious health conditions of the employee or an immediate family member may be taken intermittently or on a reduced basis, if medically necessary, without City approval;
- d. Spouses employed by the City shall be allowed to take an aggregate of twelve (12) workweeks of leave to care for a newly arrived child or a sick immediate family member;
- e. Spouses employed by the City shall each be allowed twelve (12) workweeks of leave to care for a sick child or a sick spouse;
- f. Any eligible employee returning from medical leave shall return to his or her original position or one having equal pay, benefits, and other terms and conditions of employment (except as the law pertains to the highest-paid ten percent (10%) of the City's work-force within a seventy-five (75) mile radius;

- g. All eligible employees shall continue to receive their health benefits while on leave with or without pay as long as the employee's financial responsibilities for premium payments are maintained by the employee.

The following definitions are provided for clarification as used in this Section of the policy: Son or Daughter: Shall mean any child for which a person has daily responsibility, whether the relationship is

- i. biological, legal, adoptive, foster, step, or otherwise. Son or daughter shall also include children over eighteen (18) years of age who are "incapable of self-care due to mental or physical disability;"
- ii. Serious Health Condition: Is defined as "an illness, injury, impairment, or physical or mental condition" involving either inpatient care or continuing treatment by a health care provider. Eligible employees are those working a minimum of thirty (30) hours per week and receiving employee benefits, i.e. health insurance, Texas Municipal Retirement System, sick leave, vacation, etc.

The Family and Medical Leave Act of 1993 does require the employee to notify the City of his or her intent to take such leave as authorized by the Act at least thirty (30) days prior to the effective date for leave to begin. If it is not possible to give thirty (30) days notification, then the employee must provide "such notice as is practicable." In the case of leave for a serious medical condition, the employee is required to make a reasonable effort to plan dates for treatment and/or medical attention during times that would not unduly disrupt the operations of the City. A pregnant employee is expected to make her own decision, in consultation with her physician, as to when she will cease working. Except in emergencies, at least ten (10) business days written notice of cessation of work shall be required. When giving notice of cessation of work, the employee shall include a statement of her intentions concerning resumption of work. If an employee desires to return to work after pregnancy, the employee's contributions to the retirement fund must remain on deposit during the period of leave. When the employee seeks to return to work, she shall be required to furnish a statement from her physician to the effect that her physical condition permits the resumption of employment and full duties, as assigned to the respective position, without endangering her health.

Section 5 - Injury on the Job

An employee injured in the line of duty shall receive workers' compensation and injury leave benefits under terms and conditions prescribed in the applicable programs. An employee must report any job-related injury, however minor, to his/her supervisor immediately, if possible, but under no circumstance later than twenty-four (24) hours after the injury occurs.

Injured employees shall receive workers compensation benefits from the date of lost time due to the injury. Time lost because of an injury sustained during the course of employment shall not be charged against the employee's sick leave. If requested by the employee, employee may elect to use up to 5 days of accrued sick time and shall surrender and/or assign all workers compensation payments to the City if accrued sick leave is used to prevent a reduction in pay. During such absence, sick leave and vacation leave shall continue to accumulate not to exceed the prescribed maximums. The City shall require updated and/or periodic reports of the employee's medical condition. The City Manager shall periodically review all cases and make a determination regarding continuation, reduction or termination of salary benefits or other appropriate action.

Section 6 - Military Leave

Military leave shall be granted in accordance with applicable State and Federal laws. Employees preparing to take authorized military leave shall furnish their department heads with copies of military orders or other appropriate certification.

Section 7 - Emergency Leave

Department heads may grant regular, full-time employees up to three (3) business days per calendar year of paid emergency leave in the event of a death within the employee's immediate family. Emergency leave shall not be charged against vacation or sick leave. Temporary employees may be granted unpaid emergency leave in the above circumstances. The City may require verification of the circumstances surrounding any use of emergency leave. Immediate family is defined as an employee's or spouse's father, mother, spouse, sibling, child, or grandparent(s).

Section 8 - Administrative Absence With Pay

Employees shall be granted sufficient administrative absence with pay, when necessary, in order to vote in an official public election. Employees called for jury service shall be granted administrative absence with pay during such service and shall retain fees paid by the courts. Employees excused or released from jury service during working hours shall report to their workstation unless otherwise instructed.

A Department Head, with prior approval of the City Manager, may grant an employee of his or her department administrative absence with pay for purposes of attending a professional conference, convention, training activity, civic function, meeting or for purposes of coordinating with governmental and/or private agencies and entities in the interest of the City.

All employees in the City shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations for other positions within the City service. This shall also include hiring interviews within the City of Llano. The amount of time allowed for this activity shall be limited as prescribed by the City Manager.

Section 9 - Authorized Leave Without Pay

In circumstances not falling within other provisions of these policies, the City Manager may authorize an employee to take leave without pay under such terms and conditions as may be mutually agreeable.

Benefits shall not accrue for any month during which an employee on leave without pay is in pay status for less than half the standard number of paid days for that month for his/her type of job. An employee returning to work after leave without pay which extends for more than three (3) months shall be given an adjusted service or seniority date and an adjusted anniversary date for merit increase purposes. An employee on leave without pay who desires to continue insurance and/or retirement coverage must arrange to make any payments required for such coverage.

Section 10 - Absence Without Leave

An employee failing to report for duty or remain at work as scheduled without proper notification, authorization or excuse shall be considered absent without leave and shall not be in pay status for the time involved. Being absent without leave constitutes abandonment of duties, which may result in dismissal or other disciplinary action.

Section 11 – Community Service Leave

The City of Llano employees are encouraged to serve their community in activities such as, but not limited to, school mentoring, giving blood, or service with the volunteer fire department. Time off shall be granted subject to departmental workload and approval from the Department Head and should not exceed eighty (80) hours per year.

Paid Quarantine Leave Policy

Pursuant to Section 180.008 of the Texas Local Government Code, the purpose of this policy is to provide paid quarantine leave to Peace Officers who are ordered to quarantine or isolate by the Chief of Police due to a possible or known exposure to a communicable disease while on duty.

DEFINITIONS

“Peace officer” means an individual described by Article 2.12, Texas Code of Criminal Procedure, who is elected for, employed by, or appointed by the city.

POLICY

The use of quarantine leave may be granted after a Peace Officer has had a possible or known exposure to a communicable disease while on duty. The mayor will determine when a threat of highly communicable or life-endangering diseases are immediately present and may release orders for applicable/essential workers to follow general quarantine protocols. When this occurs, department supervisors—in this case, the Chief of Police—will allow for the use of quarantine leave based on the protocols for appropriately dealing with the disease and/or its prevention of community spread. Employees will be released from quarantine leave based on guidance from the authority designated by the mayor. An employee who is in quarantine should notify the City Secretary of any changes to their health status.

Paid Quarantine Leave Provides that:

Eligible employees on paid quarantine leave will continue to be eligible for all employment benefits and compensation, including continuing their leave accrual, pension benefits and eligibility for health benefit plan benefits for the duration of the leave. While on quarantine leave, the employee will not be required to use any other paid leave type (e.g., vacation, sick, holiday, compensatory time). When applicable, employees who must be quarantined may be eligible for reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation.

If applicable, an employee on paid quarantine leave is expected to remain home during periods of quarantine and may work from home (i.e., telework) during this period if permitted by departmental arrangement and approved by the Mayor. In addition, an employee on paid quarantine leave may not work a second job, including self-employment, or participate in volunteer work.

If not applicable, an employee will use sick leave and/or vacation time to remain home during periods of quarantine and may work from home (i.e., telework) during this period if permitted by departmental arrangement and approved by the Mayor. In addition, an

employee on quarantine leave may not work a second job, including self-employment, or participate in volunteer work.

Workers' Compensation:

Applicable employees on paid quarantine leave must file the exposure to a communicable disease while on duty as a workers compensation claim. Should the employee be approved for and receive workers' compensation benefits, the City's salary payment (i.e., employee wages) will be offset to reflect total eligible/paid compensation.

CHAPTER IX

Conduct

Section 1 - Attendance

Employees shall be at their places of work at their scheduled times in accordance with City and departmental policies and regulations. All Department Heads, with City Manager approval, shall establish work schedules and maintain daily employee attendance records. Police personnel should also refer to section 100.58, 100.59, and 100.510 of Police Department General Orders Manual.

Section 2 - Work Standards

It is the duty of each employee to maintain high standards of productivity, cooperation, efficiency, economy and safety in his/her work for the City. Department heads shall organize and direct the work of their departments to achieve these objectives. (Refer to City of Llano Safety Manual in Appendix C.)

If work performance, production, and/or personal conduct of an employee fall below appropriate standards, supervisors should point out the deficiencies at the time they are observed. Counseling and/or warning the employee in sufficient time for improvement will ordinarily precede formal disciplinary action, but the City may take immediate formal action as provided elsewhere in these policies whenever the interest of the City requires. Police personnel should also refer to the Code of Conduct, General Order No. 100 of the Police Department General Orders Manual.

Section 3 - Political Activity

Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:

- a. While in uniform, on duty, or in a City vehicle, a City employee may not actively participate in the employee's or another person's political campaign for an elective position.
- b. For the purpose of this section, a person takes an active part in a political activity if the person:
 - (1) makes a political speech;
 - (2) distributes a card or other political literature;
 - (3) writes a letter in support of or opposing a particular candidate;
 - (4) signs or circulates a petition;
 - (5) actively and openly solicits votes;
 - (6) makes public derogatory remarks about a candidate for an elective position;
 - (7) wears a campaign button endorsing a specific individual or action; or
 - (8) solicits campaign contributions.
- c. A City employee may not be required to contribute to a political fund or to render a political service to a person or a political party. A City employee may not be removed,

- reduced in classification or salary or otherwise prejudiced for refusing to contribute to a political fund or to render a political service.
- d. Except as expressly provided by this section, the municipality's governing body may not restrict a City employee's right to engage in a political activity. Police personnel should also refer to section 100.71 of the Police Department General Orders Manual.

Section 4 - Solicitation

Solicitation of funds or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with approval of the Department Head. No employee may be required to make any contribution or may be penalized in any way in connection with his/her employment based on the response to a solicitation. Police personnel should also refer to sections 100.411, 100.413, and 100.415 of the Police Department General Orders Manual.

Section 5 - Outside Employment

An employee shall not engage in outside employment, including self-employment, where such activity would constitute a conflict of interest or would adversely affect the employee's performance in the City service. Outside employment must be reported to and approved by the Department Head and City Manager on the form in Appendix XX. If an employee's outside employment begins to interfere with the effective performance of assigned City duties, the employee shall be required to terminate the outside employment or to resign from the City service. Police personnel should also refer to sections 100.514 and 100.517 of the Police Department General Orders Manual.

Section 6 - Acceptance of Gifts

All employees, regardless of position, are prohibited from accepting gifts or gratuities over \$25.00 from individuals or firms with which the City does business. In many instances, businesses have a policy of giving gifts during holiday seasons, and the refusal or return of such gifts could create unnecessary ill will for the City. Under these circumstances, gifts will be turned in to the Department Head for delivery to the City Manager's Office for donation to a local charity. Police personnel should also refer to sections 100.412, 100.414, 100.416, and 100.418 of the Police Department General Orders Manual.

Section 7 - Public Relations

City employment involves a degree of duty and obligation regarding public and private conduct which is not always required in other types of employment. Employees shall conduct themselves at all times so as to reflect favorably upon the City. How employees deal with fellow employees is just as important as performing their job well. How employees deal with the public is crucial. Any action on the part of a City employee, while on or off duty, which reflects unfavorably upon the City may be grounds for disciplinary action up to and including termination. Police personnel should also refer to Chapter IV, Code of Conduct, General Order No. 100 of the Police Department General Orders Manual.

CHAPTER X Disciplinary Action

Police personnel should also refer to section 100.27 and General Order No. 200 of the Police Department General Orders Manual.

Section 1 - Grounds

Disciplinary action may be taken against an employee for any reason deemed detrimental to the City including but not be limited to illegal, unethical, abusive or unsafe acts: violation of City or

departmental rules, regulations, policies or procedures; insubordination; neglect or abandonment of duties; limited or poor performance; failure to provide quality and quantity of work expected; abuse of sick leave, injury disability or other benefits; tardiness or absence without leave; falsification of official documents or records; using or being under influence of drugs or intoxicating beverages on the job; waste, damage or unauthorized use of City property or supplies; unauthorized use or disclosure of official information; unauthorized or improper use of official authority; disrespectful or disruptive behavior; or any conduct which discredits or reflects unfavorably upon the City.

Section 2 - Types

Disciplinary action shall be consistent with the nature of the deficiency or infraction involved and with other relevant factors. Formal disciplinary action may include oral reprimand, written reprimand, suspension without pay for up to thirty (30) calendar days, demotion and/or termination.

Any of these types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon the specific circumstances involved. An employee may be formally warned at any time that he/she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct.

Section 3 - Documentation

Written reprimand, suspension or discharge shall be documented in writing by the appropriate Department Head, specifically describing the nature of the misconduct, the Code of Conduct offenses, and department rules and regulations, if applicable, and the disciplinary action to be administered. The written documentation of the action shall be forward to the City Manager within twenty-four (24) hours.

Section 4 – Reprimand, Suspension Without Pay, Demotion

A reprimand is considered the least severe level of discipline of those available. The reprimand may be made either in verbal or written form. A demotion is a change in duty assignment of an employee from a position in one classification to a position in another classification in a lower pay range. An employee may also be suspended without pay. All forms of disciplinary action must be documented in the personnel file of the employee. Documentation is necessary to ensure adequate records of disciplinary actions taken regarding individual employees for future and current management considerations. Verbal documentation will consist of a notation in the employee's personnel file regarding the nature of incident, date and time and the date the reprimand is issued along with any recommendations for employee improvement. Written reprimands, suspensions without pay, and demotions will consist of documentation of:

1. Nature of incident
2. Date and time of incident
3. Location of offense
4. Recommendation for employee's improvement
5. Next step of action to be taken if incident (s) is (are) repeated
6. Date reprimand, suspension without pay, or demotion issued
7. Signature of Department Head
8. Signature of employee

Section 5 - Termination

For the guidance of City of Llano employees, the following is a non-exhaustive list of actions that are considered detrimental to the best interest of the City and its employees. Such actions are subject to discipline and/or termination. It is not possible to list rules of conduct that address each and every situation that may arise. The various forms of prohibited conduct identified in this Personnel Policies

and Procedure Manual are not necessarily all-inclusive of the reasons for which an employee may be disciplined or terminated. The degree of discipline imposed for a particular offense may vary from an oral warning to a written reprimand or to suspension, demotion or termination, depending on the circumstances.

- a. Theft, abuse or deliberate destruction or defacing of property not belonging to the employee.
- b. Attempting to coerce an employee to join or resign from an employee association or organization by means of threats, intimidation or abusive conduct.
- c. Falsification of City records, such as employment applications, time sheets, expense reports, etc., or the reason for any employee's absence from work.
- d. Discourteous or abusive conduct toward members of the public or other employees or officials of the City.
- e. Revealing, without authorization, confidential information obtained in the course of employment, including but not limited to confidential City records.
- f. Fighting or gambling in any form on work premises or City property.
- g. Knowingly completing another employee's time card or time sheet, except with appropriate supervisory authorization.
- h. Tampering with or using fire equipment for purposes other than fire prevention or firefighting without proper authorization.
- i. Commission of any crime. Any act or behavior that brings discredit to City operations.
- j. Possession of any firearms, illegal weapons, or explosive materials on City premises, while on duty or on City-related business, or in a City vehicle, unless expressly authorized by the City Manager, or unless the possession is within the course and scope of the employee's performance of his/her duties as a licensed City police officer is prohibited. This prohibition does not extend to storing or transporting a weapon, that the employee is authorized by law to possess, in a locked privately-owned motor vehicle on a City-provided parking lot or parking area.
- k. Acceptance of any commission, kickback, discount, or other thing of value from persons or companies doing business with the City.
- l. Insubordination (refusal or deliberate failure to follow a reasonable, legal instruction of, or abusive conduct toward a supervisor).
- m. Racial, religious, sexist or ethnic slurs or remarks.
- n. Leaving work during working hours without the permission of the immediate supervisor.
- o. Carelessness or negligence which results in the destruction or damage of property not belonging to the employee, or which endangers life or property.
- p. Participation in horseplay or practical jokes, or disorderly conduct of any kind while on work premises or during working hours, including but not limited to the use of abusive, profane or threatening language.
- q. Careless or inefficient performance of duties, including but not limited to failure to maintain proper standards of work performance.
- r. Malicious gossip or false accusation which tends to destroy friendly relations between the City and its employees, between employees, or the City and community.
- s. Failure or refusal to cooperate with fellow employees.
- t. Operation of City vehicles without possession of valid and/or proper operator's license or failure to maintain satisfactory driving record.
- u. Misappropriating City funds, property or assets.
- v. Being under the influence of drugs or intoxicating beverages while on duty or on call, i.e. alcohol 0.02 B.A.C.

- w. Allowing an employee badge, identification card or insignia to be used or worn by any other person not authorized to use or wear the same.
- x. Any criminal indictment by a Grand Jury. For police officers, an administrative investigation will be conducted by the Investigative Lieutenant of the Police Department and all state law requirements will be met before any detrimental employment action is taken.

CHAPTER XI

Grievance Policy

The City of Llano wishes to provide a comfortable, productive, legal and ethical work environment. To this end, the City wants you to bring any grievances you have about the workplace to the attention of your supervisor and, if necessary to upper level management. In light of these concerns the City has instituted the following grievance procedure:

If you feel that there is inappropriate conduct or activity on the part of the City, management, its employees, vendors, customers, or any other persons or entities related to the City, we request that you bring this concern to the immediate attention of your supervisor. Please try to approach your supervisor at a time and place that will allow the supervisor to properly listen to your concerns. If you have discussed this matter with your supervisor previously and you do not believe that you have received a sufficient response, we request that you present your concerns to your supervisor in writing. Please indicate what the problem is, those persons involved in the problem, and any suggested solution you may have to the problem.

If you do not receive a sufficient response to your written complaint within five (5) business days from providing it to your supervisor, or if your supervisor is the problem, you should contact the next level of supervisor, and so on. All appeals to the next level of supervision must be made in writing and within five (5) business days of the supervisor's decision at each level of appeal. If you consider the matter an emergency, legal, ethical or a safety issue, use your best judgment to expedite the complaint process. The Department Head may have a conference with you and your supervisor or with both of you individually. If the matter is not resolved after that conference, and you believe it still merits attention, it is requested that you immediately place your concerns in writing and bring the matter forward to the City Manager who shall be the final administrative authority.

It is the purpose of this grievance procedure to help maintain a positive work environment with respect and responsibility towards each other, as well as minimize unnecessary employee claims. The City cannot assure that your specific grievance or complaint will result in the action you request or that you will be satisfied with the outcome of the grievance procedure.

CHAPTER XII

Non-disciplinary Separation

Section 1 - Resignation

An employee desiring to leave the City service in good standing should submit his/her resignation in the prescribed manner at least ten (10) business days in advance of the effective date of the employee's resignation. The City Manager, at his/her discretion, may waive any portion of the notice period.

Section 2 - Layoff

An employee may be laid off because of changes in duties or the organization or for lack of work or funds. Whenever possible, an employee laid off from one City department may be transferred to a suitable position elsewhere. Full-time, regular employees being laid off will be provided two weeks severance pay upon separation from City employment.

Layoffs shall be carried out on the basis of demonstrated job performance with the most proficient employees being retained the longest period. Seniority within the City service may be used to determine the order of layoff among employees with substantially equivalent records of job performance, with the most senior employees being retained the longest. Temporary employees shall be laid off before regular full-time employees performing similar duties, and part-time employees shall be laid off before regular full-time employees performing similar duties. Probationary employees shall be laid off before employees performing similar duties who have completed their evaluation periods. Layoffs shall not be considered disciplinary actions with regard to State and Federal laws.

Section 3 - Inability to meet job requirements

An employee may be separated from employment with the City in the event the employee no longer meets the standards of fitness required for the position, and:

1. The employee cannot perform the essential functions of the job; or
2. Poses a direct threat to the health or safety of other individuals in the workplace; and/or
3. Reasonable accommodation cannot be provided or is an undue hardship as defined in the Americans with Disabilities Act. Such finding of inability to perform job-related activities shall be made through individual medical determination by a competent authority as prescribed by the City Manager or his designee.

A police officer cannot perform the essential functions of the job if the City is notified that the officer can no longer testify on cases in a misdemeanor or felony court.

Separation for any of the above identified shall not be considered disciplinary action and shall not operate to deny an employee the use of any accrued illness, injury, disability or other benefits.

Section 4 - Retirement

Eligible employees may be separated by retirement in accordance with the applicable programs.

CHAPTER XIII

Reinstatement

Section 1 - After Separation

A person who is separated in good standing may be reinstated, without loss of seniority, to his/her former type of position within three (3) months following separation, provided the person remains qualified to perform the duties of the position, and has not withdrawn funds from the TMRS, left the City in good standing, and such reinstatement would be in the interest of the City.

Section 2 - After Layoff

A person, who was laid off, including a temporary employee separated upon completion of duties, will be given the opportunity to return to work at such time as determined appropriate by the City, provided that the person remains qualified to perform the duties of the position.

Section 3 - Veterans

Employees who left the City service to enter on duty with the Armed Forces of the United States shall be eligible for reinstatement in accordance with applicable State and Federal laws.

Section 4 - Re-Employment

Former employees not eligible for reinstatement under specific provisions of this chapter may be considered for employment as members of the general public. Provisions governing restoration of sick leave credits shall not apply. Employees who have worked for the City a total of two separate regular appointments will not be considered for future openings without the approval of the City Manager.

CHAPTER XIV

Personnel Files and Reports

Section 1 - Personnel Files

The City Secretary shall maintain the official personnel files for all City employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be divulged for purposes not connected with the City personnel management system except with the permission of the employees involved. Nothing herein shall prevent the compilation and use of impersonal statistical information. An employee shall have the rights of inspection of his/her official personnel file under procedures prescribed by the City Manager and in accordance with applicable law. Personnel files are the property of the City of Llano.

Section 2 – Review of Personnel Files

Personnel files are open for review as follows:

- A current or former employee or his/her duly authorized agent may examine the employee's official personnel file.
- A City employee having supervisory authority over the employee may examine material in an employee's file.
- A City employee, or an agent of the City, with a legitimate need to review a personnel file may examine the file.
- By order of a court of competent jurisdiction, any person may examine such portion of any employee's personnel file as may be ordered by the Court.
- An official of any agency of the State or Federal government, or any other political subdivision of the State, may inspect by formal request or subpoena any portion of a personnel file when such inspection is deemed by the City Manager or his designee to be necessary and essential to the pursuance of the proper function of the inspecting agency and deemed appropriate upon the advice of the City Attorney and as may be required by law.
- As required by the Texas Public Information Act.

Section 3 - Status Changes

All department heads shall report changes in the official and personal status of their employees in accordance with procedures developed by the City Manager.

Section 4 - Personnel Reports

The City Manager or his designee shall prepare such rosters, narrative reports, statistical summaries, and other reports as are necessary or desirable to provide useful information to City management.

Section 5 - Application Forms

All persons seeking employment in the City service shall complete employment application forms approved by the City Manager. Application forms shall require background information concerning training, experience and other pertinent job-related matters. All applications must be signed, physically or electronically. The City Manager or his designee may require proof of statements or claims on an application as he/she deems appropriate. Employment application forms shall only require information necessary to process the applications, directly related to job requirements, required for pre-employment investigation purposes or necessary to evaluate the effectiveness of the City's equal employment opportunity program. Certain race/ethnic/sex information may be obtained for statistical and program evaluation purposes but shall not be used in the selection process. Police applicants must also conform to the Police Department's Standard Operating Procedures concerning application and hiring process.

Section 6 -Exit Interviews

With the cooperation of the employee, an exit interview may be conducted upon an employee's separation from the City service regardless of length of service, position or the circumstances of separation.

The City Manager or his designee shall be responsible for conducting all exit interviews. Results of exit interviews shall be recorded on forms prescribed by the City Manager.

At the time of the exit interview or just prior to the employee leaving his/her department, all City property such as keys, identification cards and uniforms shall be collected. The current replacement value of unreturned items shall be deducted from the employee's last check.

CHAPTER XV

Drugs, Usage and Treatment

Section 1 - Purpose

The City of Llano has established this policy to assist in protecting the general public and the City's employees. The City of Llano also intends through this policy to reduce accidents, fatalities, injuries, and property damage that may result from employee use of controlled substances or alcohol.

This policy is intended to promote an overall safe, healthful, and efficient working environment for all employees. Being under the influence of a controlled substance or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, possession, purchase, or transfer of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol poses unacceptable risks for safe, healthful, and efficient operations.

The City of Llano believes it has the obligation and the right to protect the City of Llano's property, information, equipment, operations, and reputation. The City of Llano recognizes its obligation to employees for the provision of an environment that is free of the influence of controlled substances and alcohol and will endeavor through this policy to maintain such safe, efficient and professional environment.

Furthermore, the City of Llano takes note of its obligation to comply with United States Department of Transportation (DOT) workplace testing requirements. The City of Llano's position is that the sale, purchase, transfer, concealment, transportation, use or possession of contraband includes alcohol by any employee of the City of Llano represents a treat to the health, safety and well-being of its employees

and property, as well as to the general public and is therefore strictly prohibited. Violations of this policy will result in disciplinary action up to and including termination and other possible legal consequences.

Employees are expected and required to report to work on time and fit for duty; that is, in an appropriate mental and physical condition to perform their job duties. Reporting to work under the influence of alcohol, which will be defined as a blood alcohol level of 0.02 or higher, or traceable amounts of controlled substances including but not limited to illegal inhalants, will not be acceptable, nor will the use of legally obtained prescription drugs to the point that ability to function in a safe and efficient manner is impaired.

All "street drugs" are controlled substances. Some controlled substances are prescription drugs that can be used legally under the direction of a physician; however, the use of prescription drugs without a prescription is illegal and a violation of this policy.

Any employee who is under prescription medication must report such use to their immediate supervisor to allow a determination as to whether the use of such prescription medication on the job is in the best interest of the City and the employee. If the determination is that the prescription medication presents a hazard to the employee and/or the City while performing job duties, the employee may be required to take leave while under the influence of prescription medication. A doctor's letter must be available for the use of the prescription and the condition causing such use on the part of the employee.

Section 2 - Policy

The City of Llano desires to promote a safe and productive workplace for all employees. Unfortunately, the actions of a few employees - those who abuse drugs and alcohol - can have a direct impact on the City's ability to meet that goal. Therefore, the City of Llano has established a substance abuse policy within the guidelines of the Drug-Free Workplace Act.

The City of Llano will utilize drug and alcohol testing to help administer this policy. The utilization of drug and alcohol testing will become effective upon adoption of this policy by the City Council with the following types of testing being used:

- a. An employee involved in an accident may be required to submit to drug and alcohol testing immediately following the accident if the City Manager, Department Head or Chief of Police has reasonable suspicion or probable cause to believe illegal substances or alcohol were involved.
- b. All employees regulated by DOT or applying for a safety sensitive position will be required to undergo, in addition to a drug test, a breath alcohol test. If an individual tests at a level of 0.02 or greater, the employment process will be suspended and/or terminated.
- c. All employees who are employed in safety sensitive positions, including but not limited to all driving positions requiring a CDL (Commercial Driver's License), water/wastewater or electric utility positions, and commissioned police officers, will be subject to random alcohol and drug testing administered in accordance with the process established by the City and the Federal Highway Administration and Department of Transportation rules, as may be amended from time to time.
- d. See Appendix B for Drug/Alcohol Screening Procedures. The City of Llano will comply with the Federal Highway Administration and Department of Transportation rules requiring drivers who hold commercial driver's license to submit to drug and alcohol testing. In compliance with these rules, commercial drivers must submit to the Federal Highway Administration Drug and alcohol test requirements (382.103). All drug and alcohol testing performed under this section will conform to DOT procedures.

Section 3 - Current Employees

- a. **Employee Assistance Program.** Any current employee who suffers from controlled substance or alcohol abuse is encouraged to utilize the City's Employee Assistance Program (EAP). The EAP will be administered by the City Manager. An employee utilizing the EAP must, in all respects and at all times, comply with the program prescribed for such employee to remain free from controlled substances and alcohol. An employee's decision to seek assistance from the EAP before work performance or behavior difficulties occur will be kept confidential. Once work performance or behavior difficulties affecting the job or the City do occur, however, the subsequent voluntary use of the EAP will not necessarily prevent disciplinary action, up to and including termination. Any employee who is identified as suffering from controlled substance or alcohol abuse and who refuses to enter the EAP, who fails to complete the EAP, or who refuses to cease using or abusing a controlled substance or alcohol will be discharged without advance notice or other warning, in accordance with the principles of employment-at-will.
- b. **Testing Employees.** Current employees may be tested for controlled substance or alcohol use under the following circumstances and with prior approval of the City Manager:
 1. In the event of a reportable accident on the job or on City property, damage to City equipment, or when the involved employee's behavior or work performance gives reasonable suspicion to believe the involved employee is affected by the use or ingestion of a controlled substance or alcohol; or
 2. To comply with local, state or federal government laws, ordinances or regulations.
 3. Screening of employees for controlled substances will be conducted in accordance with the procedures contained in Appendix B. Screening for alcohol shall be conducted by a evidential breath testing device ("EBT") according to the Procedures contained in Appendix B.
- c. **Consequences of Failing Test.** Current employees who fail a required controlled substance or alcohol screen in accordance with this policy may be subject to disciplinary action, up to and including termination. Current employees who fail a required controlled substance or alcohol screen may be permitted to enroll in the EAP, on condition that the employee submit to a controlled substance or alcohol screen at any time for one (1) year after completion of the EAP. An employee who refuses to undergo a controlled substance or alcohol screening in accordance with this policy will be treated as if the employee failed the required test.
- d. **Searches.** When reasonable suspicion exists, the City of Llano reserves the right to conduct unannounced searches for unauthorized substances anywhere on City property, including, but not limited to lockers, desks, and file cabinets. The use of privately owned padlocks or other mechanisms for City property is prohibited. All such searches must be authorized and conducted under the direction of the City Manager and must involve the Chief of Police or his designee. Employees who refuse to cooperate during such unannounced searches shall be subject to disciplinary action, up to and including termination. Body searches of employees shall not be conducted by anyone other than Law Enforcement Personnel or a person acting under the direction of a law enforcement officer.
- e. **Off-Duty Conduct.** The City of Llano reserves the right to take disciplinary action, up to and including termination, in the event an employee's off duty involvement with controlled substances or alcohol reflects unfavorably on the City's reputation or business and/or is inconsistent with the employee's job duties or when such off duty conduct results in impairment of the employee's job performance.

f. References. In the event a third party requests reference information regarding the prospective, past or present employment of a City of Llano applicant or employee, the City of Llano will provide a limited and neutral reference. Such a reference will include only the applicant/employee's name, title and period of employment. Under no circumstances will applicants and/or employee's controlled substance or alcohol screening results be communicated in response to such reference inquiries.

g. Notice of Criminal Conviction. Any employee of the City of Llano who is convicted under a criminal drug or alcohol statute shall notify his/her immediate supervisor no later three (3) business days after such conviction. Failure to do so will result in termination.

h. Refusal to consent to, or failure to cooperate in, a search or test, as described above and as directed by the City, will result in the employee being terminated, without advance notice or other warning, in accordance with the principles of employment-at-will.

Section 4 - Responsibilities

a. Department Heads and Supervisors. It is the responsibility of all Department Heads and supervisors to act in accordance with and to enforce this Policy.

b. Employees. It is the responsibility of all City of Llano employees to conduct themselves in a manner consistent with the letter and spirit of this Policy.

Section 5 - Definitions - as used in this policy:

City of Llano premises or facilities means all property of City of Llano, including but not limited to offices, buildings and surrounding areas on City-owned, controlled or leased property, parking lots, and storage areas.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including but not limited to methyl and isopropyl alcohol.

Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an Evidential Breath Test (EBT).

Alcohol use means the consumption of any beverage mixture, or preparation, including but not limited to medication containing alcohol.

Breath Alcohol Technician (BAT) means an individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

Collection site means a place where individuals present themselves for the purpose of providing body fluid or breath samples to be analyzed for specific controlled substances or alcohol. A collection site will have all the required personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and transportation of the samples to the testing laboratory, or for alcohol testing.

Commercial Motor Vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combined weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or

2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and use in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded.

Confirmation test for alcohol means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

Contraband means any article, the possession of which on City premises or while on City business causes an employee to be in violation of a work rule. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal and illegal weapons, firearms, explosives, incendiaries, stolen property, and counterfeit money.

Controlled substances means and drug, substance or immediate precursor listed in Schedules I-IV or Penalty Groups 1-4 of the Controlled Substances Act of 1988 as it may be revised from time to time.

DOT means an agency of the United States Department of Transportation administering regulations requiring alcohol and drug testing.

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regular employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operated contractors who are either directly employed by or under lease to an employer who operates a commercial motor vehicle at the direction of or with the consent of an employer.

Drug testing or testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue or other specimens of the human body for the purpose of detecting a drug or alcohol.

Employee means any employee, agent, officer or representative of the City of Llano.

Employer means any person who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle.

Evidential breath testing device (EBT) means a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and place on the Conforming Products List of Evidential Breath Measurement Devices.

Illegal drug means any drug in any detectable amount which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples: marijuana, hashish, cocaine, heroin, phencyclidine (PCP), amphetamines, and morphine.

Initial test cutoff levels (ng/ml)

Marijuana metabolites	50	Phencyclidine (PCP)	25
Cocaine metabolites	300	Amphetamines	1000

Opiate metabolites	300*		
*-25 ng/ml if immunoassay for free morphine			
Confirmatory test cutoff levels (ng/ml)			
Marijuana metabolites	15	Phencyclidine (PCP)	25
Cocaine metabolites	150	Amphetamines	500
Opiates: Morphine	300	Met amphetamine	500
Codeine	300		

Medical Review Officer (MRO) means a licensed doctor of medicine or osteopathy responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Medically unqualified to work means the condition of a person by reason of an impairing or potentially impairing medical condition such as, but not limited to, the use of illegal drugs and/or alcohol.

Performing a safety-sensitive function means an employee who is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, ready to perform, just completed performing, or immediately available to perform any safety-sensitive functions.

Possession is also meant to include the presence in the body system of any detectable amount of drug, or in the case of alcohol, a blood alcohol level test result of 0.02 or greater.

Reasonable cause means a belief that the actions, appearance or conduct of a person are indicative of the use of a controlled substance or alcohol. Such a belief shall be based on objective, articulated facts. A reasonable cause or "for cause" situation is any situation in which an employee's job performance is in conflict with established job standards relating to safety and efficiency. The term includes without limitation accidents, near accidents, erratic conduct suggestive of drug or alcohol use, any unsafe performance behaviors, and unexplained deviation from productivity.

Refuse to submit to an alcohol or controlled substances test means that an employee:

1. fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing in accordance with DOT regulations,
2. fails to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notification of the testing requirements,
3. engages in conduct that clearly obstructs the testing process.

Screening test in alcohol testing means an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his/her system. In controlled The City of Llano will perform drug and/or alcohol testing of an employee in the following situations:

Substance testing means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Substance Abuse Professional (SAP) means a licensed physician (MD or DO), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor, (NAADACCC

certified) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Under the influence means a condition in which a person is affected by a controlled substance or alcohol in any detectable manner. The symptoms or influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test such as urinalysis, breath analysis, or blood analysis and in some cases by the opinion of a layperson.

Section 6 - Employees Subject To Testing

I. Conditions Requiring Testing

B. Testing of Current Employees

An employee's consent to submit to drug and/or alcohol testing is required as a condition of employment, and discipline will be taken by the City of Llano in the event of a positive test result under any of the following circumstances, up to and including termination.

1. Post-Accident

Any City employee involved in an accident will be required to submit to tests for alcohol and controlled substances as soon as practicable following the accident, if:

- a. A fatality occurred while performing safety sensitive functions, including but not limited to driving a City-owned or leased vehicle.
- b. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; and, if a vehicle is involved, the driver received a citation under State or local law for a moving violation arising from the accident; or
- c. One or more motor vehicles incur disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and the driver received a citation under State or local law for a moving traffic violation arising from the accident.

All employees are prohibited from using alcohol for eight (8) hours following any accident until the required post-accident test is administered, whichever occurs first. Every effort will be made to conduct post-accident drug and alcohol tests within two (2) hours following an accident. Any employee involved in an accident must therefore remain readily available for testing and will be considered to have refused to submit to testing if he/she fails to do so. This requirement will not, however, require an employee to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when his/her absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. In order to ensure expeditious testing, all employees will be provided information, procedures and instructions explaining post accident-testing requirements. These instructions will be distributed to each employee prior to his/her operation of a vehicle or equipment covered by this policy.

In the event an alcohol test is not administered within two (2) hours following an accident, the City of Llano will prepare and maintain a record stating a reason why the test was not properly administered. If an alcohol test is not administered within eight (8) hours following an accident, the City of Llano will make no further effort to administer an alcohol test and will document the reasons why the test was not administered within eight (8) hours. In the event a drug a test is not administered within thirty-two (32) hours following an accident, the City of Llano will cease its attempts to administer any further testing and prepare and maintain a record stating the reasons why the test was not promptly administered.

The results of any breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State, or local officials (or their designees) having independent authority for the test, will be considered to meet the requirements of this section, provided such tests conform to applicable Federal, State or local requirements, and the results of the tests are obtained by the City of Llano.

2. Reasonable Suspicion or Cause

Whenever the City of Llano has reasonable suspicion or cause to believe that an employee has engaged in any conduct prohibited by this policy, it will require him/her to submit to an alcohol and/or drug test. However, any such suspicion will be based upon specific, contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the employee, which may include indications of chronic and withdrawal effects of controlled substances. These observations will only be made by a supervisor or City of Llano official who has received appropriate training and will be documented by that individual in a "Supervisor's Report of Reasonable Suspicion" within twenty-four (24) hours after his/her observations, or before any drug test results are released. Prior to making a determination for testing, he/she will notify and include management or the Administrator representative in a decision to make the determination for testing. Both will substantiate and concur in the decision to test the employee for drug/alcohol and their concurrence may be by telephone.

Whenever a reasonable suspicion drug or alcohol test is required, the individual(s) making the determination will be required to complete, date and sign a written report describing the employee's condition. Copies of this report will be made available to the employee upon request. In such cases the employee's immediate supervisor(s) may, in a confidential manner, order the employee to submit to substance abuse or alcohol testing.

Third party reports that an employee is impaired in his/her duties due to the use of prohibited drugs/alcohol will not constitute reasonable cause, but may be cause for further observation of the employee.

A reasonable suspicion alcohol test will only be required if the reasonable suspicion observations are made during, just before or just after the period of the work day that the employee is required to be in compliance with this policy. Safety sensitive position testing may be administered randomly.

Time restrictions for administering alcohol and/or drug testing under reasonable suspicion will be the same as those under post accident testing.

Notwithstanding the above testing requirements, a covered employee may not report for duty or remain on duty requiring the performance of job functions if that employee is under the influence of or impaired by drug/alcohol, as shown by the behavioral, speech and performance indicators of misuse. Any such employee will not be allowed to perform or continue to perform any job function until:

- a. the employee undergoes an alcohol test yielding an alcohol concentration level of less than 0.02; or the start of the employee's next regularly scheduled duty period, but not less than eight (8) hours have elapsed following the reasonable suspicion determination.

The City of Llano will not take any disciplinary action against an employee based solely upon observations of the employee's behavior and appearance, with respect to drug/alcohol use, in the absence of an alcohol/drug test.

In any reasonable suspicion testing circumstance, a City of Llano representative will transport the individual to an appropriate collection facility and await completion of the collection procedure. The City representative will then transport the individual back to City premises, where a spouse, family member or other individual will be contacted to transport the individual home. If the employee refuses to comply with any of these procedures and attempts to operate his/her own vehicle, the City will take appropriate efforts to discourage him/her from doing so, up to and including contacting local law enforcement officials. Any employee failing to cooperate with any of the above procedures will be subject to immediate termination.

3. Random

All safety sensitive positions, including but not limited to all CDL drivers, water/wastewater department employees, electric department employees and all commissioned police officers, will be required to submit to random drug and alcohol testing.

The City of Llano will conduct alcohol tests at a minimum annual percentage rate of 25% of the average number of employees included in the above mentioned positions (This minimum rate is subject to change by the Federal Highway Administration). The minimum annual percentage rate for random controlled substances testing will be 50% of the average number of employees included in the above-mentioned positions.

If an employee performs functions subject to random drug or alcohol testing requirements of another DOT agency, the employee will be tested at the rate of that agency which regulates more than 50% of the employees in safety sensitive functions or those that take the greatest percentage of his/her time.

The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as random number table or a computer based random number generator matched with employee Social Security numbers, payroll identification numbers, facility number or other comparable identifying numbers. The test will be unannounced and the dates for testing will be reasonably spread throughout the course of the year. All employees subject to random testing will have equal chance of being tested at any time, regardless of the number of his/her previous selections. Any employee notified of his/her selection for random alcohol and/or controlled substances testing will be expected to proceed to the test site immediately. If an employee is performing a safety sensitive function at the time of his/her notification of the random test requirement, he/she will be required to cease performing the safety sensitive function and proceed to the testing site as soon as possible. However, an employee will only be required to submit to a random alcohol test if the employee is performing a safety-sensitive function, is about to perform a safety-sensitive function, just ceased performing a safety-sensitive function or is immediately available to perform a safety-sensitive function.

4. Return-to-duty

Before a covered employee who has engaged in any prohibited conduct will be allowed to return to duty to perform any job function, he/she will be required to undergo return-to-duty alcohol and/or controlled substance tests, with results indicating an alcohol concentration of less than 0.02 and/or verified negative for controlled substances use, respectively.

Any covered employee who seeks to return to work following drug/alcohol rehabilitation will also be subject to a schedule of unannounced testing, as determined by the City and its MRO, for a period of up to sixty (60) months following the employees return to work. A positive return in a return-to-duty or any subsequent follow-up or other drug test will result in immediate termination.

5. Follow-up

Any covered employee determined by a substance abuse professional (SAP) or MRO to be in need of assistance in resolving problems associated with alcohol and/or controlled substances misuse will be subject to additional, unannounced follow-up testing as directed by the SAP or MRO. However, any recommended follow-up testing for alcohol will only be required just before, during, just after performing or is immediately available to perform a job function.

6. Prescribed Drugs:

The City of Llano reserves the right at all times to judge the effect that a legal drug may have upon an employee's work performance and to restrict the employee's work activity or presence at the workplace accordingly. The City also reserves the right to have a physician of its own choice determine if the medication at the prescribed dosage produces hazardous effects, and may restrict the employee's work activity accordingly.

7. Prohibited activities: The use, sale, offer to sell, purchase, transfer, distribution, or possession of drug paraphernalia or any detectable amount of an illegal drug or alcohol by an employee while on duty on City premises or while performing City business no matter the location is strictly prohibited.

No employee shall be on duty if the employee uses any controlled substances or alcohol while on duty or tests positive for the use of controlled substances or alcohol, except in the case of legally prescribed medications (subject to the policy provisions herein related to prescription medication/drugs).

A regulated employee under the FHWA who refuses to be tested for any controlled substances or alcohol will not be permitted to work. Such a refusal will be treated as a positive test and cause the employee to be considered medically unqualified to work. This also includes safety-sensitive positions noted in Section 1.3.

IV. Discipline

Disciplinary action consisting of termination without benefit of rehabilitation will be applied to any employee who:

1. Uses, possesses, distributes, transfers, conceals, sells, offers to sell, purchases or offers to purchase illegal drugs, drug paraphernalia or alcohol on City premises or while on City business.
2. Substitutes, contaminates, tampers or attempts to substitute, contaminate or tamper with their specimen to be presented for testing for drugs/alcohol.

Disciplinary action up to and including termination will be applied to any employee who:

1. Tests positive for an illegal drug in a test conducted under the provisions of this policy.
2. Tests positive for alcohol in excess of 0.02 percent when measured by a standard blood alcohol concentration tests.
3. Refuses to submit to a drug or alcohol test when requested to do so.

4. Is found to be in possession of contraband.
5. Refuses to submit to a search or inspection under the provisions of this policy.
6. Refuses to cooperate with the Medical Review Officer (MRO) as required under policy.

Suspension without pay for the duration of the investigation may be applied to any employee who is the subject of a drug-related inquiry by the City or a law enforcement agency.

V. Responsibilities

Each individual required to submit to drug testing shall, as soon as practicable, provide the required biological specimens for testing. Failure to meet this responsibility is an offense subject to disciplinary action up to and including termination.

Individuals in supervisory positions shall, as soon as practicable following an incident which requires drug or alcohol testing, arrange for the collection and testing of specimens for drugs and/or alcohol. Failure to meet this responsibility is an offense subject to disciplinary action up to and including termination.

VI. Confidentiality

All employee information relating to drug or alcohol testing will be protected by the City as confidential unless otherwise required by law, or authorized in writing by the employee. There may be some instances where the overriding public health or safety concerns may require the release of information otherwise considered confidential.

The City will endeavor to ensure that no person will obtain the individual test results retained by the laboratory or the MRO and the vendor will not release the individual test results of any employee to any person without first obtaining written authorization from the tested employee. Nothing in this paragraph will prohibit the vendor from releasing to designated City officials the information relevant to an employee's test results.

The City will endeavor to ensure that only those persons on a need-to-know basis or those persons in management directly involved in the decision-making process will obtain any drug or alcohol testing information retained in files maintained by the City of Llano.

VII. Notification

The City will notify each employee of this policy by providing to each employee a copy of this policy. Each employee will acknowledge in writing the receipt and understanding of this policy.

The City will generally publicize this policy to the employees through memoranda, posted notices and periodic training programs.

The City will notify each employee of the results of random, reasonable cause and post-accident drug and alcohol tests when the results are positive. The employee will also be advised what drug class was discovered and be removed performing any job function.

VIII. Record keeping

Information regarding an individual's drug and/or alcohol test results or rehabilitation may be released only upon the written consent of the individual, except that such information must be released regardless of consent to OSHA or a State or Federal agency upon request as part of an accident

investigation, or use by the City of Llano for matters related to this policy. Further, the City of Llano is subject to the Texas Public Information Act and other laws related to its records, and will comply with all such applicable laws with regard to their record-keeping and disclosure requirements.

The City will endeavor to ensure that all records related to the administration and results of drug and alcohol testing are maintained for a minimum of five (5) years, except that individual negative test results will be maintained for a minimum of twelve (12) months. Records pertaining to the alcohol and drug collection process and training will be maintained for a period of not less than two (2) years.

Any present and future corporations, laboratories, and Medical Review Officer's assisting in the implementation of this drug/alcohol policy will retain the reports of individual tests for a minimum of five (5) years.

The City will retain in the employee's file such information that will indicate the following:

1. that the employee submitted to a drug and/or alcohol test.
2. the date and location of the test.
3. the identity of the firm performing the test.
4. whether the test finding was "positive" or "negative".

The City will produce upon demand and will permit authorized representatives of the DOT to examine all records related to administration and results of the drug and alcohol test program. The City will maintain an annual, calendar year summary of the records related to the administration and results of the DOT testing program.

IX. Appeals

An employee whose test is reported as positive for a drug will be given the opportunity by the City to offer an explanation. The purpose will be to determine if there is any reason that a positive test could have resulted from some cause other than drug use which is in violation of this policy.

If the employee is desirous of a second opinion in the result of a positive drug test, he/she may request a retest of the same specimen by an alternate laboratory which has been approved by the City. The retest will be at the employee's expense. The retest must be performed using the same methods and techniques as the initial test.

The employee may also request to review the findings of the drug test with a licensed physician knowledgeable of substance abuse disorders (MRO). The cost related to this will be at the expense of the City.

If an employee is cleared of any and all charges or violations of this policy, the City will reimburse any back pay due the employee, up to two (2) weeks of regular pay.

X. Rehabilitation

Any employee who fails either a drug or alcohol test must undergo a return-to-duty alcohol test with a result indicating 0.02 or less or a drug test with a negative result. In addition each employee identified as needing assistance by a Substance Abuse Professional (SAP) in resolving problems associated with alcohol misuse or drug abuse:

- a. shall be evaluated by a SAP to determine if the employee has properly followed the rehabilitation program, and

- b. shall be subject to unannounced follow-up alcohol and/or drug test administered by the City following the employee's return-to-duty. The number and frequency of the test shall be directed by the SAP and consist of at least six (6) tests in the first twelve (12) months following return-to-duty. Follow-up testing will be up to sixty (60) months and can be eliminated after one (1) year if the SAP determines that such testing is no longer necessary.

APPENDIX A

DRUGS/ALCOHOL SCREENING PROCEDURE

I. Applicability

This policy applies to every employee of the City of Llano including but not limited to those who operate a commercial motor vehicle in either interstate or intrastate commerce and is subject to a CDL.

II. General

The provisions of this section of the policy are applicable in addition to, and not in lieu of the provisions that apply to all employees.

A CDL driver subject to the provisions of this section of the policy may be a person employed by the City, a contractor engaged by the City or an employee of such contractor.

All drug and/or alcohol testing performed under this section will conform exactly to DOT procedures.

III. Program and Procedures

Any program or procedures resulting from this policy will conform to this policy and the DOT procedures.

The City will maintain and follow a program and procedures containing:

1. Methods and actions for complying with all the requirements of this policy and DOT procedures, including but not limited to requirements with respect to the EAP.
2. The name and address of each laboratory that analyzes specimens collected for drug testing.

Scott and White Laboratory Services

600 South 25th

Temple, Texas 76504

1-800-749-3788

(Note: Subject to change by the City Council.)

3. The name and address of the Medical Review Officer (MRO) employed in the administration of drug testing under this section of the policy. Midwest MRO Services, Inc.

604 East Broadway

Suite 306

Alton, Illinois 62002

1-800-414-3784

(Note: Subject to change by the City Council.)

IV. Drug Testing

The City of Llano will engage a laboratory certified by the Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMSHA) formerly NIDA, in accordance with DOT procedures. The testing laboratory will be required to permit:

1. Inspection by City before laboratory is selected to perform testing; and
2. Unannounced inspections including examination of records at any time by the City, SAMSHA, or a State or agency if the laboratory is subject to State agency jurisdiction.

The City of Llano will not hire or contract for the use of any person as an employee whose functions are subject to DOT procedures unless that person passes a drug and/or alcohol test.

Specimens tested for drugs will be retained and retested in the following manner.

1. Specimens that yield positive results on confirmation will be retained by the laboratory in frozen storage for at least 365 days, during which time the City, SMASHA, or a State agency may request retention for an additional period.
2. If the MRO determines there is no legitimate medical explanation for a confirmed positive test result, the split specimen will be tested if the employee makes a written request for so doing within sixty (60) days of receipt of the final test result from the MRO. The City will require the employee to pay in advance the cost of shipment and analysis, but the City of Llano will reimburse the employee for such expense should the split sample test return as negative.
3. If the employee requests a test of the split sample, it must be forwarded to another SANSCHA-certified laboratory of the City's choice.
4. Since some analysis may deteriorate during storage, any detectable level of the drug will be reported and considered corroborative of the original positive test results.

V. Testing Methodology

A. Alcohol

1. The Breath Alcohol Technician

All alcohol testing required under this policy will be carried out by a breath alcohol technician (BAT) trained to proficiency in the operation of the evidential breath testing device (EBT) being used by the City of Llano for alcohol testing and in the alcohol testing procedures required herein.

The BAT will be required to successfully complete a course of instruction that will provide training in the principles of EBT methodology, operation and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedures required in 49 CFR Part 40 for obtaining a breath sample and interpreting and recording EBT results. The City will document the training and proficiency testing of each BAT being used to test drivers and safety sensitive positions and retain records regarding the same for a minimum of two (2) years.

2. Alcohol Testing Devices

For purposes of both screening and confirmatory breath tests, City of Llano will use an EBT that is capable of providing a printed result of each breath test in triplicate (or three consecutive identical copies). This device will be capable of assigning a unique and sequential number to each completed test with the number capable of being read by the BAT and the employee before each test and being printed out on each copy of the result, along with the name of the manufacturer, the serial number and time of the test. The EBT will also be able to distinguish alcohol from acetone at the 0.02 alcohol

concentration level and be capable of testing an air blank prior to each collection of breath and performing an external calibration check. Any EBT used for alcohol testing under this policy will be stored in a secure place when not in use at a testing site.

A log book will be maintained for each individual EBT. This log book will be used to record every test conducted on the device and will not be used in conjunction with any other device. The log book will include columns for the test number, date of the test, name of the BAT, location of the test, result displayed on the EBT and initials of the employee taking each test, and be maintained for two (2) years.

3. Quality Assurance Plan

In order to be used for any alcohol testing under this policy, the EBT must have a quality assurance plan (QAP) developed by the manufacturer according to Department of Transportation regulations.

City of Llano or its designated agent will take action to comply with QAP for each EBT it uses for alcohol testing under this policy. These actions will be documented and maintained for a minimum of two (2) years.

4. The Alcohol Testing Site

City of Llano will use an alcohol-testing site that affords visual and aural privacy to the individual being tested. This site will have available all of the necessary equipment, personnel and materials for breath testing, and may include the use of a mobile collection facility. The alcohol-testing site will be secure with limited access while testing is being conducted or when the EBT remains unsecured.

In unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident), the City of Llano BAT will ensure that visual and aural privacy will be provided to the greatest extent practicable.

A BAT will supervise only one (1) employee's use of the EBT at a time and will not leave the alcohol testing site while the preparations for testing and testing of a given employee are in progress.

5. The Breath Alcohol Testing Form

City of Llano will use a Breath Alcohol Testing Form prescribed by the Department of Transportation. This form will not be modified or revised, except that a form directly generated by an EBT may omit the space for affixing a separate printed result to the form.

A. Alcohol Testing Procedures

1. Preparation For Testing

Any employee required to submit to an alcohol test under this policy will be required to provide positive identification (photo I.D. card or identification by an employer representative) to the BAT upon entry to the testing site. The BAT may also provide positive identification if the employee requests it. The BAT will then explain the testing procedure to the employee and complete, date and sign the testing form along with the employee. Except as otherwise provided, any refusal by an employee to sign the required certification will be considered a refusal to submit to the test.

2. Administration Of The Initial Test

Once the BAT and employee have completed the necessary paperwork, the BAT will open an individually-sealed mouthpiece in view of the employee and attach it to the EBT. The BAT will then instruct the employee to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained.

The BAT will show the employee the result displayed on the EBT and then affix the test result printout to the test form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper-evident tape).

If the result of the initial screen is an alcohol concentration of less 0.02, no further testing will be required. Both the BAT and the employee will date the test form and sign the appropriate certification. If the employee does not sign the certification in Step 4 of the form or does not initial the log book entry for a test, it will not be considered a refusal to be tested. In this event, the BAT will note the employee's failure to sign or initial in the "Remarks" section of the form. The BAT will then transmit the result to City of Llano in a confidential manner and City of Llano will receive and store the information in a confidential manner consistent with this policy. In the event the test result printed by the EBT does not match the displayed result, or if a sequential test number printed by the EBT does not match the number displayed by the EBT prior to the test, the BAT will note the disparity in the "Remarks" section of the form. Both the employee and the BAT will then initial or sign this notation and the test will be considered invalid, with City of Llano and the employee advised of the same.

If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmatory test will be required, as provided below. If the confirmation test is to be conducted by a different BAT, the BAT who conducted the screening test will complete and sign the form and log book entry, and provide the employee with Copy 2 of that form.

3. Administration Of The Confirmatory Test

If a BAT other than the one who conducted the screening test is to conduct the confirmation test, he/she will again obtain positive identification of the employee's identity and will also provide identification to the employee, if requested to do so. The new BAT will also again explain the testing procedure to the employee.

A waiting period of not less than fifteen (15) minutes nor more than thirty (30) minutes will be required. The employee will be instructed by the BAT not to eat, drink or put any object in his/her mouth and if possible, not to belch during the waiting period. The BAT will also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the BAT becomes aware that the employee has failed to comply with this instruction, he/she will so note in the "Remarks" section of the form.

If a new BAT is to conduct the confirmation test, he/she will initiate a new testing form, completing Step 1 and requesting the employee to complete and sign Step 2. The new BAT will also note in the "Remarks" section of the form that a different BAT conducted the screening test.

After completion of the waiting period, the breath collection procedures set forth in Step 2 above, will again be followed and a new mouthpiece will be used for the confirmation test. However, before the confirmation test is administered, the BAT will ensure that the EBT registers 0.00 on an air blank. If the reading is greater than 0.00, the BAT will conduct one more air blank. If the EBT does not register 0.00 on the second attempt, testing will not proceed using that instrument, but may continue using another EBT. Any EBT taken out of service because of failure to perform an air blank accurately will not be used for testing until a check of external calibration is conducted and the EBT is found to be within tolerance limits. Before the confirmation test is administered; the BAT will also ensure that he/she and the employee read the sequential test number displayed by the EBT.

In the event the confirmatory test result differs from the screening test result, the confirmation test result will be deemed to be the final result upon which any action under this policy will be based.

The BAT will show the employee the result displayed on the EBT and affix the test result printout to the test form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper evident tape).

Following completion of the confirmatory test, the BAT and the employee will both date and sign the testing form in the appropriate manner. If the employee does not sign the certification in Step 4 of the form, it will not be considered a refusal to be tested. In this event, the BAT will note the employee's failure to sign in the "Remarks" section.

If a test result printed by the EBT does not match the displayed result, or if a sequential test number printed by the EBT does not match the number displayed by the EBT prior to the test, the BAT will note this disparity in the Remarks section of the form, which will be signed or initialed by both the employee and the BAT. If this occurs, the confirmatory test will be deemed invalid, and City of Llano and employee will be so advised.

The BAT will transmit all results in a confidential manner to the individual(s) designated below, who will be responsible for any communications with the BAT concerning alcohol testing and test results and for confidentially receiving and handling alcohol testing results on behalf of City of Llano:

Contact:

COMPLIANCE CONSORTIUM CORPORATION

910 South Highway Boulevard

Belton, Texas 76513

1-800-303-0281

(Note: Subject to change by the City Council.)

Transmission of test results to a City of Llano representative may be in writing, in person or by telephone or electronic means, but the BAT will ensure that any test results requiring City of Llano to prevent an employee from performing or continuing to perform a job function will be transmitted immediately. If the initial transmission is not in writing, the BAT will follow-up by providing City of Llano with its copy of the test form, which will be treated as a confidential record under this policy.

4. Inability To Provide An Adequate Amount of Breath

In the event an employee is unable, or claims to be unable to provide an amount of breath sufficient to permit a valid breath test because of a medical condition, the BAT will instruct the employee to attempt to provide an adequate amount of breath. If the employee refuses to make such an attempt, the BAT will immediately inform City of Llano. If the employee attempts, but fails to provide an adequate amount of breath, the BAT will record it in the "Remarks" section of the form and immediately inform City of Llano.

If an employee attempts and fails to provide an adequate amount of breath, he/she will be required to obtain, as soon as practical after the failed attempt, an evaluation from: a City of Llano approved physician concerning his/her medical ability to provide an adequate amount of breath. Until a written

evaluation by a City of Llano approved physician is received, the employee will be removed from his/her job functions;

- a. If the physician determines, in his/her reasonable medical judgment, that a medical condition has, or with a high degree of probability could have precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath will not be deemed a refusal to take a test. However, the physician will be required to provide City of Llano with a written statement of the basis for this conclusion.
- b. If the physician, in his/her reasonable medical judgment, is unable to make a determination that the employee's conduct was due to a medical condition, the employee's failure to provide an adequate amount of breath will be regarded as a refusal to take a test. The physician will be required to provide City of Llano with a written statement of the basis for this conclusion.

5. Invalid Tests

A breath alcohol test will be deemed invalid under any of the following circumstances:

- a. By more than the tolerance stated in the QAP from the known value of the test standard. In this event, every test result of 0.02 or above obtained on the device since the last valid external calibration check will be invalidated. As a result, external calibration tests will be performed after each positive test;
- b. The BAT does not observe the minimum fifteen (15) minutes waiting period prior to the confirmatory test;
- c. The BAT does not perform an air blank of the EBT before a confirmatory test, or an air blank does not result in a reading of 0.00 prior to the administration of the test;
- d. The BAT does not sign the form as required;
- e. The BAT fails to note on the "Remarks" section of the form that the employee has failed or refused to sign the form following the printing or attachment of the test result to the form;
- f. The EBT fails to print a confirmation test result: or
- g. On a confirmation test and where applicable, on a screening test, the sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.

6. Refusal To Test And Uncompleted Tests

In the event an employee refuses to complete and sign the testing form, refuses to provide breath or an adequate amount of breath, or otherwise fails to cooperate with the collection process in a way that prevents the completion of the test, the BAT will record such conduct in the "Remarks" section of the form, terminate the testing process and promptly notify City of Llano. All employees subject to alcohol testing are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the employee to disciplinary action up to and including immediate termination.

If an initial or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the BAT will, if practical, begin a new initial or confirmation test, as applicable, using a new testing form with a new sequential test number.

B. Controlled Substances

1. Appropriate Laboratory

All urine specimens to be tested for the presence of controlled substances must be analyzed by a laboratory certified under the DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs. Therefore, drug tests required by City of Llano will be shipped for analysis to the laboratory listed below:

Scott & White Laboratory Services
600 South 25th
Temple, Texas 76504
1-800-749-3788
(Note: Subject to change by the City Council.)

2. Initial Screen

All urine specimens will be initially tested for the use of controlled substances by an immunoassay screen, which will eliminate negative urine specimens from further consideration. Any positive test results in an initial test will be subject to confirmation through an additional, more precise and accurate testing methodology.

Any urine specimen identified as positive on the initial screen will be confirmed by a second analytical procedure independent from the initial test and which uses a different chemical technique and procedure. Gas chromatography/mass spectrometry will be used to confirm initial positive test results.

3. Laboratory Reporting of Test Results

Before the laboratory reports any test result, it will first review the results of the initial test, confirmatory test or any relevant quality control data to certify that the test result is accurate. Any specimen which was negative on the initial or confirmatory test will be reported as negative. The only specimens reported as positive will be those which have been confirmed as positive through gas chromatograph/mass spectrometry.

The MRO may request from the laboratory and the laboratory will provide quantitation of test results. The MRO will then report to City of Llano whether the test is positive or negative and, if positive, the identity of the drug(s) for which there was a positive result.

4. Specimen Retention

All positive urine specimens will be retained in long-term frozen storage (-20 degrees C or less) for a minimum of one (1) year.

5. Split Specimen Procedures

If the laboratory observes that the split specimen is untestable, inadequate, or unavailable for testing, the laboratory shall nevertheless test the primary specimen. The laboratory will not inform the MRO or City of Llano of the untestability, inadequacy, or unavailability of the split specimen until and unless the primary specimen is a verified positive test and the MRO has informed the laboratory that the employee has requested a test of the split specimen.

C. Controlled Substances Testing Procedures

1. Urine Specimen Collection

Any person requested to undergo a drug test will be required to provide a urine sample at a designated collection site. In order to ensure integrity of the specimen collection procedure, a DOT Urine Custody

and Control Form will be used. This form will be completed by the employee and the person responsible for collecting the urine sample and will be forwarded along with the urine sample to the designated laboratory, which will conduct the actual drug test: The laboratory will then review it when analyzing any positive test results. City of Llano will retain a copy of the DOT Urine Custody and Control Form for each drug test it conducts.

All urine specimens will be collected in a clean, single-use specimen bottle that is securely wrapped until filled with the specimen. If urination is directly into the specimen bottle, that specimen bottle shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided. If a separate collection container is used for urination, the collection container shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided; and the collection site person shall unwrap the specimen bottle in the presence of the employee at the time the urine specimen is presented.

City of Llano and collection site will utilize a temporary sealing system designed to ensure against undetected opening and a shipping container in which the specimen and associated paperwork may be transferred and sealed to prevent undetected tampering.

Any person requested to undergo a drug test will be provided a copy of written specimen collection procedures, which must be followed, by the individual and the collection site personnel.

2. Specimen Collection Site

The designated facilities are approved collection sites which have the personnel, materials, equipment, facilities and supervision necessary to provide for the collection, security, temporary storage and shipping of urine specimens to an appropriate laboratory for testing.

3. Chain of Custody And Collection Control

To the maximum extent possible, collection site personnel shall keep the individual's specimen bottle within sight both before and after the individual has urinated. After the specimen is collected, it shall be properly sealed and labeled. The chain-of custody block on the Urine Custody and Control Form shall be executed by authorized personnel upon receipt of the specimen. This form shall be used for maintaining control and accountability of each specimen from the point of collection to final disposition of the specimen.

4. Split Sample Procedures

There shall be a sufficient volume of each specimen to allow for it to be subdivided, secured and labeled in the presence of the tested individual, so that it can be retained in a secured manner to prevent the possibility of tampering. This will allow an individual the opportunity to request a retest of the specimen by an appropriate laboratory of the employee's choosing in accordance with Part V, C-5 of this policy.

5. Inability To Provide An Adequate Urine Specimen

In the event a employee is unable, or claims to be unable to provide an amount of urine sufficient to permit a valid drug test because of a medical condition, the collector will instruct the employee to drink not more than twenty-four (24) ounces of fluids and, after a period of up to two (2) hours, again attempt to provide a complete sample using a fresh collection container. The original insufficient specimen shall be discarded. If the employee is still unable to provide an adequate specimen, the insufficient

specimen shall be discarded, testing discontinued, and City of Llano so notified. The MRO shall refer the individual for a medical evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine or constitutes a refusal to test. (In pre-employment testing, if City of Llano does not wish to hire the individual, the MRO is not required to make such a referral.) Upon completion of the examination, the MRO shall report his/her conclusions to City of Llano in writing. Until a written evaluation by a City of Llano approved physician is received, the employee will be removed from his/her functions.

6. Failure To Cooperate

Any employee required to provide a urine sample will be expected to sign a consent or release form authorizing the collection of the specimen, analysis of the specimen for designated controlled substances, and release of the results to City of Llano. The employee will not be required to waive liability with respect to negligence on the part of any person participating in the collection, handling or analysis of the specimen or to indemnify any person for the negligence of others.

If an employee refuses to cooperate during the collection process (e.g., refusal to provide a complete specimen, complete paperwork, initial specimen), the collection site person will inform the City of Llano representative and document the employee's conduct on the Urine Custody and Control Form. Employees are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the employee to immediate termination.

VI. Medical Review Of Test Results

City of Llano will ensure that each positive or negative test results are reviewed by an MRO. The purpose of the review will be to rule out the possibility of any alternative medical explanation for the confirmed positive test result. The MRO will also review the chain of custody to ensure that it is sufficient and complete and on its face. City of Llano's MRO is:

Midwest MRO Services, Inc.
604 East Broadway
Suite 306
Alton, Illinois 62002
1-800-414-3784

(Note: Subject to change by the City Council.) The duties of the MRO will be:

1. Review the results of all drug testing prior to being reported to City of Llano.
2. Review and interpret each confirmed positive test result as follows to determine if there is an alternative medical explanation for the confirmed positive test result:
 - a. Conduct a medical interview with the individual tested. If the individual cannot be reached, the MRO will contact City of Llano and City of Llano will contact the individual and instruct him/her to contact and discuss the results of the drug test with the MRO. If, after making reasonable efforts City of Llano is still unable to contact the individual, City of Llano will terminate the employee.
 - b. Review the individual's medical history and any relevant biomedical factors.
 - c. Review all medical records made available by the individual tested to determine if a confirmed positive test resulted from legally prescribed medication.

- d. Upon request of the employee, require the split sample to be analyzed to determine the accuracy of the reported test result.
 - e. Verify that the laboratory report and assessment are correct.
3. Determine whether and when an employee involved in a rehabilitation program may be returned to duty.
 4. Determine a schedule of unannounced testing for an employee who has returned to duty after rehabilitation.

The following rules will govern MRO determination:

1. If the MRO determined after appropriate review that there is a legitimate medical explanation for the confirmed positive test result, the MRO will take no further action.
2. If the MRO determines after appropriate review that there is no legitimate explanation for the confirmed positive test result, the MRO will so inform the designated City of Llano officials.
3. Based on a review of the laboratory inspection reports, chain-of-custody, quality assurance and quality control data the MRO may conclude that a particular drug test result is scientifically insufficient for further action. Under these circumstances the MRO will conclude that the test is negative.
4. For opiate positives, City of Llano will also require the MRO to determine if there is clinical evidence in addition to the drug test of unauthorized use of any opium, opiate, or opium derivative. The clinical evidence may include a medical history and a physical examination.

CHAPTER XVI

Harassment in the Work-place

Section 1 - Purpose

The purpose of this policy is to maintain a healthy work environment and to provide procedures for reporting, investigation and resolution of complaints of harassment, sexual or otherwise.

Section 2 - General Policy It is the policy of the City of Llano that all employees have the right to work in an environment free of all forms of harassment. The City does not condone, and will not tolerate, any harassment. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise, which occur in the course of employment, while employees are on duty, or while on or in City property.

Section 3 - Prohibited Activity

- a. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
- b. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by the City.
- c. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee: or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Section 4 - Employee's Responsibility

a. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:

1. Monitoring the unit work environment on a daily basis for signs that harassment may be occurring;
2. Counseling all employees on the types of behavior prohibited, and the City procedures for reporting and resolving complaints of harassment
3. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision: and
4. Taking immediate action to limit the work contact between two or more employees where there has been a complaint of harassment, pending investigation.

b. Each supervisor has the responsibility to assist any employee of the City, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the Department Head.

c. Each employee of the City is responsible for assisting in the prevention of harassment through the following acts:

1. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
2. Reporting acts of harassment to a supervisor; and
3. Encouraging any employee, who confides that he/she is being harassed, to report these acts to a supervisor.
4. Failure to take action to stop known harassment shall be grounds for discipline.

d. Every employee involved in the reporting, investigation, testifying, etc. of a report of harassment will maintain the highest level of confidentiality as allowed by law, to protect those employees involved.

Section 5 - Complaint Procedures

a. Employees encountering harassment shall tell the person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.

b. Any employee who believes that he/she is being harassed shall report the incident(s) to his/her supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated. Where this is not practical, the employee may instead file a complaint with another supervisor, with the Department Head, or the City Manager.

1. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.
2. The City employee taking the complaint shall expeditiously deliver the complaint to the Department Head.

a. The City Manager, or Mayor in a case involving the City Manager, unless otherwise directed by the City Manager, shall be

responsible for the investigation of any complaint alleging harassment.

3. The City Manager will notify and request the assistance of the appropriate Prosecutor's office and/or an outside law enforcement agency (when deemed appropriate) if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.

4. The City Manager will be responsible for conducting the investigation and/or assigning personnel to the investigation for assistance.

5. The investigation shall include a report as to whether other employees are being harassed by the person, and whether other City employees participated in, or encouraged the harassment.

6. The internal investigations authority shall inform the parties involved of the outcome of the investigation.

7. A file of harassment complaints shall be maintained in a secure location by the Department Head. An annual report of complaints will be made to the City Manager.

a. There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying or participating in the investigation of such a complaint.

b. Complainants or employees accused of Harassment may file a grievance/appeal in accordance with City procedures when they disagree with the investigation or disposition of a harassment claim. Procedures are outlined in Chapter XI.

This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

CHAPTER XVII

Accidents

Section 1 - General Policy

Guidelines have been established for reporting accidents involving City vehicles, establishing an accident review board for investigation of fleet accidents and implementing disciplinary actions in cases where employee negligence contributed to or caused an accident involving City vehicles. A vehicle is defined as any motor driven or motorized equipment either capable of moving from place to place off road or equipment which by license or permit can travel on public streets or highways. Police personnel should also refer to section 501.01 and 501.02 of the Police Department General orders manual.

Section 2 - Reporting Accidents

Any accident involving a City vehicle or motorized equipment must be reported immediately. City vehicle damage report in Appendix XX shall be turned into the department head within 24 hours. In accidents involving other vehicles, citizens or employees, or property, the police department will be notified immediately. (In cases involving police vehicles, the Department of Public Safety, Sheriff's Department, or Chief of Police will investigate.) If you notice damage has been done to a City vehicle or motorized equipment, but you were not aware of the incident that caused the damage, you must report the damage to your supervisor as soon as you become aware of the situation.

Section 3 - Investigation of City Accidents

The City Manager has appointed an Accident Review Committee consisting of the Director of Finance, Director of Public Works, Director of Utilities and the Police Chief to investigate any accident or damage involving any City property, public/private property, damaged City vehicle or motorized equipment, or employee action. In any case involving one of the committee members, the remaining

members shall serve as the Accident Review Committee. This committee is to review any accident involving City vehicles or motorized equipment to determine the cause of the accident/damage. In determining the cause of any accident, the committee shall have access to any police or Department of Public Safety investigative reports, as well as the authority to interview any employees or other persons who may have information regarding the accident. After its review of the accident or damage, the committee shall issue a report describing its findings and recommendations within two (2) business days of the completion of its review.

Section 4 - Disciplinary Action

As a part of the committee's report of the accident or damage findings, the committee shall recommend any disciplinary action that should be taken against the employee. Disciplinary action may range from a verbal reprimand to suspension to termination. An employee would only be considered for suspension without pay or termination in cases of gross negligence, willful misconduct, or where an employee is a repeat offender (violator of policy) and is shown to be reckless or negligent in his/her operation of City vehicles or motorized equipment.

Section 5 - Appeal

Any appeal from the Accident Committee's findings shall be made in writing to the City Manager in accordance to the appeal process referred to in Chapter XI of this policy.

Section 6 - Seat Belts

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the City at all times. This also applies to the operation of privately owned or other vehicles if used while the City employee is on-duty.

The driver of the vehicle or motorized equipment is responsible for insuring compliance by all occupants of the vehicle he/she is operating. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and only with the approval of a Department Head.

Any City employee observed by a Department Head or respective supervisor, not secured by safety belt while operating a City vehicle may be suspended for one (1) day without pay. Multiple violations will subject the employee to additional disciplinary action up to and including termination.

CHAPTER XIX

Computer Equipment, Network and Internet Use Policy

Disclaimer

The Internet is a constantly growing worldwide network of computers and servers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Users are further cautioned that it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Employees and users (herein referred to as "Users," or "User") accessing the Internet do so at their own risk and understand and agree that the City of Llano is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at the City of Llano is governed by the following policy:

Permitted Use of Internet and City computer network:

The computers, computer network and software used at the City of Llano are the property of the City and are to be used for legitimate City business purposes. Users are provided access to the computer network and document drive to assist them in the performance of their jobs. Additionally, Users are provided with access to the Internet through the computer network. All Users have a responsibility to use the City's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in restriction of service, disciplinary action, up to and including possible termination, and civil and/or criminal liability.

Computer Network Use Limitations:

- **PROHIBITED ACTIVITIES**, Without prior written permission from authorized personnel at the City of Llano, the City's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Malware, Trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the User's or any other employee's job performance; b) have an undue effect on the computer or City's network's performance; c) or violate any other policies, provisions, guidelines or standards of the City of Llano, Texas. Furthermore, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.
- **ILLEGAL COPYING**, Users may not illegally copy material protected under copyright laws or make copyrighted material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining express permission from authorized personnel at the City of Llano.
- **ACCESSING THE INTERNET**, to ensure security, avoid the spread of viruses & malware, and to maintain the City's Internet Usage Policies, employees may only access the Internet through a computer attached to the City's network and approved Internet firewall or other security device(s). Bypassing the City's computer network security by accessing the Internet directly by personal connections such as (but not limited to) Cellular Networks, Wimax, modems, or proxy avoidance techniques or by any other means is strictly prohibited. The City of Llano's Wi-Fi network can be used to access the internet with personal devices.
- **FRIVOLOUS USE**. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups or other social media, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-City-related uses of the Internet.
- **VIRUS DETECTION**. Files obtained from sources unauthorized by the appropriate City of Llano personnel, including but not limited to disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and

files provided by customers or vendors, may contain dangerous computer viruses that may damage the City's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders or unknown or unfamiliar sources, or use disks from non-City sources, without first scanning the material with approved virus checking software. If you suspect that a virus has been introduced into the City's network, unplug your machine and contact Information Technology immediately.

No Expectation of Privacy:

Employees are provided use of computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, post, send or receive using the City's computer equipment. The computer network is the property of the City of Llano and may be used only for City purposes.

- Waiver of privacy rights: The user expressly waives any right of privacy in anything they create, store, post, send or receive using the City's computer equipment, network or Internet access. User consents to allow City personnel access to and review of any and all materials created, stored, sent or received by user through any City network or Internet connection.

Monitoring of computer and Internet usage:

The City has the right to monitor, log and archive any and all aspects of the City's Computer equipment and system including, but not limited to, monitoring Internet sites, monitoring software installations, file downloads and internet usage.

Blocking Sites with Inappropriate Content:

The City has the right to utilize hardware and software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate by the City Manager.

Blocking Sites with Non-productive Content:

The City has the right to utilize hardware and software that makes it possible to identify and block access to Internet sites containing non-work-related content such as (but not limited to) Drug Abuse; Hacking; Illegal or Unethical; Discrimination; Violence; Proxy Avoidance; Plagiarism; Child Abuse; Alternative Beliefs; Adult Materials; Advocacy Organizations; Gambling; Extremist Groups; Nudity and Risqué Materials; Pornography; Tasteless; Weapons; Sexual Content; Alcohol; Tobacco; Online Gaming; Freeware and Software Downloads; File Sharing and Offsite Storage; Streaming Media; Peer-to-peer File Sharing; Internet Radio or TV; Internet Telephony; Online Shopping; Malicious Websites; Phishing; SPAM; Advertising; Brokerage and Trading; Web-Based Personal Email; Entertainment; Arts and Culture; Education; Health and Wellness; Job Search; Medicine; News and Media; Social Networking; Political Organizations; Travel; Personal Vehicles; Dynamic Content; Web Chat; Instant Messaging or IM; Real Estate; Personal Websites or Blogs; Content Servers; Domain Parking; Personal Privacy; Finance and Banking; or Web-based Applications.

Acknowledgement of Understanding:

I have read and agree to comply with the terms of this policy governing the use of the City of Llano’s computer network and Internet Usage. I understand that a violation of this policy may result in disciplinary action, up to and including possible termination and civil and criminal penalties.

Printed Name: _____

Signature: _____

Date: _____

CHAPTER XX
Cellular Mobile Phone Acceptable Use Policy

The City of Llano recognizes mobile phones are an effective form of communication between citizens and staff as well as internal communication and accept that cellular telephones have become a part of everyday life. The City of Llano may provide cellular telephones (voice only or smartphones with voice & data services) or partial reimbursement for the use of personal phones for employees based on an employee’s job requirements. As such you may be provided with a Mobile Telephone by the City to use in your daily activities.

This policy has been developed to ensure that all City staff are aware of the restrictions in place on the usage of their provided cellular mobile phones.

1. Application

This policy applies to all City staff that have been issued a mobile phone by the City of Llano, or who are receiving reimbursement for the use of their personal phone.

2. Violation of Policy

Any violation of the Cellular Mobile Phone Acceptable Use Policy could result in disciplinary action leading up to and including termination of employment and civil and/or criminal prosecution under local, state and federal laws.

3. Provisions

The provision of a mobile phone is dependent upon your role and job duties within the City of Llano. All City provided cellular mobile phones are the property of the City of Llano. If you feel that a mobile phone is required and has not been provided please discuss the matter with your supervisor.

Mobile phones may be provided to City Staff whose duties include but are not limited to the following criteria:

- Duties are of a peripatetic nature or there is a genuine need to be easily and immediately contactable by telephone during and outside of normal working hours.
- Duties include a significant element of on-call working where the individual may be called upon to return to work and carry out tasks outside of normal working hours or in the case of emergencies.

4. Procedure

4.1. Staff Responsibilities

City staff is required to take good care of the provided mobile phone and take all reasonable precautions to ensure that the device is not damaged, lost or stolen. In the event that the device is stolen, staff will be expected to report the theft to the police within twenty-four (24) hours. In addition, City staff should also inform their supervisor as soon as possible.

City staff must answer all incoming calls when on duty or on call. Further, City staff must return voicemails within a reasonable period of time when off duty and the voicemail indicates an emergency situation is occurring and the staff member is needed.

Staff leaving the City of Llano must return their mobile phone to the Finance Department before last day of work or current price of the device may be levied against the employee.

4.2. Lost or Damaged Mobile Phones and accessories

Mobile phones and accessories in need of repair should be returned to the IT department who will arrange to have them returned to the supplier for repair or replacement. It should be noted that manufacturers' warranties do not normally cover damage caused by misuse or neglect and that the cost of such repairs may be levied against the employee. If the device is inoperable or has to be replaced before an upgrade is available the employee may be responsible to pay the costs necessary for replacing the device. The City of Llano is eligible for an upgrade every twelve (12) months. Lost mobile phones and accessories will be replaced at discretion of the City Manager.

4.3. Mobile Phones and Driving

4.3.1. The Law

The City of Llano's policy on the use of mobile phones while driving a City vehicle is guided, first and foremost, by a concern for the well-being of our staff and other road users.

Driving while talking and or texting on a mobile phone is distracting and can lead to accidents. You cannot be in full control of your vehicle if you are using a hand-held mobile phone while driving.

The law requires drivers to maintain proper control of their vehicles at all times and it is illegal to use a cellular device while driving through a school zone in Texas. You can be prosecuted

for careless or inconsiderate driving, or even dangerous driving, if using a phone causes you to drive in this way.

4.3.2. Hand-held phones

While on City business avoid taking calls. But if you must, say you are driving and end the conversation as quickly as possible. Otherwise you will put yourself and other road users at risk.

- ABSOLUTLY NO TEXTING WHILE DRIVING
- Use a hands-free device if available
- Find a safe place to park to make a call or receive messages. On a long journey take regular breaks to help you relax and reduce tiredness.

5. Personal Use

Mobile phones, which have been provided by the City, are to be used primarily for City business.

You may be authorized a limited amount of private use, however, this should be, wherever possible, restricted to receiving incoming calls.

5.1. Outgoing Private Calls

If private outgoing calls are made then the user maybe required to examine the itemized bill, calculating the amount attributable to private calls and making payment to the City, through the Finance Department.

Copies of the itemized bills will be provided to users for this purpose.

5.2. Text Messages

The City of Llano accepts that Text Messaging is sometimes used to communicate between coworkers and citizens. As such text messaging plans may be made available if approved by the City Manager. If private texts are sent or received, the user may be required to reimburse the costs of the texts to the City, through the Finance Department.

6. Service Access

The level of an individual's access will be based upon their job duties however, as a general rule all mobile phones will be configured for National Access only. Members of staff who demonstrates a need for International Access will require written authorization from the City Manager.

7. Smart Phones

7.1 Personal Use

City-provided smartphones (Apple iPhone, Blackberry, etc.) and all other City-provided devices are to be used for fulfilling the employee's employment responsibilities. Employees are prohibited from incurring any fees or charges as a result of personal use of a City-provided smartphone, mobile

telephone or other City-provided device, and subsequently billing those fees and charges to the City of Llano. If a smartphone, mobile telephone, PDA, accessory and/or service fees or charges result from personal use of City-provided equipment, the employee may be responsible for those fees and charges.

7.2 Use Limitation

- Employees are prohibited from installing or downloading unapproved and unauthorized software or services on City provided smartphones, mobile telephones, or other City-provided devices.
- Accessing the Internet: Smartphones are enabled with a data plan that enables them to access the internet. Employees are provided access to the Internet to assist in the performance of their jobs. Users are provided with access to the Internet through the computer network. All employees issued a smartphone or other device with Internet access have a responsibility to use the Internet in a professional, lawful and ethical manner. Abuse of Internet access, may result in removal of service, loss of City-provided smartphone or other device, and disciplinary action, up to and including possible termination, and civil and/or criminal liability.

8. No Expectation of Privacy:

Employees are provided the use of mobile phones and smartphones with Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, post, send or receive using a City-provided mobile telephone, smartphone or other City-provided device. All City-provided mobile phones, smartphones, and other devices and accessories are the property of the City of Llano and may be used only for City purposes.

- Waiver of privacy rights: The user expressly waives any right of privacy in anything they create, store, post, send or receive using a City-provided mobile telephone, smartphone or other device. The employee consents to allow authorized City personnel access to any and all materials created, stored, sent or received by employees on a City-provided mobile telephone, smartphone, or other device.

Acknowledgment of the City of Llano Cellular Mobile Phone Acceptable Use Policy

This form is used to acknowledge receipt of, and compliance with, the Cellular Mobile Phone Acceptable Use Policy.

Complete the following steps:

1. Read the Cellular Mobile Phone Acceptable Use Policy.
2. Sign and date in the spaces provided below.

Signature: _____ Date: _____

**ORDINANCE NO.
1585**

AN ORDINANCE OF THE CITY COUNCIL AMENDING ORDINANCE 1493 APPROVING AND ADOPTING CORRECTIONS TO THE CITY OF LLANO PERSONNEL POLICY MANUAL AS PREPARED BY THE CITY STAFF; REPEALING ALL OTHER ORDINANCES OR PORTIONS THEREOF IN CONFLICT.

WHEREAS The City Staff have prepared and submitted to the City Council a Personnel Policy Manual designed to bring to the City of Llano a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of modern personnel practices; and

WHEREAS Clarifications to Chapter I, Section 2 Llano Employment Policy states, "An affirmative action plan shall be developed and maintained to foster equal employment in the City service" and excludes the prohibition of discrimination based upon race and religion, yet this is not the standard practice of the city;

WHEREAS Clarifications to Chapter II, Sections 7, Chapter XIV, Section I Llano Employment Policy states, "City Secretary" , yet this is not the standard practice of the city;

WHEREAS Clarifications to Chapter II, Section 9 Llano Employment Policy states, "Public Works Director, Community Development Director" , yet this is not the standard practice of the city;

WHEREAS Clarifications to Chapter VII, Sections 7 Llano Employment Policy states, "If approved in the annual budget, eligible employees shall receive funds in a Health Reimbursement Account (HRA). City contribution rates will be dictated by the annual budget. Eligibility for HRA funds shall support an employee wellness program." , yet this is not the standard practice of the city;

WHEREAS Clarifications to Chapter VII, Sections 7 Llano Employment Policy fails to state the definition of a regular full-time employee; yet this is not the standard practice of the city;

WHEREAS Clarifications to Chapter VIII, Sections 5 Llano Employment Policy states, "Applicable programs.", "from the date of lost time" , yet this is not the standard practice of the city;

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

Chapter I, Section 2 should hereby read as follows:

The City of Llano is an equal opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, marital status, disability, or other protected status under applicable federal, state or local law is prohibited. Discrimination on the basis of age, sex, race, religion or disability is prohibited except where specific age, sex, or other requirements constitute a necessary occupational qualification for proper and efficient administration. Any employee who feels he/she has been improperly discriminated against may appeal in accordance with the procedures specified in Chapter XI;

Chapter II, Section 7 should hereby read as follows:

Only City applications received by the Human Resources Manager with the applicant's physical or digital signature shall be considered. Information submitted in connection with application for City employment is subject to verification. The City Manager or his/her designee may require supplemental information relevant to an applicant's qualifications as appropriate. Police personnel should also refer to Section 100.29 of the Police Department General Orders Manual and the Standard Operating Procedures concerning the application and hiring process.

Chapter XIV, Section 1 should hereby read as follows:

The Human Resources Manager shall maintain the official personnel files for all City employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be divulged for purposes not connected with the City personnel management system except with the permission of the employees involved. Nothing herein shall prevent the compilation and use of impersonal statistical information. An employee shall have the rights of inspection of his/her official personnel file under procedures prescribed by the City Manager and in accordance with applicable law. Personnel files are the property of the City of Llano.

Chapter II, Section 9 should hereby read as follows:

An interview committee may be created to conduct interviews of prospective applicants

for a department head position. The committee may be comprised of the City Manager, Mayor, and two (2) City Council members appointed by the City Council. When interviewing for the position of Chief of Police, the committee may include two (2) additional members appointed by the City Manager - one from a law enforcement background and one from the Llano community. The committee shall make recommendations regarding applicants for a department head position to the City Manager. The City Manager will have the final administrative decision on hiring a department head. Definition of Department Head is defined as the Director for W/WW, Director of Electric, and Finance Director.

Chapter VII, Section 7 should hereby read as follows:

Eligible employees shall receive insurance and retirement benefits as prescribed in the applicable programs. All employees shall be covered by Social Security. To be eligible for insurance or retirement benefits, an employee must be a regular, full-time (>30 hours/week) employee.

Chapter VIII, Section 5 shall hereby read as follows:

An employee injured in the line of duty shall receive workers' compensation and injury leave benefits under terms and conditions prescribed in the Texas State Statutes for Workers' Compensation. An employee must report any job-related injury, however minor, to his/her supervisor immediately, if possible, but under no circumstance later than twenty-four (24) hours after the injury occurs.

Injured employees shall receive workers' compensation benefits on the schedule prescribed by the Texas State Statutes for Workers' Compensation. Time lost because of an injury sustained during the course of employment shall not be charged against the employee's sick leave until The Texas Municipal League Intergovernmental Risk Pool begins to pay for lost time. During such absence, sick leave and vacation leave shall continue to accumulate not to exceed the prescribed maximums. The City shall require

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updated and/or periodic reports of the employee's medical condition. The City Manager shall periodically review all cases and make a determination regarding continuation, reduction or termination of salary benefits or other appropriate action.

That the Personnel Policy Manual correction as presented by the City Manager and Staff of the City of Llano, Texas be the same is hereby in all respects approved and adopted.

PASSED AND Approved, this 5th day of January 2026.

Laura Almond, Mayor

Kim Wagner, City Secretary



CITY COUNCIL AGENDA

1/6/26 Agenda Item: F7

Item/Subject: Discussion and possible action to approve Ordinance No. 1583 regarding an amendment to the Budget for FY 2025-2026.

Initiating Department/Presenter: Cara Hewitt, Finance Director

Recommended Motion: Move to adopt Ordinance No. 1583 to amend the budget for FY 26.

Background/History: Each fund was reviewed by the Finance Director. The amendments are necessary to reflect the actual activity that has occurred in each department and the passage of the comprehensive compensation plan.

Findings/Current Activity:

Financial Implications:

The amendments will decrease revenues in the General Fund by \$63,350. Utility Fund will decrease revenues \$633,500 and decrease expenses by \$121,384.

Associated Information:

- Ordinance No 1583
- Exhibit A & B

CITY OF LLANO

ORDINANCE NO. 1583

AN ORDINANCE OF THE CITY OF LLANO APPROVING AND ADOPTING AN AMENDMENT TO THE GENERAL FUND AND UTILITIES FUND BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING ON SEPTEMBER 30, 2026

WHEREAS, on September 15, 2025, the City Council of the City of Llano (Council) adopted Ordinance No. 1576 approving a budget for the current fiscal year beginning October 1, 2025, and ending September 30, 2026; and

WHEREAS, the City Council finds and determines it is prudent to amend the budget due to unforeseen conditions that have occurred in the City; and

WHEREAS, circumstances have arisen during the fiscal year which have, or will, require the expenditure of additional funds in some of the line items in the budget, and for which there is more than adequate funding in other line items of the budget; and

WHEREAS, the City Council now finds it in the best interest of the City of Llano and its residents to amend the adopted budget for the General Fund and Utilities Fund as set forth in respective Exhibit "A & B" based on the review and analysis provided by the Finance Director.

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

I.

That the City Council of the City of Llano hereby approves the General Fund and Utilities Fund budget amendments for the current fiscal year beginning October 1, 2025, and ending September 30, 2026, attached hereto as Exhibit "A and B".

II.

This Ordinance shall take effect and be in force from and after its approval and publication, as may be required by law.

III.

Should any part of this Ordinance be declared invalid, for any reason, such invalidity shall not affect the remainder of this Ordinance.

III.

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public 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.

ADOPTED AND APPROVED on this 5th day of January, 2026 by a vote of the City Council of the City of Llano, Texas.

Attest:

CITY OF LLANO, TEXAS

Kim Wagner, TRMC, CPM, City Secretary

Laura Almond, Mayor

EXHIBIT A

**CITY OF LLANO
FY 2026
GENERAL FUND
BUDGET AMENDMENT**

Account Code	Account Title	Current Budget	Budget Amendment	Revised Budget	Comment
REVENUES					
10-60-46030	Fee in Lieu	1,048,818	(63,350)	985,468	
			(63,350)		
TOTAL REVENUES		1,048,818	(63,350)	985,468	
EXPENDITURES					
CITY COUNCIL					
ADMINISTRATION					
10-5-0200-42603	Contingency	265,335	(137,490)	127,845	Moving to Parks
			(137,490)		
PARKS & RECREATION					
10-5-0600-10100	Salaries	124,980	82,700	207,680	Add back 2 positions
10-5-0600-10400	FICA	9,905	6,510	16,415	one already filled and one open
10-5-0600-10500	Retirement	17,435	11,465	28,900	
10-5-0600-10600	Health Insurance	24,765	31,745	56,510	
10-5-0600-10700	Clothing	1,950	1,300	3,250	
10-5-0600-10800	Certification	600	1,200	1,800	
10-5-0600-10900	Long Term Disability	385	255	640	
10-5-0600-11700	Dental Insurance	4,725	2,195	6,920	
10-5-0600-11800	Life Insurance	325	120	445	
			137,490		
TOTAL EXPENDITURES		450,405	-	450,405	
REVENUES OVER EXPENDITURES			(63,350)		

EXHIBIT B

**CITY OF LLANO
FY 2026
UTILITY FUND
BUDGET AMENDMENT**

Account Code	Account Title	Current Budget	Budget Amendment	Revised Budget	Comment
REVENUES					
20-90-41020	Water	2,790,300	(344,300)	2,446,000	2 months at old rates, 10 months at adopted rates
20-42-41030	Sewer	2,029,200	(289,200)	1,740,000	budgeted at 15% increase/rates still the same as FY25
			(633,500)		
TOTAL REVENUES		4,819,500	(633,500)	4,186,000	
EXPENDITURES					
ADMINISTRATION					
20-5-1100-42603	Contingency	58,034	(58,034)	-	Not doing the mowing
			(58,034)		
WATER PLANT					
20-5-1300-5500	Fee in Lieu	279,030	(34,430)	244,600	Based on new rates
			(34,430)		
SEWER PLANT					
20-5-1350-5500	Fee in Lieu	202,920	(28,920)	174,000	Based on old rates
			(28,920)		
TOTAL EXPENDITURES		539,984	(121,384)	418,600	
REVENUES OVER EXPENDITURES			(512,116)		



CITY COUNCIL AGENDA

1/6/26 Agenda
Item: F8

Item/Subject: Discussion and possible action to place a minimum for organizations to use City Facilities for events.

Initiating Department/Presenter: Kelli Tudyk, Alderwoman

Recommended Motion:

Background/History:

Findings/Current Activity:

Financial Implications:

There is no financial impact associated with this item.

Item is budgeted: ____ - ____ - ____ In the amount of \$ ____ (amount in the budget account)

Item is not budgeted:

Item is estimated to generate additional revenue:

Associated Information:

-



CITY COUNCIL AGENDA

1/6/26 Agenda
Item: E9

Item/Subject: Discuss and consider adopting Ordinance 1586 2026 Llano Drought Contingency Plan.

Initiating Department/Presenter: Josh Becker, Director of Water & Wastewater Operations

Recommended Motion: Motion to approve.

Background/History: The City of Llano has an application for Firm Water in with the LCRA. To obtain a Firm Water Contract, the City of Llano is required to update its drought contingency plan to meet LCRA guidelines.

Findings/Current Activity: The City of Llano has contracted with Plummer to make the needed updates to the Drought Contingency Plan to meet the LCRA and TCEQ requirements. The plan was presented to the city council on 12/15/2025 for review. Council requested further information which was included in the attached DCP Inquiry document.

Financial Implications:

There is no financial impact associated with this item.

Associated Information:

- Ordinance_1586_Llano_DCP_2026_1_2026
- DCP Inquiry

CITY OF LLANO, TEXAS

Drought Contingency Plan for the City of Llano

ORDINANCE NO. 1586

January 2026

Prepared By: Plummer Associates, Inc
8911 N Capital of TX Hwy, Suite 1350,
Austin, TX 78759
December 2025

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Appendices

- Appendix A – Authorization to Implement and Approve Drought Contingency Plans [Pending]
- Appendix B – City of Llano’s Mandatory Watering Schedules
- Appendix C – Drought Contingency Plan for the City of Llano’s Golf Course(s)
- Appendix D – Summary of the City of Llano’s Drought Triggers, Goals, and Measures
- Appendix E – Enforcement Provisions for Municipalities

DROUGHT CONTINGENCY PLAN FOR CITY OF LLANO

1.0 Declaration of Policy, Purpose and Intent

The Lower Colorado River Authority (LCRA) provides contracts to firm customers for water supply. In cases of drought, periods of abnormally high usage or system contamination, or extended reduction in ability to supply water due to equipment failure, LCRA may require water customers to institute temporary restrictions to limit nonessential water usage. This Drought Contingency Plan (Plan), prepared in accordance with LCRA guidelines and modified by the City of Llano (the City) in coordination with its technical consultant, is designed to protect the available water supply and protect the integrity of water supply facilities, with regard for domestic water use, sanitation and fire protection during these periods or other water supply emergencies.

Water uses regulated or prohibited under this Plan are considered nonessential and continuation of such uses during times of water shortage or other emergency water supply conditions is deemed to constitute a waste of water.

2.0 Authorization

The designated manager or official of the City is hereby authorized and directed to implement the applicable provisions of this plan upon determination that such implementation is necessary to protect public health, safety and welfare. The designated manager or official of the City shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan. This authorization was designated as part of the plan's approval by the City's governing board (See Appendix A).

3.0 Public Education

The designated manager or official of the City will periodically provide its employees, members, and the public with information about this Plan, including the importance of the Plan, information about the conditions under which each stage of the Plan is to be initiated, processes used to reduce water use, and impending or current drought conditions.

4.0 Coordination with Regional Planning Groups

The City has provided a copy of this Plan to the Lower Colorado Regional Planning Group (Region K) by sending a copy to administrative@regionk.org. [1/XX/2026]

5.0 Notice Requirements

The City shall notify the executive director of the Texas Commission on Environmental Quality and LCRA General Manager in writing within five (5) business days of the implementation of any mandatory provisions of the Drought Contingency Plan.

6.0 Definitions

Ornamental Landscaping: Irrigated turfgrass and other landscaping that is not regularly used for active and programmed recreational purposes such as sports fields, golf course areas used directly for sport (greens, tees, fairways, and practice areas), maintaining the integrity of foundations, and preserving trees.

7.0 Permanent Water Use Restrictions

The following restrictions apply to all the City's water utility system(s) on a year-round basis, regardless of water supply or water treatment plant production conditions. According to the restrictions, a water user **must not**:

- 1) Irrigate outdoors using an automatic or manual irrigation systems or hose-end sprinklers more than twice per week or outside scheduled days and times as indicated in Appendix B.
- 2) Fail to repair a controllable leak, including a broken sprinkler head, a leaking valve, leaking or broken pipes, or a leaking faucet.
- 3) Operate an irrigation system:
 - with a broken head;
 - with a head that is out of adjustment and the arc of the spray head is over a street or parking area;
 - with a head that is fogging or misting because of excessive water pressure; or
 - between the hours of 10 a.m. and 7 p.m.
- 4) During irrigation, allow water:
 - to run off a property and form a stream of water in a street for a distance of 50 feet or greater; or
 - to pool in a street or parking lot to a depth greater than one-quarter of an inch.

8.0 Initiation and Termination of Response Stages

The City designated manager or official shall monitor water supply and demand conditions on a regular basis and shall determine when conditions warrant initiation and termination of each stage of this Plan in accordance with LCRA's Water Management Plan. Water supply conditions will be determined by the source of supply, system capacity and weather conditions. Water demand will be measured by the peak daily demands on the system.

Public notification of the initiation or termination of drought response stages shall be by a variety of ways (e.g., bill inserts, email, automated telephone calls, signs posted at entry points to the

service area, social media posts, website content or a combination of these methods).

The following triggering criteria shall apply to the City's water utility system(s) and customer service area.

8.1 Triggering Criteria for Initiation and Termination of Drought Response Stages

(1) STAGE 1 - Mild Water Shortage Conditions

- A. **Requirements for initiation** - Customers shall be requested to adhere to the Stage 1 Drought Response Measures when one or more these criteria occur:
1. Treatment Capacity:
 - For surface water systems, when total daily water demand equals or exceeds 80% of the total operating system treatment capacity (i.e., 1.36 MGD) for three consecutive days, or 85% (i.e., 1.45 MGD) on a single day.
 2. Water Supply:
 - Combined storage of lakes Travis and Buchanan falls below 1.1 million acre-feet, in accordance with the LCRA Drought Contingency Plan for Firm Water Customers (DCP), or
 - The average daily discharge of the Llano River at Llano falls below 80 cfs after March 1st.
 - The City of Llano SHALL install boards on City Dam annually, after March 1 when the average daily flows of Llano River fall below 40 cfs. However, the Mayor or City Manager may implement Stage 1 of the Ordinance at any time if conditions prior to March 1st warrant concerns for the City of Llano water supply.
- B. **Requirements for termination** - Stage 1 of the plan may be rescinded when:
1. Treatment Capacity:
 - The water treatment plant capacity condition listed above as a triggering event for Stage 1 has ceased to exist for five consecutive days.
 2. Water Supply:
 - Combined storage of lakes Travis and Buchanan reaches 1.2 million acre-feet, or
 - After September 30th, when the average daily flows of Llano River exceed 80 cfs.

(2) STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)

- A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 2 Drought Response Measures when one or more of these criteria occur:
1. Treatment Capacity:

- For surface water systems, when total daily water demand equals or exceeds 93% of the total operating system treatment capacity (i.e., 1.58 MGD) for three consecutive days, or 95% (i.e., 1.62 MGD) on a single day.

2. Water Supply:

- Combined storage of lakes Travis and Buchanan falls below 900,000 acre-feet, in accordance with the LCRA DCP; or
- On March 1 or July 1, the combined storage of lakes Travis and Buchanan is below 1.1 million acre-feet and the prior three-months of inflows cumulative total is less than the 25th percentile of historical inflows for that three-month period, in accordance with the LCRA DCP; or
- When water naturally quits flowing over the City Dam/Boards.

B. **Requirements for termination** - Stage 2 of the Plan may be rescinded when:

1. Treatment Capacity:

- The water treatment plant capacity condition listed above as a triggering event for Stage 2 has ceased to exist for five consecutive days.

2. Water Supply:

- Combined storage of lakes Travis and Buchanan reaches 1.1 million acre-feet, or
- When the average daily discharge of the Llano River at Llano exceeds 30 cfs for 10 consecutive days.

Upon termination of Stage 2, Stage 1 becomes operative unless the criteria for terminating Stage 1 is also met.

(3) **STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)**

A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 3 Drought Response Measures when one or more of these criteria occur:

1. Treatment Capacity:

- For surface water systems, when total daily water demand equals or exceeds 95% of the total operating system treatment capacity (i.e., 1.62 MGD) for three consecutive days, or 97% (i.e., 1.65 MGD) on a single day; or
- Stage 2 goal cannot be met under Stage 2 restrictions for 3 consecutive days.

2. Water Supply:

- Combined storage of lakes Travis and Buchanan falls below 750,000 acre-feet, in accordance with the LCRA DCP.

A. **Requirements for termination** - Stage 3 of the Plan may be rescinded when:

1. Treatment Capacity:

- The water treatment plant capacity condition listed above as a triggering event for Stage 3 has ceased to exist for five consecutive days; or
- Stage 2 goal has been met for 3 consecutive days.

2. Water Supply:

- Combined storage of lakes Travis and Buchanan reaches 825,000 acre-feet.

Upon termination of Stage 3, Stage 2 becomes operative unless the criteria for terminating Stage 2 is also met.

(4) STAGE 4 - Critical Water Conditions

A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 4 Drought Response Measures when one or more of these criteria occur:

1. Treatment Capacity:

- Major water line breaks, loss of distribution pressure or pump system failures that cause substantial loss in the ability to provide water service.

2. Water Supply:

- Combined storage of lakes Travis and Buchanan reaches 600,000 acre-feet; or
- The LCRA Board of Directors declares a Drought Worse than Drought of Record or other water supply emergency and orders the mandatory curtailment of firm water supplies; or
- Water can no longer be pumped from Robinson Park Lake into City Lake; or
- Poor raw water quality requiring less pumpage to maintain treatability; or
- Water system fails from acts of God or man; or
- Any mechanical failure of pumping equipment which will require more than twelve (12) hours to repair which causes unprecedented loss of capability to provide water service; or
- Goal for Stage 3 cannot be met under Stage 3 Restrictions for 3 consecutive days.

B. **Requirements for termination** - Stage 4 of the Plan may be rescinded when:

1. Treatment Capacity:

- The water treatment plant capacity condition listed above as a triggering event for Stage 4 has ceased to exist for five consecutive days.

2. Water Supply:

- LCRA announces that mandatory Stage 4 water restrictions for firm

water customers are no longer required in accordance with the LCRA DCP, or

- Both Robinson Park Lake and City Lake are at full capacity.

Upon termination of Stage 4, Stage 3 becomes operative unless the criteria for terminating Stage 3 is also met.

(5) STAGE 5- Emergency Water Conditions

A. Requirements for initiation - Customers shall be required to adhere to the Stage 5 Drought Response Measures when one or more of these criteria occur:

1. Treatment Capacity:

- Major water line breaks, loss of distribution pressure or pump system failures that cause substantial loss in the ability to provide water service.

2. Water Supply:

- Natural or man-made contamination of the water supply source; or
- Any other emergency water supply or demand conditions that the LCRA general manager or the LCRA Board determines either constitutes a water supply emergency or is associated with a Drought Worse than Drought of Record declaration requiring the mandatory curtailment of firm water supplies at a level more severe than in Stage 4.

B. Requirements for termination - Stage 5 of the Plan may be rescinded when:

1. Treatment Capacity:

- The water treatment plant capacity condition listed above as a triggering event for Stage 5 has ceased to exist for five consecutive days; or

2. Water Supply:

- LCRA announces that mandatory water restrictions for firm water customers are no longer required in accordance with the LCRA DCP.

Upon termination of Stage 5, Stage 4 becomes operative.

9.0 Drought Response Measures

This section describes the drought response measures during each drought stage.

9.1 Targets for Water-Use Reductions

(1) STAGE 1 - Mild Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: Limit daily water demand to no more than 80% capacity (i.e., 1.36 MGD) for three consecutive days or 85% (i.e., 1.45 MGD) for one day.

Water Supply Reduction Target: Achieve a 10% reduction in water use.

(2) STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: Limit daily water demand to no more than 60% capacity (i.e., 1 MGD) for three consecutive days or 65% (i.e., 1.1 MGD) for one day.

Water Supply Reduction Target: Achieve a 20% reduction in water use.

(3) STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: Limit daily water demand to no more than 45% capacity (i.e., 0.8 MGD) for three consecutive days or 50% (i.e., 0.85 MGD) for one day.

Water Supply Reduction Target: Achieve a 25% reduction in water use.

(4) STAGE 4 - Critical Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: 0.6 million gallons per day¹ calculated on a 7-day rolling average.

Water Supply Reduction Target: Achieve a 30% reduction in water use (minimum 20%).

(5) STAGE 5 - Emergency Water Shortage Conditions (Mandatory Measures)

System Capacity Reduction Target: 0.4 million gallons per day² calculated on a 7-day rolling average.

Water Supply Reduction Target: As determined by the LCRA Board.

Meeting: The Mayor shall schedule weekly emergency meetings with the City Council to make any modifications to this plan. An item for “Discussion and Possible Action of submitted Variances” shall be placed on all City Council Meeting Agendas for the weekly emergency meetings with the City Council as required in this stage (see section 9.2 for variances).

¹ A value of 0.6 MGD is selected as it is slightly below the city’s 5-year average daily demand of 0.64 MGD, making it a conservative and defensible threshold. It ensures that mandatory conservation measures are activated when the system can no longer reliably meet typical usage, while still allowing a buffer before reaching emergency conditions. In the absence of detailed system performance data, using average demand as a proxy provides a practical and transparent basis for planning.

² A value of 0.4 MGD is retained from the City’s previous DCP as it strikes a good balance between the city’s demand profile and its normal operating range of approximately 1.7 MGD. This level reflects a point where only essential services can be maintained, and emergency measures are necessary.

Senior Water Right: Priority Call for Water Rights may be initiated.

The Mayor, at his/her discretion, may contact TCEQ and make a request for Priority Call claiming Water Rights.

- TCEQ Field Operations Program Support – 512-239-0400
- TCEQ Region 11 (Austin) Office – 512-329-2929

9.2 Retail Customers Measures

(1) STAGE 1 - Mild Water Shortage Conditions

A. Supply Management Measures:

1. The City will review system operations and identify ways to improve system efficiency and accountability.
2. The City will review this document and associated enforcement mechanisms and prepare for an increased level of enforcement.

B. Demand Management Measures:

1. Irrigation of Landscaped Areas. Irrigation of landscaped areas shall be limited to a no more than ONCE weekly watering schedule from Oct. 1 to April 30. Irrigation of commercial landscapes and recreational areas (including public parks) may apply for a variance but must still develop a schedule where no part of the landscape is watered more than once per week. (See Appendix B - The City of Llano Water System - Watering Schedule.)
2. The City will ask customers to voluntarily comply with the remaining water-use restrictions outlined in Stage 2 of the Plan.
3. The City will actively share drought-related information and the need to conserve.
4. If appropriate, the City will explore ways to implement permanent water efficiency ordinances relating to uses such as vehicle washing facilities, pressure washing equipment, drought-tolerant landscaping for all new landscapes and irrigation evaluations for large properties.
5. The City will actively enforce the irrigation watering restrictions outlined in Section 7 and Stage 1 above.

(2) STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)

C. Supply Management Measures:

1. Apply all water-use restrictions prescribed for Stage 2 of the Plan for the City's utility-owned facilities and properties.
2. The City will explore ways to reduce system water loss by measures such as fixing leaks, replacing old meters and recycling line flush water, as appropriate.
3. The City will explore ways to increase use of recycled wastewater to reduce

irrigation of public parks with potable water, as appropriate.

4. The City will actively share drought-related information, including current and projected water supply conditions, water supply restrictions and the need to conserve to its retail customers, including publicly posting notice of entering or exiting Stage 2 on the City's website.

D. Demand Management Measures:

Under threat of penalty, the following water-use restrictions shall apply to all retail water customers:

1. Irrigation of Landscaped Areas:

- a. Irrigation of landscaped areas with hose-end sprinklers or automatic or manual irrigation systems shall be limited to no more than ONCE weekly as determined by the City. Drip irrigation may be used up to twice per week. Irrigation of commercial landscapes and recreational areas (including public parks) may apply for a variance but must still develop a schedule where no part of the landscape is watered more than once per week. (*See Appendix B - The City of Llano Water System - Mandatory Watering Schedule.*)
- b. Outdoor watering hours will be limited to **15 hours** per day before 10 a.m. and after 7 p.m. on designated days as determined by the City (see watering schedule in Appendix B). This prohibition does not apply to irrigation of landscaped areas if it is by means of:
 - i. a hand-held hose with a positive shut-off device; or
 - ii. a faucet-filled bucket or watering can of 5 gallons or less.
- c. New landscapes may be installed and revegetation seeding performed under these specific criteria:
 - i. A completed variance form for new landscapes has been submitted to the City and has been approved prior to the installation of the landscape, or re-vegetation seed application.
 - ii. Irrigation of the new landscape follows the schedule identified in the new landscape variance. The schedule will be developed to minimize water waste.
 - iii. Areas being revegetated for soil stabilization must also comply with the (i) and (ii) specific criteria above. Alternative options to revegetation such as mulch may be available in times of low water supply. Additional information regarding options is available in the LCRA Highland Lakes Watershed Ordinance Technical Manual.
 - iv. Variances for new landscapes may be issued for a period of no more than 30 days from the day of issuance. A variance is not an exemption from compliance with the permanent water use restrictions under Section 9.2 of this plan. Variances will not be granted for seasonal "color bed" or temporary grass installation (overseeding).
 - v. New landscapes may only be installed if no more than 50% of the new irrigated landscaped area is water-conserving natural turf and only drought-tolerant or native plants are installed.

2. Vehicle Washing:

Use of water to wash any motor vehicle, such as a motorbike, boat, trailer or airplane, is prohibited except on designated watering days before 10 a.m. or after 7 p.m. Such activity, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shut-off nozzle. A vehicle may be washed anytime at a commercial car wash facility or commercial service station. This activity is exempt from these regulations if the health, safety and welfare of the public are served by washing the vehicle, such as a truck used to collect garbage or used to transport food and perishables.

3. Pools:

- a. Draining and refilling is permitted only onto pervious surfaces or onto a surface where water will be transmitted directly to a pervious surface, and only if:
 - i. Draining excess water from pool due to rain in order to lower water to maintenance level;
 - ii. Repairing, maintaining or replacing pool components that have become hazardous; or
 - iii. Repair of a pool leak.
- b. Public/community swimming pools are allowed to fill or replenish water in order to maintain safe levels of water quality for human contact and for maintenance as outlined above.

4. Outside Water Features:

- a. Operation of outside water features except for ornamental fountains with a 4-inch emission or fall of water³ that are recirculating is prohibited except where such features are used for aeration necessary to sustain aquatic life or maintain water quality. (This provision includes recirculating fountains associated with aesthetic ponds and swimming pools unless required for filtration).
- b. Operation of outdoor misting systems at a commercial facility is allowed only between 4 p.m. and midnight.
- c. Splash pad type fountains must be recirculating and should have an automatic timer shut-off feature when not in use unless public health and safety is compromised by installing a shut-off feature.

5. Ponds:

Ponds used for aesthetic, amenity and/or storm water purposes may maintain water levels only as necessary to preserve the integrity of the liner and operating system. The City may request specific design documentation

³ Adopted from the City of Austin's 2012 Drought Contingency Plan update, which went through an extensive public input process. This measure was proposed by the fountain industry through that process.

regarding a pond and the intended purpose.

6. Golf Courses:

Golf courses receiving any water sources from the City utility must either develop a drought contingency plan that meets the minimum water reduction target set for Stage 2 or adopt the LCRA sample golf course drought contingency plan. Appendix C includes a copy of the drought contingency plan for the City's golf course(s).

7. Events:

Events involving the use of water such as: car washes, festivals, parties, water slides and other activities involving the use of water are permitted, if the water being used drains to a recirculating device or onto a pervious surface to prevent water waste.

a) A charity car wash may not be conducted unless it occurs at a commercial vehicle washing facility.

8. Restaurants:

Restaurants, bars and other commercial food or beverage establishments are encouraged not to provide drinking water to customers unless a specific request is made by the customer for drinking water.

9. Hotels/motels:

The owner or operator of a hotel, motel short-term rental or other establishment that offers or provides lodging or rental accommodations for compensation are encouraged to offer a towel and linen reuse water conservation option to its lodgers, renters or customers and maintain signage about the opportunity to participate in each guest room, suite, or property.

10. Fire Hydrants:

Use of water from fire hydrants shall be prohibited for landscape irrigation, filling pools, operating fountains and car washing. Water should be transported only for the purpose of firefighting or providing minimal water needed for indoor use where auxiliary sources are inadequate and activities necessary to maintain public health, safety and welfare, or for construction use. Transport of water other than for firefighting requires a variance and a meter.

11. Athletic fields

Watering should follow a no more than once-per-week schedule per irrigated area unless the athletic fields are actively used for organized sports practice, competition or exhibition events when irrigation outside of the standard weekly schedule is necessary to protect the health and safety of

the players, staff or officials present for the athletic event.

- a) All ornamental landscape areas around facilities with athletic fields shall follow general landscape irrigation restrictions.
- b) A variance must be filed with the City for watering outside of the once per week irrigation schedule stated in Appendix B.

12. Water Waste

The following nonessential uses of water are prohibited during periods in which restrictions are in effect:

- a. Washing sidewalks, walkways, driveways, parking lots, street, tennis courts and other impervious surfaces is prohibited except for immediate health and safety.
- b. Use of water to wash buildings, houses or structures with a pressure washer is restricted to equipment that is fitted with a water recycling unit and a spray nozzle using no more than 3.5 gallons of water per minute and employing a working trigger shut-off with a protective weep mechanism. Use of water to wash buildings with a hand-held hose with a positive shut-off nozzle is allowed.
- c. Use of water to control dust is prohibited, unless there is a demonstrated need to do so for reasons of public health and safety, or as part of an approved construction plan.

(3) **STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)**

A. Supply Management Measures:

1. The City will aggressively reduce system water loss by measures such as fixing leaks, replacing old meters and recycling line flush water, as appropriate for the utility system.
2. The City will actively share drought-related information, including the current and projected water supply conditions, water supply restrictions and the need to conserve to its retail customers including publicly posting notice of entering or exiting Stage 3 on the City's website.
3. In addition to measures implemented in the preceding stages of the plan, the City will explore additional emergency water supply options.

B. Demand Management Measures: Under threat of penalty, all retail customers are required to further reduce nonessential water uses as follows. All requirements of Stage 2 shall remain in effect during Stage 3, with the following modifications and additions.

1. Irrigation of Landscaped Areas:

- a. Irrigation of landscaped areas with automatic or manual irrigation systems or hose-end sprinklers or drip irrigation shall be limited to a maximum once a week watering schedule for no more than **6 hours**.

Irrigation of commercial landscapes and recreational areas (including public parks) may apply for a variance but must still develop a schedule where no part of the landscape is watered more than once per week. (See Appendix B - The City of Llano Water System - Mandatory Watering Schedule.)

- b. Outdoor watering hours for hand watering will be limited to 15 hours a day, before 10 a.m. or after 7 p.m. on designated days as determined by [The City of Llano] (see watering schedule in Appendix B). The allowed methods of irrigation of landscaped areas are:
 - i. a hand-held hose with a positive shut-off device;
 - ii. a faucet-filled bucket or watering can of 5 gallons or less;
 - iii. a soaker hose; or
 - iv. tree gator watering bags.
- c. New landscapes may only be installed if:
 - i. a 30-day watering schedule variance has been applied for and accepted;
 - ii. no more than 25% of the new irrigated landscaped area is natural turf. Turf must be water-conserving;
 - iii. only drought-tolerant or native plants are installed; and
 - iv. sprinkler irrigation is prohibited in planting beds.
- d. Revegetation of disturbed areas due to construction is allowed, if required by local, state, or federal regulations. A temporary watering variance must be granted by the City.

2. Vehicle Washing:

Use of water to wash any motor vehicle, such as a motorbike, boat, trailer or airplane, is prohibited except on designated watering days between 7 a.m. and 10 a.m. and between 7 p.m. and 10 p.m. Such activity, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shut-off nozzle. A vehicle can be washed at any time at a commercial car wash facility or commercial service station that recycles its water. This activity is exempt from these regulations if the health, safety and welfare of the public are served by washing the vehicle, such as a truck used to collect garbage or used to transport food and perishables.

3. Pools:

Installation of swimming pools is prohibited except when equipped with an automatic pool cover. Public/community swimming pools may be exempt from this prohibition to maintain safe levels of water quality for human contact.

4. Outside Water Features:

- a) Operation of ornamental fountains is prohibited.

- b) Operation of outside water features, is only allowed when such features are used for aeration necessary to sustain aquatic life or maintain water quality. (This provision includes fountains associated with aesthetic ponds and swimming pools.)
- c) Operation of residential aesthetic or recreational devices such as water slides is prohibited.
- d) Operation of outdoor misting systems at a commercial facility is allowed only between 4 and 8 p.m.

5. Ponds:

Ponds used for aesthetic, amenity and/or stormwater purposes may maintain water levels only necessary to preserve the integrity of the liner and operating system and meet the LCRA Highland Lakes Watershed Ordinance or other applicable non-point source pollution regulation. The City may request specific design documentation regarding a pond and the intended purpose.

6. Golf Course:

Golf courses receiving any water sources from the City utility must either develop a drought contingency plan in accordance with the City's Drought Contingency Plan and implement its Stage 3 mandatory restrictions in conjunction with the water provider or adopt the LCRA sample golf course drought contingency plan. Appendix C includes a copy of the drought contingency plan for the City's golf course(s).

7. Events:

Events involving the use of water such as car washes, festivals, parties, water slides, and other activities involving the use of water are prohibited.

8. Recreational areas (includes municipal parks and common areas):

Irrigation of recreational areas with potable water must follow the six-hour weekly irrigation schedule outlined in section B1, and watering of recreational areas should be prioritized by frequency of use. Unnecessary foot traffic should be discouraged. Watering using an auxiliary source such as recycled water is exempt from these restrictions.

9. Athletic fields:

A variance including a map of active play areas that must be irrigated with automatic sprinkler systems for sports practice and competition must be filed with the City if irrigation falls outside of the normal watering schedule listed in Appendix B. The irrigation must be necessary to protect the health and safety of the players, staff, and officials present for athletic events.

- a) All ornamental landscape areas around facilities with athletic fields shall follow general landscape irrigation restrictions.

- b) All athletic fields that are not actively used for sports practice and competition shall follow general landscape irrigation restrictions.

10. Water Waste:

The following additional nonessential uses of water are prohibited at all times during periods in which restrictions have gone into effect

- a) Pressure washing is prohibited but variances may be granted by the City on the designated watering day for health and safety purposes only. Pressure washing equipment must be fitted with a spray nozzle that does not use more than 3.5 gallons of water per minute and has a trigger shut-off.
- b) The sale of bulk water and the rental of fire hydrant meters is to be discontinued.

(4) **STAGE 4 – Critical Water Shortage Conditions**

Under threat of penalty for violation, all retail customers are required to reduce non-essential water uses during an emergency. All requirements of stages 1 through 3 are also in effect during Stage 4, with the following modifications and additions:

- A. Irrigation of ornamental turfgrass is prohibited. The use of hose-end sprinklers and automatic irrigation systems, including drip irrigation, are prohibited except as provided under item B below.
- B. Irrigation of foundations, trees and vegetable gardens is allowed with a hand-held hose with a working on/off nozzle, bucket, drip irrigation or soaker hoses irrigation only for **six hours** between the hours of 7 a.m. and 10 a.m. or 7 p.m. and 10 p.m. one day per week on the designated outdoor water use day as determined by the City.
- C. New landscapes irrigated with spray irrigation are prohibited. New irrigated turf grass is prohibited. The City may issue new landscape variances for planting beds installed with drought-tolerant or native plants specified in the Grown Green Plant Guide as having low or very low water needs (<http://austintexas.gov/departments/grow-green/plant-guide>) and irrigated with point source drip irrigation or hand-held hose.
- D. Use of water to operate outside water features, including fountains, outdoor misting systems and splash pads, is prohibited.
- E. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited, except as required for public health and safety purposes. Commercial car washing facilities, except facilities that recycle water, may operate for health and safety purposes only.
- F. Golf courses receiving any amount of treated water from the City utility must either develop a drought contingency plan in accordance with the City Drought

Contingency Plan and implement its Stage 4 mandatory restrictions in conjunction with the water provider or adopt the LCRA sample golf course drought contingency plan. Appendix C includes a copy of the drought contingency plan for the City's golf course(s).

- G. The filling or replenishing of single-family residential swimming pools is only allowed if the pool is covered with a pool cover when not in use.
- H. Public/community swimming pools are allowed to fill or replenish water in order to maintain safe levels of water quality for human contact.
- I. The use of water provided by the City of Llano for watering the JLK Arena is prohibited.
- J. Due to potential biological growth due to low flow conditions, swimming in the Llano River at Robison Lake and Town Lake in Badu Park is strongly advised against. The City should make best efforts to notify the citizens of the potential hazards.

Upon declaration of Stage 4, water use restrictions outlined in Stage 3 shall immediately apply.

(5) STAGE 5 – Emergency Water Shortage Conditions

Under threat of penalty for violation, all retail customers are required to reduce non-essential water uses during an emergency. All requirements of Stages 1 through 4 are also in effect during Stage 5, with the following modifications and additions:

- A. Irrigation of landscaped areas is prohibited.
- B. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited. This activity is only exempt from these regulations if the health, safety and welfare of the public are served by washing the vehicle, such as a truck used to collect garbage or used to transport food and perishables.
- C. Use of water from fire hydrants shall be limited to firefighting and activities necessary to maintain public health, safety and welfare.
- D. No applications for new, additional, expanded or larger water service connections, meters, service lines, pipeline extensions, mains or water service facilities of any kind shall be allowed or approved.

Upon declaration of Stage 5, water use restrictions outlined in Stage 4 shall immediately apply.

Appendix D provides a summary of the City's drought triggers, goals, and measures.

Note: LCRA's DCP template includes identification of emergency interconnects at Stage 4.

The City of Llano does not have accessible emergency interconnections with nearby cities. The City's identified emergency measure is to secure LCRA's firm water supply.

9.3 Wholesale Treated Customers

Note: The City of Llano does not currently have wholesale customers and does not anticipate serving wholesale customers in the future. The following provisions are included to comply with Texas Administrative Code and LCRA DCP requirements and would apply if wholesale customers are added in the future.

All the City's wholesale treated water customers are required to develop and formally adopt drought contingency plans for their own systems in accordance with Title 30 Texas Administrative Code Sections 288.20 and 288.22. The water supply triggers, and target reduction goals must be consistent with the LCRA DCP. In addition, the measures of this plan must be at least as stringent as the drought response measures required by the City for its retail customers. Wholesale treated water customers must include in their wholesale water supply contracts the requirement that each successive wholesale customer develop and formally adopt a drought contingency plan, consistent with the LCRA DCP.

(1) STAGE 1 - Mild Water Shortage Conditions

The City will contact wholesale treated water customers to discuss supply and demand conditions. The City will provide a limited supply of consumer information and materials on water conservation measures and practices to wholesale customers.

(2) STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)

The City will keep wholesale treated water customers informed about demand and current and projected water supply conditions. The City will initiate discussions with wholesale treated water customers about potential curtailment and the implementation of mandatory measures to reduce all nonessential water uses.

(3) STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)

The City will contact its wholesale treated water customers to initiate mandatory measures to control water demand and to ensure capacity for emergency response requirements. Mandatory measures will include the curtailment of nonessential water uses in accordance with the wholesale treated water customer's drought contingency plan.

In addition, if the Stage 4 triggering criteria is based on a water supply shortage, LCRA will initiate the curtailment of water provided to wholesale treated water customers on a pro rata basis. The wholesale treated water customer's monthly allocation of water shall be based on a percentage of the customer's baseline water use. The percentage will be determined by the LCRA Board and may be adjusted as conditions warrant.

Sale of bulk water is prohibited by the City of Llano under Stage 3 conditions.

(4) STAGE 4 - Emergency Water Conditions

All requirements of Stage 3 shall remain in effect during Stage 4. Additional

measures may be added as needed.

Sale of bulk water is prohibited by the City of Llano under Stage 3 and Stage 4 conditions.

10.0 Enforcement

This section outlines the enforcement measures available to the City and the process for considering variances.

10.1 Enforcement Provisions

The following enforcement provisions shall apply to all the City water customers:

Appendix E – Enforcement Provisions for Municipalities

10.2 Variances

(1) Except as limited in other sections, the City staff may grant variances for:

- A. Temporary watering schedules for new landscapes that use drought-resistant landscaping or water-conserving natural turf. Temporary watering schedule variances also are allowed for revegetation of disturbed areas due to construction, or if required by local, state, or federal regulations. Temporary watering schedule variances shall include the following limitations:
- A 30-day temporary watering schedule must be applied for and issued before the irrigation may begin;
 - Days 1 thru 10: Automatic irrigation or hose-end sprinklers are allowed every day except between the hours of 10 a.m. and 7 p.m.;
 - Days 11-20: Automatic irrigation or hose-end sprinklers are allowed every other day except between the hours of 10 a.m. and 7 p.m.;
 - Days 21-30: Automatic irrigation or hose-end sprinklers are allowed every third day except between the hours of 10 a.m. and 7 p.m.; and
 - Day 31: User return to the watering schedule as defined in Appendix B.
 - Hand watering is allowed anytime with a hose equipped with a positive shut-off nozzle.
- B. Exemption from specific applications of the outdoor water schedule, providing that the variances do not increase the time allowed for watering but rather alter the schedule for watering.
- C. Allowing the use of alternative water sources (i.e., groundwater, reclaimed wastewater) that do not increase demand on potable water sources for outdoor use. Variance requests may be submitted to staff and need not meet the requirements of subsection below.

(2) The general manager, or his designee, may grant in writing temporary variances for existing water uses otherwise prohibited under this plan if it is determined that

failure to do so would cause an emergency adversely affecting public health, sanitation or fire protection, and if one or more of the following conditions are met:

- A. Compliance with this plan cannot be accomplished during the duration of the time the plan is in effect; or
 - B. Alternative methods can be implemented that will achieve the same level of reduction in water use.
- (3) Persons requesting a variance from the provisions of this plan shall file a petition for variance with the City any time the plan or a particular drought response stage is in effect. The general manager or his designee will review petitions for variances. The petitions shall include the following:
- Name and address of the petitioner;
 - Purpose of water use;
 - Specific provision of the plan from which the petitioner is requesting relief;
 - Detailed statement as to how the specific provision of the plan adversely affects the petitioner or what damage or harm the petitioner or others will sustain if petitioner complies with this plan;
 - Description of the relief requested;
 - Period of time for which the variance is sought;
 - Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this plan and the compliance date; and
 - Other pertinent information.
- (4) Variances granted by the City shall be subject to the following conditions, unless waived or modified by the general manager, or his designee:
- A. Variances granted shall include a timetable for compliance.
 - B. Variances granted shall expire when the plan, or its requirements, is no longer in effect, unless the petitioner has failed to meet specified requirements.
- (5) No variance shall be retroactive or otherwise excuse any violation occurring before the variance was issued.

10.3 Plan Updates

The plan will be reviewed and updated as needed to meet both TCEQ and LCRA drought contingency plan requirements.

**Appendix A – Authorization to Implement and Approve Drought
Contingency Plans**

[Pending Adoption]

Appendix B – City of Llano’s Mandatory Watering Schedules

Permanent mandatory watering schedule

Irrigate outdoors using automatic or manual irrigation systems or hose-end sprinklers no more than **TWICE per week** for up to **15 hours** and only during scheduled days and times as indicated below:

Residential

Odd number addresses: Wednesdays and Saturdays

Even number addresses: Thursdays and Sundays

Commercial (including large landscapes such as HOA common areas and public schools)

Tuesdays and Fridays

Watering Hours

Midnight to 10 a.m. and 7 p.m. to midnight

Stage 1 mandatory winter watering schedule

Irrigate outdoors using automatic or manual irrigation systems or hose-end sprinklers no more than **ONCE per week** for up to **15 hours** only during scheduled days and times as indicated below between the dates of Oct. 1 and April 30.

Water customers are suggested to **voluntarily** limit the irrigation of landscaped areas with automatic irrigation systems and hose-end sprinklers to ONCE per WEEK on the designated water day/s below during the hours of midnight to 10 AM and 7 PM to midnight when restrictions are not in place.

Residential- automatic irrigation systems

Odd number addresses: Wednesdays

Even number addresses: Thursdays

Residential- hose end irrigation

Odd number addresses: Saturdays

Even number addresses: Sundays

Commercial (including large landscapes such as HOA common areas and public schools)

Even number addresses: Tuesdays

Odd number addresses: Fridays

Public Schools

Mondays

Watering Hours

Midnight to 10 a.m. and 7 p.m. to midnight

Stage 2 mandatory summer watering schedule

Irrigate outdoors using automatic or manual irrigation systems or hose-end sprinklers no more than **ONCE per week** for up to **15 hours** and only during scheduled days and times as indicated below. Drip irrigation may be used up to twice per week and follow the Stage 1 restrictions.

Residential automatic irrigation systems

Odd number addresses: Wednesdays

Even number addresses: Thursdays

Residential hose-end irrigation

Odd number addresses: Saturdays

Even number addresses: Sundays

Commercial (including large landscapes such as HOA common areas and public schools)

Even number addresses: Tuesdays

Odd number addresses: Fridays

Watering Hours

Midnight to 10 a.m. and 7 p.m. to midnight

Stage 3 mandatory watering schedule

Irrigate outdoors using automatic or manual irrigation systems or hose-end sprinklers no more than **ONCE per WEEK** for up to **six hours** during scheduled days and times as indicated below.

Residential automatic irrigation systems

Odd number addresses: Wednesdays

Even number addresses: Thursdays

Residential hose-end irrigation

Odd number addresses: Saturdays

Even number addresses: Sundays

Commercial (including large landscapes such as HOA common areas)

Even number addresses: Tuesdays

Odd number addresses: Fridays

Public Schools

Mondays

Watering Hours

Automatic irrigation systems: Midnight to 6 a.m.

Hose-end irrigation: 7 a.m. to 10 a.m. and 7 p.m. to 10 p.m.

Hand-held irrigation: Before 10 a.m. and after 7 p.m.

Stage 4 mandatory watering schedule

Irrigate outdoors using only a soaker hose, point-source drip irrigation, tree gator watering bags, hand-held watering or a bucket for areas not defined as ornamental landscaping no more than **ONCE per week** for up to **six hours** only during scheduled days and times as indicated below.

Residential

Odd number addresses: Saturdays

Even number addresses: Sundays

Commercial (including large landscapes such as HOA common areas)

Even number addresses: Tuesdays

Odd number addresses: Fridays

Public Schools

Mondays

Watering Hours

Soaker hose, hand-held water or bucket irrigation: 7 a.m. to 10 a.m. and 7 p.m. to 10 p.m.

Appendix C – Drought Contingency Plan for the City of Llano’s Golf Course(s)

Drought Contingency Plan for the City of Llano's Golf Course Customers



**City of Llano
January 2026**



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1.0 Declaration of Policy, Purpose and Intent

The City of Llano (City) provides raw water to the City golf course. In cases of drought, periods of abnormally high usage, system contamination or extended reduction in ability to supply water due to other reasons, the City may require the Golf Course to institute temporary restrictions to limit non-essential water use. This Drought Contingency Plan (Plan) is designed to prolong the availability of water supply for critical needs during drought periods or other water supply emergencies.

This Drought Contingency Plan applies to the use of water supplied by the City to golf course.

Water uses regulated or prohibited under this Plan are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply conditions is deemed to constitute a waste of water.

2.0 Authorization

The designated manager or official of the City is hereby authorized and directed to implement the applicable provisions of this plan upon determination that such implementation is necessary to protect public health, safety and welfare. The designated manager or official of the City shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan. This authorization was designated as part of the plan's approval by the City's governing board (refer to the City's latest Drought Contingency Plan).

3.0 Public Education

The designated manager or official of the City will periodically provide the customers subject to this Plan with information about this Plan, including the importance of the Plan, information about the conditions under which each stage of the Plan is to be initiated, processes used to reduce water use and impending or current drought conditions.

4.0 Coordination with Regional Planning Groups

The City has provided a copy of this Plan to the Lower Colorado Regional Planning Group (Region K). [1/XX/2026]

5.0 Notice Requirements

The City shall notify the Golf Course Manager in writing within five (5) business days of the implementation of any mandatory provisions of the Drought Contingency Plan.

6.0 Definitions

Ornamental Landscaping: Irrigated turfgrass and other landscaping that is not regularly used



for active and programmed recreational purposes such as sports fields, golf course areas used directly for sport (greens, tees, fairways, and practice areas), maintaining the integrity of foundations, and preserving trees.

Golf Course Play Areas: Golf course areas used directly for sport, such as greens, tees, fairways, and practice areas (functional areas).

Roughs: Roughs include the following two types:

- Primary rough: rough cut that is within 30 feet of greens, tees and fairways.
- Secondary rough: rough cut that is outside of 30 feet of greens, tees and fairways.

7.0 Permanent Water Use Restrictions

The following restrictions apply on a year-round basis.

7.1 Irrigation Schedule for Ornamental Landscaped areas:

Irrigation of any landscaped areas (excepting functional areas) with hose-end sprinklers or in-ground irrigation systems shall be limited to the following schedule:

- Commercial: Tuesday and Friday
- Watering times: Midnight to 10 a.m. and 7 p.m. to midnight
- No more than once a week watering is recommended in the months of November through February for ornamental landscaping.

Requests for variances may be submitted to the City for evaluation.

7.2 Prohibition of Water Waste

Water waste is prohibited, including the following:

- Failure to repair a controllable leak, including a broken sprinkler head, a leaking valve, leaking or broken pipes, or a leaking faucet.
- Operating an irrigation system:
 - with a broken head.
 - with a head that is out of adjustment and spraying into a public street or parking area.
 - with a head that is fogging or misting because of excessive water pressure; or
 - between 10 a.m. and 7 p.m.
- Allowing water:
 - to run off a property and form a stream of water in a street for a distance of 50 feet or greater; or
 - to pool in a street or parking lot to a depth greater than one-quarter of an inch.



8.0 Initiation and Termination of Response Stages

The City will monitor water supply conditions on a regular basis and will determine when conditions warrant initiation and termination of each stage of this Plan in accordance with Golf Course's Drought Contingency Plan. Water supply conditions will be determined by the source of supply and weather conditions.

Public notification of the initiation or termination of drought response stages will be by a variety of means, including e-mail and/or mail. The City also will, as needed, share information with the public on water supply conditions, water use and conservation.

8.1 Triggering Criteria for Initiation and Termination of Drought Response Stages

Refer to the City's latest Drought Contingency Plan for the triggering criteria for initiation and termination of drought response stages.

9.0 Drought Response Measures

9.1 Targets for Water-Use Reductions

- (1) STAGE 1 - 10% reduction in water use.
- (2) STAGE 2 - 20% reduction in water use.
- (3) STAGE 3 - 25% reduction in water use.
- (4) STAGE 4 - 30% reduction in water use.

9.2 Required Measures

(1) STAGE 1 - Mild Water Shortage Conditions (Voluntary Measures)

- A. Reduce irrigation of ornamental landscaping to achieve reduction target.
- B. Limit washing/rinsing of maintenance equipment to follow the permanent landscape watering schedule during designated watering times (unless a closed-loop recycled water system is used).
- C. Discontinue washing/rinsing of buildings, walls, structures, paved and other hard-surfaced areas including sport courts.
- D. Irrigation of ornamental landscaped areas shall be limited to a no more than ONCE weekly watering schedule from Oct. 1 to April 30. Irrigation of commercial landscapes and recreational areas (including public parks) may apply for a variance but must still develop a schedule where no part of the landscape is watered more than once per week. Refers to the City's latest Drought Contingency Plan for details.
- E. The City will ask customers to voluntarily comply with the remaining water-use restrictions outlined in Stage 2 of the Plan.



(2) **STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)**

All Stage 1 required measures and these additional required measures:

A. Irrigation of Ornamental Landscaped Areas:

1. Irrigation of ornamental landscaped areas with hose-end sprinklers or in-ground irrigation systems shall be limited to a no more than ONCE weekly watering schedule where no part of the landscape is watered more than once per week. Drip irrigation may be used up to twice per week.
2. Outdoor watering hours will be limited to between 10 p.m. and 7 a.m. on designated days. This requirement does not apply to irrigation of landscaped areas if it is by means of:
 - i. a hand-held hose with a positive shut-off device; or
 - ii. a faucet-filled bucket or watering can of 5 gallons or less.
3. New irrigated landscapes may be installed, and revegetation seeding may be performed only for a period of no more than 30 days.

A. Irrigation of Golf Course Play Areas and Roughs:

1. Reduce irrigation of all practice areas (putting and driving ranges) to a no more than ONCE weekly watering schedule where no part of the landscape is watered more than once per week.
2. Reduce irrigation of roughs to a no more than ONCE weekly watering schedule where no part of the landscape is watered more than once per week.
3. Reduce irrigation of all play-areas (greens, tees and fairways) to achieve the reduction target.
4. Reduce cart traffic to reduce stress on grass. Encourage implementation of the 90-degree rule to enter/exit the fairway to limit turf impacts.
5. Drip irrigation may be used up to twice per week.

13. C. Restricted Activities:

1. Dust control. Use of water to control dust is limited to uses necessary to meet requirements of federal, state or local permits related to land development or for public health and safety.
1. Washing of structures, impervious surfaces and vehicles. Use of water to wash any structure, impervious surface or motor vehicle (such as a motorbike, boat, trailer or airplane) including sports courts is prohibited except on designated watering days between the hours of midnight and 10 a.m. and 7 p.m. and midnight. Such activity, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shut-off nozzle.
2. Washing/rinsing of maintenance equipment. Use of water to wash maintenance equipment is prohibited except on designated watering days



between the hours of midnight and 10 a.m. and 7 p.m. and midnight.

(3) **STAGE 3 - Severe Water Shortage Conditions**

All measures required in Stage 1 and Stage 2 apply, plus these additional required measures:

A. Irrigation of Landscaped Areas:

1. Irrigation of ornamental landscaped areas with hose-end sprinklers or in-ground irrigation systems or drip irrigation shall be further limited to the following schedule:
 - Commercial: Fridays
 - Outdoor watering hours will be limited to six hours a day between the hours of 4 a.m. and 10 a.m. on designated days.
 - November through February: No irrigation with in-ground irrigation systems allowed.
2. Outdoor watering hours for hand watering will be limited to 15 hours a day, before 10 a.m. or after 7 p.m., on the same designated days that apply to watering with hose-end sprinklers or irrigation systems. The allowed methods of hand watering landscaped areas are:
 - A hand-held hose with a positive shut-off device;
 - A faucet-filled bucket or watering can of five gallons or less; or
 - A soaker hose; or
 - Tree gator watering bags.
3. New irrigated ornamental landscaping representing a redesign of more than 50% of the landscaped area may only be installed if:
 - A 30-day watering schedule variance has been applied for and accepted;
 - Only drought-tolerant or native plants/turf are installed;
 - No more than 25% of the irrigated landscaped area is turf and the turf is drought-tolerant; and
 - Irrigation of beds is accomplished by drip irrigation with an automatic timer.

B. Irrigation of Golf Course Play Areas and Roughs:

1. Minimize irrigation of roughs wherever possible except for occasional watering to apply wetting agents or pre-emergents.
2. Fairways and practice areas can be irrigated on a no more than ONCE weekly watering schedule where no part of the area is watered more than once per week before 10 a.m. or after 7 p.m.
3. Reduce irrigation of all play-areas (greens, tees and fairways) to achieve



the reduction target.

4. Tees and greens can be watered before 10 a.m. or after 7 p.m. (hand watering is allowed on tees and greens)

C. Restricted Activities:

1. Washing impervious surfaces. Washing sidewalks, walkways, driveways, parking lots, street, tennis courts and other impervious surfaces is prohibited except for immediate health and safety reasons.
2. Vehicle washing. Use of water to wash any motor vehicle or equipment is prohibited except on designated watering days between the hours of 4 a.m. and 10 a.m. Such activity, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shut-off nozzle.
3. Construction-related revegetation. Revegetation of disturbed areas due to construction is allowed if required by local, state or federal regulations and requires a temporary watering variance from LCRA.
4. Events. Events involving the use of water such as car washes, festivals, parties, water slides and other activities involving the use of water are prohibited.
5. Restaurants. Restaurants, bars and other commercial food or beverage establishments may not provide drinking water to customers unless specifically requested. Establishments also must post drought-related messaging.
6. Employee education. Golf courses and any other irrigation customer with staff must conduct an ongoing education program for employees regarding drought restrictions and ways to conserve. Signage will be available to the public regarding how water is used and conserved.

(4) STAGE 4 – Critical Water Shortage Conditions

All previously required measures apply, plus these additional required measures:

A. Irrigation of Ornamental Landscaped Areas:

1. The use of hose-end sprinklers and in-ground irrigation systems, including drip irrigation, are prohibited.
2. Irrigation is allowed with hand-held hoses with a working on/off nozzle, bucket, point-source drip irrigation or soaker hoses only for watering foundations and trees for 6 hours between the hours of 7 a.m. and 10 a.m. or 7 p.m. and 10 p.m. one day per week on designated days.
3. New ornamental landscapes that include turf grass is prohibited.

B. Irrigation of Golf Course Play Areas and Roughs:



1. Reduce irrigation of all play-areas (greens, tees, and fairways) to achieve reduction target.
2. Water use on practice areas and roughs is prohibited.
3. Fairways may be irrigated no more than once a week between midnight and 6 a.m. in defined Critical Areas. Critical Areas are defined as follows: for Par 3s, no irrigation except tees, greens and greens surrounds; for Par 4s, 180 yards and into the green; and for Par 5s, 200 to 325 yards from the tee and 100 yards into the green.
4. Tees can be irrigated twice a week between midnight and 10 a.m. Hand watering is allowed.
5. Greens can be irrigated before 10 a.m. or after 7 p.m. and hand watering is allowed.
6. Installation of new turf grass is prohibited.

C. Additional Restrictions:

1. In the event LCRA Board requires additional drought response in this stage, the LCRA Board or the General Manager shall determine additional restrictions such as prohibition on irrigation of landscaped areas and new construction of irrigated areas.

(5) STAGE 5 – Emergency Water Conditions

Any irrigation of landscaped areas is prohibited. Variance can be submitted to the City to be evaluated.

10.0 Implementation

By signing below, the golf course authorized representative warrants and represents that: (1) the golf course has approved this plan; and (2) the representative is authorized by the golf courses to implement this plan.

In a shortage of water, golf course customers who fail to implement its applicable drought contingency plan are subject to reduction or termination of water supply by the City.

Approved and Accepted:

Golf Course Authorized Representative

Date

Appendix D – Summary of the City of Llano’s Drought Triggers, Goals, and Measures

	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
TRIGGERS					
Llano Triggers	After March 1st and River flow less than 80 cfs	Stage 1 Goal Not Met	Stage 2 Goal Not Met	Stage 3 Goal Not Met	Contamination of water supply source
	Daily water demand exceeds 1.36 MGD for three consecutive days or 1.45 MGD on a single day	Daily water demand exceeds 1.58 MGD for three consecutive days or 1.62 MGD on a single day	Daily water demand exceeds 1.62 MGD for three consecutive days or 1.65 MGD on a single day	Substantial loss in the ability to provide water service (i.e. major water line breaks)	Substantial loss in the ability to provide water service (i.e. major water line breaks)
	-	No Flow over Dam	-	Robinson Lake Low <u>or</u> Poor raw water quality <u>or</u> Act of God <u>or</u> Mechanical Failure	-
LCRA Triggers	Combined storage of lakes Travis and Buchanan falls below 1.1 million acre-feet	Combined lake storage falls below 900,000 acre-feet	Combined lake storage falls below 750,000 acre-feet	Combined lake storage falls below 600,000 acre-feet	-
	-	On March 1st or July 1st, combined lake storage is below 1.1 million acre-feet and prior three months of inflow is less than 25th percentile of historical inflows	-	LCRA declares Drought Worse than Drought of Record or other water supply emergency	LCRA declares emergency water supply or demand conditions that require curtailment of water supplies at a level more severe than in Stage 4

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
MANDATORY RESTRICTIONS - Supply				
Review operations for improved efficiency and accountability	Reduce water loss	Reduce water loss	-	-
Review the document and strengthen enforcement	Increase recycled water use	Share supply information and other appropriate info on website		
	Share supply information and other appropriate info on website	Explore additional supply options		
MANDATORY RESTRICTIONS - Demand				
Outdoor Watering = twice a week, once a week from Oct 1st to April 30th	Outdoor Watering = once a week	Outdoor Watering = once a week, no more than 6 hours	Outdoor Watering = limited	Outdoor Watering = none
Voluntarily comply with Stage 2 restrictions	New landscape requirements	New landscape requirements	New landscape requirements	No Non-Essential Use
Share drought info	Car Wash restriction	Car Wash restriction	Car Washing prohibited	
Active Enforcement	Pool Refill restriction	Pool Installation restriction	Refill pools (single family) only when covered	
Potential permanent water efficiency ordinances	Outside Water Feature restrictions	Outside Water Feature restrictions	Outside Water Feature use prohibited	
	Other restrictions to reduce water waste	Other restrictions to reduce water waste	Other restrictions to reduce water waste	
SYSTEM DEMAND				
Less than 1.36 MGD for three consecutive days or 1.45 for one day	Less than 1 MGD for three consecutive days or 1.1 for one day	Less than 0.8 MGD for three consecutive days or 0.85 for one day	Less than or equal to 0.6 MGD	Less than or equal to 0.4 MGD

	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
RESCIND					
Llano	After Sept 30th and River flows above 80 cfs	River flow above 30 cfs for 10 consecutive days	Stage 2 goal met for 3 consecutive days	Both Robinson Park and City Lake are full	-
	Daily demand stays below 1.36 MGD for five consecutive days	Daily demand stays below 1.58 MGD for five consecutive days	Daily demand stays below 1.62 MGD for five consecutive days	Restoration of full ability to provide water service for five consecutive days	Restoration of full ability to provide water service for five consecutive days
LCRA	Combined lake storage reaches 1.2 million acre-feet	Combined lake storage reaches 1.1 million acre-feet	Combined lake storage reaches 825,000 acre-feet	LCRA announces Stage 4 restrictions are no longer required	LCRA announces water restrictions are no longer required

Appendix E – Enforcement Provisions for Municipalities

Enforcement for Retail Customers

No person shall knowingly or intentionally allow the use of water from the City of Llano for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of this Ordinance, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by the City Manager, or his/her designee, in accordance with provisions of this Ordinance.

Any person who violates this Ordinance is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than fifty dollars (\$50.00) and not more than five hundred dollars (\$500.00). Each day that one or more of the provisions in this Ordinance is violated shall constitute a separate offense. If a person is convicted of three or more distinct violations of this Ordinance, the Chief of Police or his/her designee shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a re-connection charge, hereby established at \$50.00, and any other costs incurred by the City of Llano in discontinuing service. In addition, suitable assurance must be given to the Mayor that the same action shall not be repeated while the Ordinance is in effect. Compliance with this Ordinance may also be sought through injunctive relief in the District Court. If a different penalty is established in the City's Master Fee Schedule, the fine specified in the Master Fee Schedule shall take precedence.

Any person, including a person classified as a water customer of the City of Llano, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parents' control shall constitute a presumption that the parent committed the violation, but any such parent may be excused if he/she proves that he/she had previously directed the child not to use the water as it was used in violation of this Ordinance and that the parent could not have reasonably known of the violation.

A peace officer employed by the City of Llano may issue a citation to a person he/she reasonably believes to be in violation of this Ordinance. The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and shall direct him/her to appear in the Municipal Court on the date shown on the citation for which the date shall not be less than three (3) business days nor more than five (5) business days from the date the citation was issued. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator. The alleged violator shall appear in Municipal Court to enter a plea of guilty or not guilty for the violation of this Ordinance. If the alleged violator fails to appear in Municipal Court, a warrant for his/her arrest may be issued. A summons to appear may be issued in lieu of an arrest warrant. These cases shall be expedited and given preferential setting in Municipal Court before all other cases.

Signature of Adoption

Revisions were made in January 2026. The next revision will be due by May 2029.

Laura Almond, Mayor

ATTEST:

Kim Wagner, City Secretary

2024 DCP Summary Table

Quick Reference			
	Stage 1	Stage 2	Stage 3
Triggers	After March 1st <u>and</u> River flow less than 80 cfs	Stage 1 Goal Not Met <u>or</u>	Stage 2 Goal Not Met <u>or</u>
		No Flow over Dam	Robison Lake Low <u>or</u>
			Poor raw water <u>or</u> Act of God <u>or</u> Mechanical Failure
Restrictions	Mandatory	Mandatory	Mandatory
	Outdoor watering = Twice a Week	Outdoor watering = Once a Week	Outdoor Watering= None
		Golf Course Restriction	No Non-essential Use
		No bulk water sales	
		Car Wash restriction	
	Pool refill restriction		
	Fountain and Pond Restriction		
System Demand	Less than or equal to 1.3 Million Gallons Per Day	Less than or equal to 0.8 Million Gallons Per Day	Less than or equal to 0.4 Million Gallons Per Day
Rescind	September 30th <u>and</u> River Flow above 80 cfs	River Flow Above 30 cfs	Both Lakes Full

2025 DCP Summary Table

	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
	TRIGGERS				
Llano Triggers	After March 1st <u>and</u> River flow less than 80 cfs	Stage 1 Goal Not Met	Stage 2 Goal Not Met	Stage 3 Goal Not Met	Contamination of water supply source
	Daily water demand exceeds 1.36 MGD for three consecutive days or 1.45 MGD on a single day	Daily water demand exceeds 1.58 MGD for three consecutive days or 1.62 MGD on a single day	Daily water demand exceeds 1.62 MGD for three consecutive days or 1.65 MGD on a single day	Substantial loss in the ability to provide water service (i.e. major water line breaks)	Substantial loss in the ability to provide water service (i.e. major water line breaks)
	-	No Flow over Dam	-	Robinson Lake Low <u>or</u> Poor raw water quality <u>or</u> Act of God <u>or</u> Mechanical Failure	-
LCRA Triggers	Combined storage of lakes Travis and Buchanan falls below 1.1 million acre-feet	Combined lake storage falls below 900,000 acre-feet	Combined lake storage falls below 750,000 acre-feet	Combined lake storage falls below 600,000 acre-feet	-
	-	On March 1st or July 1st, combined lake storage is below 1.1 million acre-feet and prior three months of inflow is less than 25th percentile of historical inflows	-	LCRA declares Drought Worse than Drought of Record or other water supply emergency	LCRA declares emergency water supply or demand conditions that require curtailment of water supplies at a level more severe than in Stage 4

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
MANDATORY RESTRICTIONS - Supply				
Review operations for improved efficiency and accountability	Reduce water loss	Reduce water loss	-	-
Review the document and strengthen enforcement	Increase recycled water use	Share supply information and other appropriate info on website		
	Share supply information and other appropriate info on website	Explore additional supply options		
MANDATORY RESTRICTIONS - Demand				
Outdoor Watering = twice a week, once a week from Oct 1st to April 30th	Outdoor Watering = once a week	Outdoor Watering = once a week, no more than 6 hours	Outdoor Watering = limited	Outdoor Watering = none
Voluntarily comply with Stage 2 restrictions	New landscape requirements	New landscape requirements	New landscape requirements	No Non-Essential Use
Share drought info	Car Wash restriction	Car Wash restriction	Car Washing prohibited	
Active Enforcement	Pool Refill restriction	Pool Installation restriction	Refill pools (single family) only when covered	
Potential permanent water efficiency ordinances	Outside Water Feature restrictions	Outside Water Feature restrictions	Outside Water Feature use prohibited	
	Other restrictions to reduce water waste	Other restrictions to reduce water waste	Other restrictions to reduce water waste	
SYSTEM DEMAND				
Less than 1.36 MGD for three consecutive days or 1.45 for one day	Less than 1 MGD for three consecutive days or 1.1 for one day	Less than 0.8 MGD for three consecutive days or 0.85 for one day	Less than or equal to 0.6 MGD	Less than or equal to 0.4 MGD

	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
	RESCIND				
Llano	After Sept 30th and River flows above 80 cfs	River flow above 30 cfs for 10 consecutive days	Stage 2 goal met for 3 consecutive days	Both Robinson Park and City Lake are full	-
	Daily demand stays below 1.36 MGD for five consecutive days	Daily demand stays below 1.58 MGD for five consecutive days	Daily demand stays below 1.62 MGD for five consecutive days	Restoration of full ability to provide water service for five consecutive days	Restoration of full ability to provide water service for five consecutive days
LCRA	Combined lake storage reaches 1.2 million acre-feet	Combined lake storage reaches 1.1 million acre-feet	Combined lake storage reaches 825,000 acre-feet	LCRA announces Stage 4 restrictions are no longer required	LCRA announces water restrictions are no longer required

Irrigation Inquiry

Regarding watering, the 15-hour limit is a **weekly maximum**, not a daily allowance. Irrigation is allowed only on designated days and times, which vary by customer type and drought stage. Under the permanent schedule, watering is limited to twice per week, with a maximum of 15 total hours per week. In Stage 2, watering is reduced to once per week, while the 15-hour weekly maximum remains in effect.



CITY COUNCIL AGENDA

1/6/26 Agenda
Item: E10

Item/Subject: Discuss and consider adopting Ordinance 1587 2026 Llano Water Conservation Plan

Initiating Department/Presenter: Josh Becker, Director of Water & Wastewater Operations

Recommended Motion: N/A

Background/History: The City of Llano has an application for Firm Water in with the LCRA. To obtain a Firm Water Contract, the City of Llano is required to update its water conservation plan to meet LCRA guidelines.

Findings/Current Activity: The City of Llano has contracted with Plummer to make the needed updates to the Water Conservation Plan to meet the LCRA and TCEQ requirements. The WCP was presented to council on 12/15/2025 for review. The rate tables have been updated since presentation.

Financial Implications:

There is no financial impact associated with this item.

Associated Information:

- Ordinance_1587_Llano_2026_WCP_1_26

CITY OF LLANO, TEXAS

2026 UPDATE TO THE WATER CONSERVATION PLAN

**DRAFT
ORDINANCE NO. 1587**

Adopted 2024, Updated 2026

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WATER CONSERVATION PLAN

INTRODUCTION

The City of Llano (the “City” or “Llano”) has prepared and adopted this 2024 Water Conservation Plan (WCP Ordinance No. 1523) pursuant to the requirements of Texas Administrative Code Chapter 288, Water Conservation Plans, Guidelines, and Requirements. This WCP was submitted to the Texas Water Development Board (TWDB), Texas Commission on Environmental Quality (TCEQ) and the Lower Colorado River Authority (LCRA) for review and approval. The 2025 Update to this WCP is intended to address LCRA’s review comments and prepare the City to be a firm water contract customer. This WCP may be amended in the future as required by State law and/or by the City.

MINIMUM REQUIRED WATER CONSERVATION PLAN CONTENT

The minimum requirements in the Texas Administrative Code for water conservation plans for public drinking water suppliers covered in this report are as follows:

- §288.2(a)(1)(A) – Utility Profile (Page 6)
- §288.2(a)(1)(B) – Record Management System (Page 8)
- §288.2(a)(1)(C) – Specification of Goals (Page 3)
- §288.2(a)(1)(D) – Accurate Metering (Page 10)
- §288.2(a)(1)(E) – Universal Metering (Page 10)
- §288.2(a)(1)(F) – Determination and Control of Water Loss (Page 14)
- §288.2(a)(1)(G) –Public Education and Information Program (Page 9)
- §288.2(a)(1)(H) –Non-Promotional Water Rate Structure (Page 12)
- §288.2(a)(1)(I) – Reservoir System Operation Plan (Not applicable. Llano obtains its source water from Llano River)
- §288.2(a)(1)(J) – Means of Implementing and Enforcement (Page 14)
- §288.2(a)(1)(K) – Coordination with Regional Water Planning Group (Page 14)

WATER CONSERVATION PLAN GOALS

The purpose of this water conservation plan is to comply with the requirements contained in the Texas Administrative Code Chapter 288, Water Conservation Plans, Guidelines and Requirements:

- Long-term reductions in overall water demands by 1% per year over the next ten years;
- Reductions in the magnitude of seasonal water demands by 2 gallons per capita per day (GPCD) over the next five years; and

Given current and projected water and wastewater service requirements and issues; specific water conservation objectives are:

- To reduce waste and promote conservation habits of the residents of City of Llano.

- To reduce seasonal water demands such that future expansions of water treatment facilities can be deferred; and
- To continue to investigate the feasibility of increasing raw water storage inside the city limits.

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WATER CONSERVATION GOALS

Water Conservation Plan				
5- and 10-yr Goals for Water Savings				
	Historic 5yr Average	Baseline	5-yr Goal For year 2029	10-yr goal for year 2034
Total GPCD	198	198	188	179
Residential GPCD	96	96	91	87
Water Loss (GPCD)	21	21	20	19
Water Loss (Percent)	12%	12%	11%	11%

2019 Goals Update	2019	2020	2021	2022	2023	Average
Population	3,325	3,325	3,325	3,325	3,325	3,325
Total Intake (million gallons)	232	254	227	251	239	241
Total Produced (million gallons)	221	220	208	221	221	218
Total GPCD (a)	191	209	187	207	197	198
Seasonal / capita (GPCD)	188	233	179	193	206	200
Wastewater/capita (GPCD)	75	77	82	78	82	79
Water loss from Produced Water (Percent) (b)	13%	11%	14%	8%	13%	12%
Infrastructure Leakage Index (ILI) (c)	1.60	1.36	1.60	0.94	1.54	1.41
Percent Reduction Compared to Previous Year	-	-0.77%	-5.45%	6.56%	-0.31%	0.01%

Note:

- (a) The total GPCD reflects the total intake per capita demand.
- (b) Water loss is calculated based on the total produced water and represents losses within the distribution system.
- (c) The ILI was estimated based on an estimated average service line length of 25 feet and the ILI formula from the American Water Works Association.
<https://www.awwa.org/Portals/0/AWWA/ETS/Resources/WLCiwa-awwa-method-awwa-updated.pdf?ver=2014-12-30-084849-787>

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UTILITY PROFILE

The City of Llano gets its raw water supply from the Llano River (the “River”). The Llano River originates from springs near Edwards, Sutton and Kimble Counties west of Junction, Texas, and flows east to the Colorado River. The City has two dams constructed on the River creating two lakes known as Robinson Lake and Llano Lake. The City holds two Water Rights Permits totaling 1,700 Ac-Ft/Yr.

The raw water is removed from Llano Lake and treated by a 3 MGD Water Treatment Plant placed into service in June 2000. The water is stored in one of four tanks.

- Clear Well – 500,000 gal.
- Tank #1 – 1,000,000 gal.
- Tank #2 – 300,000 gal.
- Elevated Tank #3 – 200,000 gal.
- Elevated Tank #4 – 200,000 gal.

The service area is 4.5 square miles serving approximately 3,325 people. See Appendix A for service area map.

The estimated population growth for Llano is expected to be slow according to the Region K 2021 Regional Water Plan, with an annual growth rate of less than 4% from 2020 through 2070 and a projected population of 3,943 in 2070.

CURRENT WATER AND WASTEWATER STATISTICS

Total Unaccounted for Water

<u>Year</u>	<u>Amount (gal.)</u>	<u>%</u>
2019	29,208,568	13%
2020	24,933,444	11%
2021	29,292,338	14%
2022	17,131,787	8%
2023	28,121,126	13%

Municipal Water Average Per Capita (gpcd)

<u>Year</u>	<u>Total Intake (gal.)</u>	<u>Population</u>	<u>Per Capita Use</u>
2019	231,814,000	3,325	191
2020	253,628,000	3,325	209
2021	227,267,000	3,325	187
2022	251,112,000	3,325	207
2023	238,997,000	3,325	197

Summer Water Average
(gpcd)

<u>Year</u>	<u>Summer Total Treated</u> <u>(gal.)</u>	<u>Population</u>	<u>Summer Per</u> <u>Capita Use</u>
2019	57,158,400	3,325	188
2020	70,761,800	3,325	233
2021	54,458,900	3,325	179
2022	58,442,500	3,325	193
2023	62,386,700	3,325	206

Winter Water Average
(gpcd)

<u>Year</u>	<u>Winter Total Treated</u> <u>(gal.)</u>	<u>Population</u>	<u>Winter Per Capita</u> <u>Use</u>
2019	28,461,200	3,325	94
2020	29,499,100	3,325	97
2021	36,950,500	3,325	122
2022	35,183,700	3,325	116
2023	33,601,100	3,325	111

Annual Peak-to-Average
Daily Use Ratio

<u>Year</u>	<u>Average MGD</u>	<u>Peak</u> <u>MGD</u>	<u>Ratio (peak/avg)</u>
2019	0.61	0.62	1.02
2020	0.60	0.77	1.28
2021	0.57	0.59	1.04
2022	0.61	0.64	1.05
2023	0.60	0.68	1.12

Municipal Wastewater
Average Per Capita (gpcd)

<u>Year</u>	<u>Total Treated (gal.)</u>	<u>Population</u>	<u>Per Capita Use</u>
2019	90,719,000	3,325	75
2020	93,504,000	3,325	77
2021	99,304,000	3,325	82
2022	95,001,000	3,325	78
2023	100,092,000	3,325	82

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WATER SYSTEM UTILITY PROFILE

In 2023, the per capita per day usage was 197 gallons per day. In 2023, the winter per capita per day use was 111 gallons per day. In 2023, the summer per capita per day use was 206 gallons per day. Residential meters represent 79% of the City of Llano's active water connections. Commercial connections represent 17% of the City of Llano's active water connections. Institutional meters represent 4% of the City of Llano's active water connections.

The City's water treatment facilities' current capacity is rated at 2,083 gallons per minute (gpm) or 3.0 million gallons per day (MGD).

Total water storage capacity of the City is 2.2 million gallons, of which 0.50 million gallons are considered elevated storage. In 2023, average daily water demand for the City was 0.50 MGD. The peak daily water demand for 2023 was 0.68 MGD. The distribution capacity is 3,400 gpm and provides potable water to eight pressure zones within the City. In high pressure areas of the distribution system greater than 110 psi, pressure reducer valves have been installed. Pressure reducers can be installed on homes where service pressure is greater than 80 psi by a licensed plumber.

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WASTEWATER SYSTEM PROFILE

Ninety percent (90%) of the City's water customers are also served by the City's wastewater system. The remaining ten percent (10%) utilizes private on-site wastewater disposal systems (i.e., septic tank systems). The City operates its Activated Sludge wastewater treatment facility at the current permitted capacity 0.60 MGD. The average daily flow for 2023 was 0.27 MGD. The peak monthly wastewater flow for the 2023 period was 0.33 MGD. All the City's wastewater effluent is applied to irrigation for hay field production.

PUBLIC EDUCATION (TWDB BMP 6)

Consistent with the best management practices (BMP) outlined in the Water Conservation Best Management Practices Guide provided by TWDB, the City will promote water conservation issues by informing the public in a variety of ways including:

- new customers will receive water conservation information;
- water conservation information is provided on the City Website (<https://cityoflano.com/420/Water-Conservation-Tips>) and LCRA's website (<https://www.lcra.org/water/watersmart/>);
- community educational program / school demonstrations and presentations;
- staff lectures and professional presentations are provided to local civic groups and organizations;
- articles are published in the City's newsletter on water conservation;
- retrofitting older homes with new plumbing; and
- lawn and garden shows will be held in early spring to promote water conservation.

The City provides customers with information from American Water Works Association, Texas Water Development Board and other sources related to water conservation and environmental issues that affect our water on the City's website and through a newsletter.

Additionally, the City provides an opportunity for customers to learn about water conservation at an annual Lawn and Garden Show held in the City. Information, conservation related prizes, and hands-on demonstrations are provided at this event.

PERMANENT WATER USE RESTRICTIONS

The following restrictions apply to all the City's water utility system(s) on a year-round basis, regardless of water supply or water treatment plant production conditions.

- To the extent water is used for landscape watering, a permanent schedule for spray irrigation that limits water use to no more than twice per week¹ and only between the hours of midnight to 10 a.m. and 7 p.m. to midnight, and adherence to the following to be applicable for new construction or major renovations no later than 12 months following City Council approval of these rules:

¹ Refer to the City's latest DCP for the irrigation schedule for the city customers.
2026 Update to the 2024 Water Conservation Plan

- No more than 50% of the landscape shall be planted with turf. Longer leafed native grasses and wildflowers that use low amounts of water are not considered turf grass when determining how much turf grass is allowed.
- Automatic spray irrigation shall be limited to 2.5 times the foundation footprint.

PLUMBING CODES

The City has adopted the most current edition that is on file of the International Plumbing Code, which requires water saving fixtures to be installed in new construction and in the replacement of plumbing in existing structures.

RETROFIT PROGRAMS

The City SHALL educate the residents, plumbers, and contractors on the benefits of retrofitting existing facilities with water saving devices. This program will be included in the educational and informational programs utilized by the City. The City will contact all plumbing companies and hardware stores in the Llano area to encourage them to stock water conserving fixtures including retrofit devices. In early spring, the City will post water conservation tips for the customers online and through newspaper articles.

UNIVERSAL METERING (TWDB BMP 4.1)

All treatment facilities, irrigation, parks, and municipal structures operated by the City of Llano are being metered.

The City has replaced all water meters with electronic radio read meters capable of reading water flow down to a tenth of a gallon.

WATER CONSERVING LANDSCAPE

The City of Llano will provide information, through the public education program, to homeowners, business owners, landscape architects, and irrigation contractors about the methods and benefits of water conserving landscaping practices and devices. The following practices will be encouraged:

- The use of low water consuming plants and grasses for landscaping new homes and commercial areas.
- The use of drip irrigation systems when possible or other water conserving irrigation systems that utilize efficient sprinklers and considerations given to prevailing winds.
- The use of ornamental fountains that recycle water and use a minimum amount of water.
- Following the LCRA's landscape irrigation standards included in Appendix A.

In addition, the City will encourage business and nurseries to offer for sale low water consuming plants and grasses along with efficient irrigation systems and promote their use through demonstrations and advertisements.

CONSERVATION RECOMMENDATIONS FOR COMMERCIAL CUSTOMERS

Commercial water use accounts for approximately one quarter of the City's customer demand. To further enhance water conservation in this sector, the City promotes the following best management practices (BMPs):

(1) Irrigation Scheduling and Variance Process:

Commercial customers with large landscape irrigation systems that require watering outside the City's permanent watering schedule will be required to obtain a variance from the City. The variance request must include an irrigation schedule and justification for alternative watering days or times. Approved irrigation schedules will be filed with the City and must be available for review upon request. The City will maintain a record of approved variances to monitor compliance and evaluate opportunities for further conservation.

(2) Participation in LCRA's WaterSmart Rebate Programs

The City encourages commercial customers to participate in the Lower Colorado River Authority (LCRA) WaterSmart Commercial Rebate Program, which provides incentives for water-savings technology, landscape and irrigation system improvements, and other conservation measures.

Information on available rebates is available at:

<https://www.lcra.org/water/waterSMART/commercial-rebates/>.

(3) Commercial Water Use Audits

The City encourages commercial customers in conducting water use audits to identify opportunities for efficiency improvements. Water use audits may qualify for LCRA rebates and can help identify leaks, inefficient equipment, or over-irrigation practices.

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RATE STRUCTURES OF WATER AND WASTEWATER (TWDB BMP 3.1)

Water Rates:

- a) Water rates for all customers served by the City SHALL be as follows:

Consumption	0 to 6,000 gallons	6,001 to 20,000 gallons	> 20,001 gallons
Rate	\$5.00 per 1,000 gallons	\$10.00 per 1,000 gallons	\$15.00 per 1,000 gallons

Minimum base charges inside City Limits	
Meter Size	Rate
3/4"	\$51.03
1"	\$63.29
1 1/2 "	\$75.56
2"	\$109.30
3"	\$357.73
4"	\$448.43
6"	\$664.43

One dollar (\$1.00) has been added to each customer's monthly charge for water for contributing to the Council Restricted Sinking Fund.

- b) Water rates for apartment units which have individual water meters SHALL be the same as Section a) directly above.
- c) Water rates for apartment complexes which are metered as one customer SHALL be calculated as follows:

THE MINIMUM BASE CHARGE FOR A 3/4" METER SIZE WILL BE BILLED FOR EACH UNIT AND THE GALLONS INCLUDED IN EACH TIER WILL BE DETERMINED BY MULTIPLYING GALLONS IN THE TIER TIMES THE NUMBER OF APARTMENT UNITS.

Multi – Family units or Apartments may, with permission of the City, install City specified locking cut-offs for individual units. Rates SHALL be calculated as noted in this section with the minimum base charge calculated using the number of occupied units. Service fees for lockable cut offs SHALL be the same as if metered.

- d) Water rates for customers outside the city limits SHALL be calculated as the sum of the "minimum base charges inside city limits" for a 3/4" meter size plus the "minimum base charges inside city limits" for the applicable meter size.

All rates are to be considered net. Gross rates are 10% higher. If the current monthly bill is not paid within ten (10) days from the date of billing, the gross rate SHALL apply.

Wastewater Rates:

- a) Wastewater rates for residential customers SHALL be based on the average water consumption of individual customers for the months of December, January, and February, to be recalculated each March. Rates SHALL be:

Minimum Charge \$61.53, plus

\$03.61 per 1,000 gallons for 0-6,000 gallons consumed per month

\$04.52 per 1,000 gallons for the next 6,001-20,000 gallons consumed per month

\$05.65 per 1,000 gallons for the next 20,001 gallons and above consumed per month

- b) Wastewater rates for apartment complexes which are metered as one customer SHALL be calculated as follows:

Minimum Charge \$61.53 times the number of apartment units, plus

\$03.61 per 1,000 gallons for 0-6,000 gallons x # of units consumed per month

\$04.52 per 1,000 gallons for the next 6,001-20,000 gallons x # of units consumed per month

\$05.65 per 1,000 gallons for the next 20,001 gallons and above x # of unit consumed per month

- c) Commercial and Industrial wastewater rates SHALL be based on the average water consumption of individual customers for the months of December, January and February, to be recalculated each March. The average SHALL be used to define rates as follows:

Minimum Charge \$78.51, plus

\$03.61 per 1,000 gallons for 0-6,000 gallons consumed per month

\$04.52 per 1,000 gallons for the next 6,001-20,000 gallons consumed per month

\$05.65 per 1,000 gallons for the next 20,001 gallons consumed and above per month

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LEAK DETECTION AND WATER AUDITS (TWDB BMP 4.2)

The City of Llano has aggressively pursued a leak detection and repair program and has in inventory all necessary repair materials needed to ensure prompt repairs of all leaks detected or reported.

A monthly water loss report provides an effective tracking system of metered production, metered consumption, accounted water losses, and unaccountable water loss. The City maintained an average annual unaccountable rate of equal to or less than twelve percent (12%) of the produced water in the past five years. The City has also been submitting water loss audits to TWDB as required.

The Infrastructure Leakage Index (ILI) is the ratio of Current Annual Real Losses (CARL) to Unavoidable Annual Real Losses (UARL). This is developed as a unique value for every city and includes variables such as the distance from the curb stop to the meter boxes, the pressure in the system, and the number of service lines or connections per mile of water main. In 2023, the City's UARL were estimated to be approximately 50 thousand gallons per day. This is the theoretical lowest leakage currently possible with the existing infrastructure and service connection density. In 2023, the City had an ILI of approximately 1.54, which means that theoretically the leakage could be reduced by 54% before reaching the UARL. This puts the City in the efficient zone of ILIs within the United States, thus, the goals in this Plan are designed to maintain this level over an extended period.

IMPLEMENTATION AND ENFORCEMENT (TWDB BMP 9)

An Ordinance adopting the Water Conservation Plan SHALL authorize the City to implement, enforce, and administer the Ordinance. The City Council adopted the Ordinance on X day of XX, 2025.

CONTRACTS WITH OTHER POLITICAL SUBDIVISIONS

The City will, as part of the contract to wholesale water to any other entity that will re-sell water, require that entity to adopt a water conservation and drought contingency plan in accordance to the LCRA's current water conservation and drought contingency plan rules or have a plan in effect currently adopted by the LCRA (Lower Colorado River Authority) or TCEQ (Texas Commission on Environmental Quality). In addition, as mentioned in previous section, Llano resides in the Region K planning group, and the City will provide the updated water conservation and drought contingency plan to the TWDB Region K contact.

ANNUAL EVALUATION AND REVISIONS

This Ordinance will be revised at least every five (5) years to provide updates and changes as appropriately required and in compliance with TCEQ and TWDB..

Revisions were made in August 2000, March 2006, May 2009, May 2012, May 2014, July 2018, and May 2019 including system profile and goal updates, July 2022 including 2026 Update to the 2024 Water Conservation Plan

modification of Stage 3 and 4 DCP, May 2024 including system profile and goal updates, **January 2026** to align with LCRA requirements. Next revision will be made May 2029.

Laura Almond, Mayor

ATTEST:

Kim Wagner, City Secretary

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APPENDIX A - LANDSCAPE CONSERVATION STANDARDS

These standards are similar to the Greater Austin Homebuilder “Sensible Landscaping for Central Texas” guidelines developed with significant input from the LCRA. The standards are meant to provide builders and homeowners with a well-designed, water-efficient landscape. The standards can be adopted through ordinance, deed restriction or covenant where economically feasible and allowed by federal, state and local law.

Design

- A. No more than 50% or up to 5,000 square feet of the landscape shall be planted in turf. Longer leaved native grasses and wildflowers that use low amounts of water are not considered turf grass when determining how much turf grass is allowed.
- B. Automatic spray irrigation for each home/business shall be limited to 2 times the foundation footprint, with a 10,000-square-foot maximum. The footprint may include both the house and the garage, but not the driveway or patio.

Soil

- A. There shall be no less than **6 inches** of high-quality topsoil in planted areas.
- B. Topsoil shall be native soil from the site, or fertile, friable, blended soil/compost blend. Topsoil shall not be of any admixture of subsoil or slag and shall be free of stones over 1½ inches in diameter, lumps, refuse, plants or their roots, sticks, noxious weeds, salts, soil sterilants or other material that is detrimental to plant growth. If topsoil is delivered, it shall be obtained from a well-drained site that is free of flooding. Topsoil shall not be delivered or spread while in a muddy condition.
- C. Non-native topsoil shall contain not less than 25 percent organic matter (compost) that is blended through the soil.
- D. Topsoil that is added to the site shall be incorporated into the existing surface in a two- to three-inch scarified transition layer to enable water to drain adequately through the different types of soil. Do not scarify within the drip line of existing trees that are to be retained.

Irrigation

- A. Automated irrigation systems shall not be required in any new landscape. However, if irrigation is installed it shall meet the guidelines outlined in this section.
- B. All irrigation systems shall be installed in accordance with state law, Title 2 Texas Water Code, Chapter 34, and Title 30 Texas Administrative Code, Chapter 344 rules, as regulated and enforced by TCEQ. Irrigation contractors who install the irrigation systems must be TCEQ-licensed irrigators.
- C. Drip irrigation shall be used for all irrigated landscaped areas, excluding turf. Use point source emitters for trees and shrubs, and drip tubes at a depth of 2 inches below the surface for ground cover plants. Do not irrigate turf with drip irrigation. Instead use pressure regulating multi-stream irrigation when possible to irrigate turf.
- D. Areas planted with turf shall be on separate zones from areas planted with shrubs, trees or perennials.
- E. Hydrozoning of all areas that are irrigated automatically will be scheduled with plants with similar watering needs.
- F. All automatic irrigation systems are required to have a rain sensor, a soil moisture sensor and/or a weather sensor connected to an irrigation controller to stop the irrigation cycle during and after a rainfall event. Rain sensors are to be installed in a location where rainfall is unobstructed. Rain sensors should be adjusted at the ¼-inch setting.

- G. Sprinkler irrigation is prohibited in median strips, parking islands and all landscape areas less than 10 feet from curb to curb or 10 feet in width. Areas less than 10 feet curb-to-curb or 10 feet in width can be irrigated with low-volume irrigation. Low-volume irrigation (subsurface drip irrigation or drip irrigation) shall be installed in long landscape strips less than 10 feet in width to avoid runoff and overspray onto the hardscape.
- H. All new residential irrigation systems are required to have pressure regulation where static operating pressure does not exceed the sprinkler manufacturer's recommended operating range to eliminate extensive misting. These should include in-line pressure regulators, flow control valves, or sprinkler devices equipped with pressure regulation stems or nozzles.
- I. Irrigation systems are to have a WaterSense labeled smart controller that features multiple start times, rain sensor capability, a water budget feature, and a non-volatile memory in case of power outage.
- J. Scheduling recommendations shall be posted inside or immediately near the controller enclosure box for easy reference.
- K. Homeowners shall be provided with a complete irrigation plan (or as-built drawing) that describes the location of each irrigation zone, control valves, and sprinkler devices.
- L. Sprinkler systems shall be designed with no overspray onto the hardscape.
- M. Include in-line check valves and sprinkler heads with check valves in irrigation zones located at the bottom of sloped terrain along curbs, sidewalks, driveways, and other hardscapes. Include devices that prevent low-head drainage after the sprinkler zone is turned off.

Plant Choice

- A. Plants used must be native and drought tolerant.
- B. Turf grasses should be limited to low water use turfs. St. Augustine grasses should not be planted.
- C. Invasive plants shall not be used.

Plant Prepping, Placement and Spacing

- A. A hole dug for the plant or tree should be two to three times wider than the container or root ball in which the plant is being stored, ensuring water is able to be absorbed by the plant's roots.
- B. Blend existing soil with compost before the sodding or seeding with the recommended turfgrass.
- C. Proper plant placement and spacing is critical to plant health and long-term landscape quality. Placing plants too close to buildings can cause problems with plant disease, as well as insect and structural problems. Proper plant spacing helps ensure good air flow and room for plants to mature without crowding. Consider the mature height and width of plants before planting them.

Mulch

- A. All areas planted with trees, perennials and shrubs shall be finished with a **2- to 4-inch-deep** layer of high-quality 50/50 blend of organic mulch and compost blend.
- B. Wood chip mulch shall be clean wood chips free of man-made debris, shredded into coarse pieces ranging from 1 to 3 inches.
- C. Rock mulch shall be used in planting beds only in small areas with succulents or areas without irrigation requirements such as pathways. Rock mulch can increase heat effect and require more water on planted beds.

Maintenance

- A. Replenish mulch/compost blend in non-turf areas every two years at a minimum. Doing so during the fall and spring is recommended.

- B. Aerate turfgrass within the first year of construction and twice a year after that (about Oct. 1 and March 1).
- C. Top dress turfgrass areas with quality compost twice a year (about Oct. 1 and March 1) at a depth of $\frac{1}{4}$ to $\frac{1}{2}$ inch following the aeration and drag or rake it into the canopy and aeration holes.
- D. Mow turf no shorter than 3-4 inches.
- E. Set the automatic irrigation system back to a normal schedule after the establishment period.

DRAFT



Date: 1-6-26

Agenda Item: F11

CITY COUNCIL AGENDA

Item/Subject: Discussion and possible action to amend Ordinance 1565 Streets, Sidewalks, and other public places.

Initiating Department/Presenter: Larry Sawyer, Alderman

Recommended Motion:

Background/History:

Findings/Current Activity: Blake Schulze, Street Crew Leader, also provided comment on previous and current mowing of ROW's:

- North side of Sandstone, between Cedar and Ash, is currently being maintained approximately 1-2 times per year due to City drainage and growth into paved area. Blake also noted neighbors will also mow behind the curb occasionally.
- The Johnson grass shown on Austin Street, next to Ben E Keith, is normally not mowed, however Blake did note there is about a 2 foot wash-out within the ROW. The areas, along Austin Street to the culvert have been maintained by the residents.
- Blake noted the City does mow an area on Hwy 16 near Ben E Keith that should be TxDOT, but the City has been maintaining due to it being an entrance to the City.
- Blake noted that the City continues to maintain ROW on Chattanooga at the electric substation; on Fox Run; and on Cedar behind the Cemetery. The mowing is primarily to keep vegetation from encroaching on the roadways and is normally done 1-2 times per year.

Financial Implications:

There is no financial impact associated with this item.

Item is budgeted: _____ - _____ - _____ In the amount of \$ _____ (amount in the budget account)

Associated Information:

Item is not budgeted:

Item is estimated to generate additional revenue:

Attach or save documents in the folder as needed.

City of Llano

M E M O

To: Mayor and City Council
From: Finley deGraffenried
Re: Request for additional information related to maintenance of certain Rights of Way ("ROW")
Date: 29 December 2025

On December 15th, Council requested additional information related to mowing maintenance of ROW's that were previously maintained by the City and/or that were used and designed for surface drainage.

In July of 2025 Council amended Chapter 86, Streets and Sidewalks, and Other Public Places, City of Llano Code of Ordinances, to require abutting property owners to maintain and mow areas between their property line and street (back of curb or beginning of pavement), and 1/2 of the width of any alleys abutting their property. Since the time of passage, City personnel have ceased maintenance on some related ROW's.

Alderman Sawyer asked Council consideration to include certain ROW's, particularly that could impact drainage efficiency, under City maintenance.



Green at Oak facing east



Green at Oak facing west



Green at Ash facing east



Green at Ash facing west



Chestnut at Green facing south



Chestnut at Green facing south



Austin St @ Chattanooga facing east



Austin St at Anniston facing west



Austin St facing west

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Council Considerations

- Council could consider an amendment based on conditions, but preferably not location.
- All streets without curb and gutter drain on landscape areas.
- Some jurisdictions only provide relief for maintenance based on frontage feet, or size of tract.
- Based on observation, many areas of town also suffer from lack of code enforcement regarding ROW maintenance.
- Maintenance of ROW abutting roadways is a generally accepted policy for local jurisdictions regardless of topography.

Staff seeks Council input and will draft amendments based on Council direction.

ORDINANCE NO.1565

AN ORDINANCE OF THE CITY OF LLANO, TEXAS, AMENDING THE CODE OF ORDINANCES, CHAPTER 86, STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES, ARTICLE I, IN GENERAL; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; ESTABLISHING AN EFFECTIVE DATE; PROVIDING FOR PROPER NOTICE AND MEETING.

WHEREAS, the City of Llano (“City”) is a Type A general law municipality; and

WHEREAS, pursuant to Texas Local Government Code § 51.001, the City Council of the City of Llano, Texas (“City Council”) has the authority to adopt, publish, amend or repeal an ordinance that is for the good government, peace or order of the City; and

WHEREAS, pursuant to § 311.002 of the Texas Transportation Code the City has exclusive control over the highways, streets, and alleys within the City; and

WHEREAS, pursuant to § 311.003 of the Texas Transportation Code the City Council may require a person to keep weeds, unclean matter, or trash from the street, sidewalk, or gutter in front of the person's premises and require the owner of land to improve the sidewalk in front of the person's land; and

WHEREAS, the City Council desires to amend its current regulations regarding streets, sidewalks, and alleys; and

WHEREAS, the City Council is of the opinion and finds that the adoption of these amendments to the City’s ordinances will promote the public health, safety, or general welfare;

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

I.

Chapter 86, Streets, Sidewalks, and Other Public Places, Article I, In General of the Code of Ordinances of the City of Llano, Texas is hereby amended in its entirety to read as follows:

ARTICLE I IN GENERAL

§ 86-1. Placement and Removal of Items.

- (a) No person shall place any personal property, materials, goods, wares, merchandise, or similar items of any kind in or upon any public street, sidewalk, alley, or right-of-way of the City.

- (b) No person shall place, deposit, or leave in or upon any public or private property, public street, alley, sidewalk, rights-of-way, park, or other City building or property any waste materials, trash, weeds, bottles, glass, cans, pieces of scrap metal, metal articles, paper or other accumulation of debris or items other than placement of refuse for collection.
- (c) No person shall deposit or throw on any public grounds, streets, alleys or sidewalks any earth, ashes or other material whatsoever, or remove any earth, stone or other material from any street, square, alley, sidewalk or other public ground or place without approval from the City.

§ 86-2. Maintenance.

- (a) No owner or occupant of any property shall allow or permit any trees, shrubs, or other plant growth on the property to impede, obstruct, or interfere with the free passage and movement upon any public street, sidewalk, or alley; impede the visibility of drivers; or interfere with any traffic control device or signs or street lighting. Tree limbs must be maintained to hang no lower than thirteen and one-half feet (13.5') above any public street or alley and eight feet (8') above any public sidewalk. Trees below eight feet (8'), shrubs, or other plant growth must be maintained to not encroach on any public sidewalk and so as not to impede visibility of drivers.
- (b) No person owning or occupying any property fronting on any street, alley, or public place in the City shall allow grass or weeds to grow in a way that is characterized as uncontrolled, unmaintained, or overgrown, including those areas between the property line and the street.
- (c) No person shall allow the sidewalk in front of any property owned or controlled by them to become unclean in any manner, out of repair, or in such a condition from any cause so as to interrupt or make dangerous the free passage or movement on such sidewalk.

§ 86-3. Portion of Sidewalk, Street, Alley to Maintain.

- (a) A person in control of any land abutting a sidewalk, alley, or street must maintain the portion of the sidewalk, alley, or street as follows:
 - (1) Any portion of a street that has been opened for public use between the curb line, or if there is no curb line, the edge of pavement, and the abutting property line, including sidewalks placed thereon.
 - (2) One-half (½) of the width of abutting alleys (from the property line to the centerline of the alley).

(3) Any portion of a street/alley abutting the boundaries of a parcel of land, which street/alley has not been opened for public use, shall be maintained by those persons who dedicated the street/alley or their successors in interest, including lessees and other persons in control of the land abutting the street/alley; provided that if the abutting land on either side of such street/alley is owned by different persons, then the owner, lessee or other person in control of the land shall only be required to maintain one-half (½) of the width of the street/alley abutting their land.

(b) It is unlawful for any person in control of any land abutting a sidewalk, alley, or street to fail to maintain the land abutting a sidewalk, alley, or street as described in this section.

§ 86-4. City Maintenance of Alleys.

The City only maintains alleys or portions of alleys when required to provide city utility services or to abate a nuisance. This maintenance is limited to removing overgrowth when access is required and maintaining a driving surface suitable for the City's heavy equipment to reach the utilities located in the alley. Maintenance of the driving surface of all other alleys shall be the responsibility of the abutting property owners. Property owners must use a material that will not wash out to fill any potholes and must receive prior approval from the City before doing any maintenance.

§ 86-5. Signage Prohibited.

No person shall attach or place any sign, placard, poster, banner, or any other advertising device to any tree, public utility structure, traffic control device, streetlight standard, or any other device upon the public streets, alleys, sidewalks, or rights-of-way unless a permit, license or other approval has been given by the City.

§ 86-6. Violations.

Any violation of any of the provisions of this chapter shall be considered a misdemeanor and shall be punished as provided for in § 1-13.

II.

The provisions of this Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent.

III.

If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of the Ordinance. The City Council of the City of Llano hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.


IV.

This Ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

V.

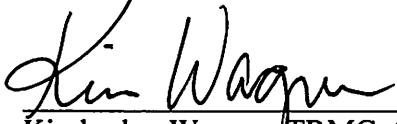
It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED on this the 7th day of July, 2025.



Hon. Laura Almond, Mayor
City of Llano, Texas

ATTEST:



Kimberley Wagner, TRMC, CPM, City Secretary
City of Llano, Texas

City of Llano

M E M O

To: Mayor and City Council
From: Finley deGraffenried
Re: Manager's Report
Date: 31 December 2025

City Property At the request of Alderwoman Tudyk, attached is a listing of City owned properties that was prepared for the Llano Economic Development Corporation in 2023. Staff have reviewed the listings, however; Council members may have some historical knowledge that may be lacking in the spreadsheet. At Council's direction, staff will place the item on a future agenda for discussion.

Bridge Work Council, and the public, may be curious regarding the message boards on the Inks Bridge and the pending work. The TxDOT Area Engineer has indicated the project will be done, for maintenance and repairs, beginning in early January. The message boards have communicated several starting dates, however, the means and method to safely make repairs continues to be modified by the contractor in consultation with TxDOT. The Area Engineer did state the repairs, done under the deck, may possibly be done without lane closures, and if closures are necessary, they would only be done at night. Staff will update Council as information becomes available.

Elections Kim Wagner reports filing packets for City Council elections have been prepared and posted on the City website. Completed packets will be accepted in the City Secretary's office from January 14th to February 13th. The City will provide public notice of the filing deadlines and procedures as required and through social media. Three Council positions will be up for election.

Golf Course Dane reports the new Golf Course website, implemented through the City's third-party contractor, is up and running. One of the sites' primary purposes is to provide a tee time reservation platform for guests and members. The website also includes course information and upcoming events. Book your next tee time on golfllano.com.

Chamber Banquet Tony reports that planning is underway for the 2026 Llano Chamber of Commerce Banquet and Community Awards Gala. The event will be held on January 31st at Inman's Ramblin' Rose. Award nominations may be submitted in person at the Chamber office, by email or by hand-off to Tony or any Board member. Nomination forms are available by QR Code on the Chamber website and Facebook page and are due by January 16th.

Dredging Staff have been in communication with the City's dredging contractor to review a draft contract for future sand removal. As noted in presentations this fall, dredging has provided for up to 480 acre-feet of additional water storage that is critical for the City during times of drought. The City has reviewed compliance needs of TCEQ with the City's environmental engineer and the City Attorney. It is staff's hope to prepare a contract, in conjunction with a TCEQ permitting application, for Council consideration within 30 to 45 days. In a corresponding task, the City is hopeful to begin finalizing the LCRA reservation of raw water after Council consideration of the Drought Contingency Plan and Water Conservation Plan.

Landon Lane GST After the successful dollie/adhesion testing for the Landon Lane Ground Storage Tank ("GST") on December 12th, the City's engineer requested a final inspection of the interior coating prior to disinfection and enclosing the tank. The inspection, prior to welding the door closed, was to be conducted on December 18th, however; it was determined by the City's third-party inspector and City officials that the Tank was not ready for inspection due to remaining issues with drips, over sprays and repairs. Currently, the City has received an updated schedule from the contractor (attached) indicating inspections on January 12th and 13th. Based on the contractor's proposed schedule, the GST may be in service on or about February 3rd.

JLK

The Llano County Stock Show and Sale will be taking over the JLK Event Center beginning January 7th with the District Grandstand event immediately following through January 17th. Brittney has done a good job in preparing the facility for the event and coordinating with 4-H leadership. The City's role will generally be hands off during the event, but staff will remain on site, and in communication, if a need arises. Other events at the JLK in January include Barell Racing on the 28th, and a full Open Rodeo on January 31st benefitting the Smarr's family. The January events will be the first equine events since the quarantine for the EVH virus.

Council Work Plan

Staff was hoping to have a partial draft available to Council on the January 5th meeting, however, time slipped away. Without objection, staff will place the item on the January 20th agenda, and if the Police Department and LanTex are available for tour, Council could consider a quick review and tour of those facilities at that time.

**CITY-OWNED PROPERTIES AS IDENTIFIED BY LCAD FOR LEDC
1.27.2023**

file_as_name	legal_desc	situs_street	market	NOTES
CITY OF LLANO	LETCHER BLK 3 & BLK 7 W 108.8 FT OF LTS 1-6	SANDSTONE	54010	OLD CITY CEMENT PLANT (West of 602 E Sandstone/Patty Pflester)
CITY OF LLANO	OATMAN ADDN BLK 8 LTS 1 THRU 12	COLLEGE	79230	EMPTY BLOCK between College & Ollie/ Oak & Cedar (Old Tball Field????)
CITY OF LLANO	SOUTH ADDN BLK 16 N 1/2 OF LT 22 & B & C OF LT 23 /OLD WATER TREATMENT PLANT	BERRY	45830	OLD WATER TREATMENT PLANT SITE (road, ROW - future downtown parking)
CITY OF LLANO	L I & F BLK 38 LTS 5-12	LEON	54450	EMPTY
CITY OF LLANO	L I & F BLK 32 LTS 5-12	AVON	54450	1/2 EMPTY (TV Towers & Water Tower on second 1/2 block @ the north end of paved Avon St.)
CITY OF LLANO	L I & F BLK 33 LTS 1-16 WATER TOWER	AVON	51440	Empty Lots Behind TV Towers
CITY OF LLANO	HOLDEN BLK 70 LTS 12 & 13	SHEFFIELD	9900	BARNEY LEE (part of field) - SHARED WITH LISD #30581
CITY OF LLANO	MILLER ADDN BLK F2 PT OF LTS 4 & 5	WRIGHT	2670	Dirt patch between Old Six Mile and Old Fredrickburg Hwy (empty triangle)
CITY OF LLANO	FLAG CREEK OAKS UNIT 4 PT OF TR 29 1.600 AC	OLLIE	21230	West end of Ollie Street from pavement to creek (platted street w utilities)
CITY OF LLANO	HOLDEN BLK T LT BTWN BLK 98 0.086 AC	TARRANT	7340	Section of Pistburg St @ Pitsburg and Grayson (paved street)
CITY OF LLANO	L I & F BTWN BLK W & BLK 145 0.068 AC	SHEFFIELD	2320	Section of Sheffield east of 117 Grayson St. (paved street)
CITY OF LLANO	FLAG CREEK OAKS UNIT 5 3.110 AC ROW	FOX RUN	39380	Fox Run (dirt road w utilities to north of 307 Fox Run)
CITY OF LLANO	L I & F PT OF RIGHT OF WAY 0.230 AC	GRAYSON	18840	Grayson St. from Bessemer to west (street)
CITY OF LLANO	HOLDEN BLK 79 LT 5	HAMILTON	1690	DRAINAGE north of Stripes on north side
CITY OF LLANO	HOLDEN BLK 79 W 1/2 OF LT 6	BESSEMER	3430	DRAINAGE north of Stripes on north side
CITY OF LLANO	L I & F BLK 95 LT 8	LEON	8530	OLD SMITH HILL WATER TOWER (Hazel Hill @ west end of Houston St.)
CITY OF LLANO	SOUTH ADDN BLK 38 LT 152 LESS S 10 FT	OATMAN	39960	OLD ORANGE STANDPIPE WATER TOWER (1/4 block, southwest corner of Oatman @ College)
CITY OF LLANO	OZBURN ADDN LT 6	FLAG CREEK	15750	FLAG CREEK LIFT STATION (on Flag Creek Drive)
CITY OF LLANO	MC LEAN SUBD LT 3	LANDON	34540	LANDON LANE WATER TOWERS
CITY OF LLANO	T F CORRY ABST #136 17.910 AC S PT AIRPORT	EVELYN GOULD	135720	AIRPORT (runway safety zone, south end of the runway)
CITY OF LLANO	T F CORRY ABST #136 194.910 AC (AIRPORT) LAND ACCT (IMP ONLY ACCT 54964)	HIGHWAY 16	4594200	AIRPORT
CITY OF LLANO	L I & F, BLK A-93 29.100 AC (LAND FILL)	HIGHWAY 16	334020	LANDFILL
CITY OF LLANO	L I & F BLK 117 LTS 9 & 10	CHATTANOOGA	71300	NORTH FIRE HALL
CITY OF LLANO	L I & F PT OF BLK F 0.0331 AC	LEGION	5730	VERY SMALL DIRT STRIP (north side of road across from 200 Legion Dr.)
CITY OF LLANO	NORTH ADDN SE 1/4 OF BLK 1	BIRMINGHAM	21930	BADU PARK (northwest corner of Legion @ Birmingham)
CITY OF LLANO	L I & F BLK F LAND ACCT (IMP ONLY ACCT 38873)	BIRMINGHAM	439190	BADU PARK (east end including American Legion Bldg.)
CITY OF LLANO	L I & F PT OF BLKS G & H AND AREA BETWEEN G & H 1.702 AC	BESSEMER	240940	VISITOR CENTER CHAMBER
CITY OF LLANO	R BYRNE ABST #32 4.240 AC (SOFTBALL FIELD)	COUNTY ROAD 303	175810	SOFTBALL FIELD (on CR 303)
CITY OF LLANO	R BYRNE ABST #32 129.630 AC	COUNTY ROAD 303	1481970	FARM (south 130 acre around ball field)
CITY OF LLANO	R BYRNE ABST #32 40.019 AC	COUNTY ROAD 304	695800	CITY FARM (40 acre track off of 71 East)
CITY OF LLANO	R BYRNE ABST #32 103.140 AC	COUNTY ROAD 303	5061660	WASTEWATER TREATMENT PLANT & FARM (103 acre river pasture)
CITY OF LLANO	J C RAGSDALE ABST #614 10.850 AC	CEMETERY	222880	CEMETERY (main section)
CITY OF LLANO	J C RAGSDALE ABST #614 1.000 AC	COLLEGE	52640	CEMETERY (dirt road on north side)
CITY OF LLANO	OATMAN ADDN BLK 12 LTS 1-12	ELM	98580	CEMETERY W BUILDING
CITY OF LLANO	OATMAN ADDN BLK 13 LTS 3, 4 & LTS 7-12	OLLIE	67520	CEMETERY (lot south of 700 E Ollie)
CITY OF LLANO	SOUTH ADDN BLK 3 PT OF LT 61 MARY PHEMA MEMORIAL PARK	FORD	51420	MARY PHEMA MOORE PARK
CITY OF LLANO	SOUTH ADDN BLK 16 PT OF LTS 19 & 20	MAIN	131950	LANTEX
CITY OF LLANO	SOUTH ADDN BLK 20 S 61.82 FT OF W 70 FT OF LT 34 I(NS OFC)	MAIN	90590	POLICE STATION - 213 W Main
CITY OF LLANO	SOUTH ADDN BLK 24 (CITY HALL, FIRE STATION & BASEBALL FIELD)	MAIN	371810	CITY HALL, FIRE HALL, BASEBALL FIELD
CITY OF LLANO	SOUTH ADDN BLK 33 SE PT OF LT 136A	HAYNIE	38960	CITY YARD (northwest corner of Haynie and Wright)
CITY OF LLANO	SOUTH ADDN BLK 32 LTS 133 & 134 WAREHOUSES/WATER TREATMENT PLANT	WRIGHT	1704130	WATER TREATMENT PLANT & YARD
CITY OF LLANO	D T FITCHETT ABST #209 1.400 AC	RANCH ROAD 152	207190	RAY HOUSE
CITY OF LLANO	D T FITCHETT ABST #209 17.379 AC (MOORE FIELD)	WEST RANCH ROAD 15	412420	MOORE FIELD (11550 W RR 152)
CITY OF LLANO	H BENTLEY ABST #86 5.487 AC ROBINSON PARK	ROBINSON	205350	ROBINSON PARK (west end)
CITY OF LLANO	D T FITCHETT ABST #209 11.898 AC ROBINSON PARK	ROBINSON PARK	334980	ROBINSON PARK (east end including RV park)
CITY OF LLANO	RIVER LAKE BLK A LTS 1-15, 17-21, BLK B LTS 1-21 & PARK AREA & 101.083 AC	ROBINSON PARK	799000	GOLF COURSE
CITY OF LLANO	D T FITCHETT ABST #209 88.257 AC	RANCH ROAD 152	2510990	JLK ARENA
				GIRL SCOUT HUT - Unidentified Parcel
				Tball field North of Cemetery - Unidentified Parcel or 51780???

ID	Task Mode	Task Name	Duration	Start	Finish	Nov 30, '25	Dec 7, '25	Dec 14, '25	Dec 21, '25	Dec 28, '25	Jan 4, '26	Jan 11, '26	Jan 18, '26	Jan 25, '26	Feb 1, '26																																						
						M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	🚀	Overall Project Schedule	366 days	Mon 2/3/25	Tue 2/3/26																																																
2	🚀	1.0MG Ground Storage Tank Execution	366 days	Mon 2/3/25	Tue 2/3/26																																																
3	🚀	Interior Execution	35 days	Fri 12/19/25	Thu 1/22/26																																																
4	🛠️	Drip/icicle Correction	2 days	Fri 12/19/25	Sat 12/20/25																																																
5	🚀	Christmas/New Years	17 days	Sun 12/21/25	Tue 1/6/26																																																
6	🚀	Continued Interior Corrections	5 days	Wed 1/7/26	Sun 1/11/26																																																
7	🚀	BRI Inspection	1 day	Mon 1/12/26	Mon 1/12/26																																																
8	🚀	Inspection Before Door Sheet Install	1 day	Tue 1/13/26	Tue 1/13/26																																																
9	🚀	Door Sheet Welding	4 days	Wed 1/14/26	Sat 1/17/26																																																
10	🚀	X-Ray Testing/ BRI Inspection	1 day	Sun 1/18/26	Sun 1/18/26																																																
11	🛠️	Sandblast Door Sheet Area	2 days	Mon 1/19/26	Tue 1/20/26																																																
12	🚀	BRI Inspection	1 day	Wed 1/21/26	Wed 1/21/26																																																
13	🛠️	Reactamine 760	1 day	Wed 1/21/26	Wed 1/21/26																																																
14	🛠️	Holiday Test/Touch Up/BRI Inspection	1 day	Thu 1/22/26	Thu 1/22/26																																																
15	🚀	Exterior Execution	7 days	Mon 1/19/26	Sun 1/25/26																																																
16	🚀	Prep Door Sheet (Blast)	2 days	Mon 1/19/26	Tue 1/20/26																																																
17	🚀	BRI Inspection	1 day	Wed 1/21/26	Wed 1/21/26																																																
18	🚀	Prime Coat: Carbozinc 859	1 day	Wed 1/21/26	Wed 1/21/26																																																
19	🚀	BRI Inspection	1 day	Thu 1/22/26	Thu 1/22/26																																																
20	🛠️	Top Coat: Carboxane 20000	3 days	Thu 1/22/26	Sat 1/24/26																																																
21	🚀	BRI Inspection/Punlist Walkthru	1 day	Sun 1/25/26	Sun 1/25/26																																																
22	🚀	Refill Execution/Punchlist	9 days	Mon 1/26/26	Tue 2/3/26																																																
23	🚀	Perform Punchlist	1 day	Mon 1/26/26	Mon 1/26/26																																																
24	🚀	Final Walkthru	1 day	Tue 1/27/26	Tue 1/27/26																																																
25	🛠️	Cure Time	3 days	Sun 1/25/26	Tue 1/27/26																																																
26	🛠️	Fill Tank/Bac-T Testing	4 days	Wed 1/28/26	Sat 1/31/26																																																
27	🛠️	Tank In-Service	3 days	Sun 2/1/26	Tue 2/3/26																																																

Project # 22963 Landon Lane G
Date: 12/19/2025

Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone		Manual Summary		Deadline			
Milestone		Inactive Summary		Start-only		Critical			
Summary		Manual Task		Finish-only		Critical Split			
Project Summary		Duration-only		External Tasks		Progress			



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Used
Fund: 10 - GENERAL FUND							
Revenue							
RevCategory: 10 - GENERAL REVENUE							
10-10-41010	PROPERTY TAX M & O	1,006,224.00	1,006,224.00	60,809.08	84,197.88	-922,026.12	8.37 %
10-10-41020	DELINQUENT TAXES	14,000.00	14,000.00	1,224.61	1,785.14	-12,214.86	12.75 %
10-10-41030	PENALTY & INTEREST	12,000.00	12,000.00	705.34	949.91	-11,050.09	7.92 %
10-10-41040	OCCUPATION TAXES	10,400.00	10,400.00	250.00	250.00	-10,150.00	2.40 %
10-10-41050	CITY SALES TAX	1,369,000.00	1,369,000.00	119,087.14	225,024.52	-1,143,975.48	16.44 %
10-10-41070	MIXED DRINK TAX	24,000.00	24,000.00	1,684.06	3,471.48	-20,528.52	14.46 %
RevCategory: 10 - GENERAL REVENUE Total:		2,435,624.00	2,435,624.00	183,760.23	315,678.93	-2,119,945.07	12.96%
RevCategory: 20 - FRANCHISE TAXES							
10-20-42010	CABLE FRANCHISE TAXES	5,200.00	5,200.00	2,685.46	0.00	-5,200.00	0.00 %
10-20-42030	TELECOMMUNICATIONS FRANCHISE	12,800.00	12,800.00	218.86	0.00	-12,800.00	0.00 %
10-20-42040	GAS FRANCHISE TAXES	25,000.00	25,000.00	0.00	0.00	-25,000.00	0.00 %
10-20-42050	GARBAGE FRANCHISE TAXES	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00 %
10-20-42060	CENTRAL TEXAS ELECTRIC	18,600.00	18,600.00	5,586.21	0.00	-18,600.00	0.00 %
10-20-42070	TOWER LEASE	3,000.00	3,000.00	250.00	500.00	-2,500.00	16.67 %
RevCategory: 20 - FRANCHISE TAXES Total:		104,600.00	104,600.00	8,740.53	500.00	-104,100.00	0.48%
RevCategory: 40 - LICENSES AND PERMITS							
10-40-44010	LICENSES - DOG	100.00	100.00	0.00	0.00	-100.00	0.00 %
10-40-44040	ELECTRIC PERMIT FEES	8,500.00	8,500.00	300.00	512.00	-7,988.00	6.02 %
10-40-44050	MECHANICAL PERMIT FEES	1,500.00	1,500.00	25.00	25.00	-1,475.00	1.67 %
10-40-44060	PLUMBING PERMIT FEES	3,500.00	3,500.00	40.00	215.00	-3,285.00	6.14 %
10-40-44070	NO PERMIT PENALTY	500.00	500.00	0.00	0.00	-500.00	0.00 %
10-40-44100	BUILDING PERMIT FEES	44,000.00	44,000.00	2,450.77	6,640.86	-37,359.14	15.09 %
10-40-44110	BOARD PETITIONS	4,500.00	4,500.00	62.02	542.14	-3,957.86	12.05 %
10-40-44120	PEDDLER'S PERMIT	500.00	500.00	0.00	0.00	-500.00	0.00 %
10-40-44130	BURN PERMITS	200.00	200.00	0.00	0.00	-200.00	0.00 %
10-40-44150	PLANS REVIEWS FEES	500.00	500.00	0.00	0.00	-500.00	0.00 %
10-40-44160	INSPECTION FEES	28,800.00	28,800.00	0.00	0.00	-28,800.00	0.00 %
10-40-44170	CONTRACTOR REGISTRATION FEE	400.00	400.00	0.00	0.00	-400.00	0.00 %
10-40-44180	HIGHWAY BANNER FEE	1,200.00	1,200.00	0.00	0.00	-1,200.00	0.00 %
RevCategory: 40 - LICENSES AND PERMITS Total:		94,200.00	94,200.00	2,877.79	7,935.00	-86,265.00	8.42%
RevCategory: 48 - JLK EVENTS CENTER							
10-48-44800	EVENTS CENTER RENTAL	17,000.00	17,000.00	0.00	2,000.00	-15,000.00	11.76 %
10-48-44900	ARENA RENTAL	30,000.00	30,000.00	2,300.00	2,650.00	-27,350.00	8.83 %
10-48-44910	STALL RENTALS	15,000.00	15,000.00	2,045.00	2,335.00	-12,665.00	15.57 %
10-48-44920	SHAVINGS SALES	4,000.00	4,000.00	150.00	180.00	-3,820.00	4.50 %
10-48-44930	TRAILER PARKING	5,000.00	5,000.00	650.00	775.00	-4,225.00	15.50 %
10-48-44950	ARENA CONCESSIONS	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
10-48-44970	ARENA SPONSORS	36,000.00	36,000.00	0.00	0.00	-36,000.00	0.00 %
10-48-44980	ARENA MEMBERSHIPS	4,000.00	4,000.00	0.00	0.00	-4,000.00	0.00 %
10-48-44990	JLK PRODUCED EVENTS	38,000.00	38,000.00	18,595.57	20,990.57	-17,009.43	55.24 %
RevCategory: 48 - JLK EVENTS CENTER Total:		152,000.00	152,000.00	23,740.57	28,930.57	-123,069.43	19.03%
RevCategory: 50 - SWIMMING POOL							
10-50-45020	SWIMMING POOL - ADMISSIONS	13,000.00	13,000.00	0.00	0.00	-13,000.00	0.00 %
10-50-45030	SWIMMING POOL - CONCESSIONS	6,000.00	6,000.00	0.00	0.00	-6,000.00	0.00 %
10-50-45040	SWIMMING POOL - PRIVATE PARTIE	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
10-50-45070	SWIMMING POOL SEASON PASSES	3,800.00	3,800.00	0.00	0.00	-3,800.00	0.00 %
RevCategory: 50 - SWIMMING POOL Total:		25,800.00	25,800.00	0.00	0.00	-25,800.00	0.00%

Financial

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
RevCategory: 51 - GENERAL PARKS						
10-51-45100	PARK PAVILION RENTS	1,000.00	1,000.00	0.00	325.00	-675.00 32.50 %
10-51-45110	PORTABLE STAGE RENTAL	400.00	400.00	0.00	0.00	-400.00 0.00 %
10-51-45120	EVENT TENT RENTAL	500.00	500.00	0.00	0.00	-500.00 0.00 %
10-51-45130	RAY HOUSE RENTALS	250.00	250.00	0.00	0.00	-250.00 0.00 %
10-51-45140	CAMPING FEES	500.00	500.00	170.00	170.00	-330.00 34.00 %
10-51-45160	BADU RV SPACE RENTALS	4,500.00	4,500.00	633.00	1,103.00	-3,397.00 24.51 %
10-51-45170	ROBINSON RV SPACE RENTALS	100,000.00	100,000.00	16,920.00	18,040.00	-81,960.00 18.04 %
10-51-45190	LAUNDROMAT	500.00	500.00	0.00	0.00	-500.00 0.00 %
	RevCategory: 51 - GENERAL PARKS Total:	107,650.00	107,650.00	17,723.00	19,638.00	-88,012.00 18.24%
RevCategory: 52 - GOLF COURSE						
10-52-45200	GOLF COURSE DRIVING RANGE	25,000.00	25,000.00	1,739.56	3,708.41	-21,291.59 14.83 %
10-52-45210	GOLF COURSE CART RENTALS	150,000.00	150,000.00	8,770.94	23,604.74	-126,395.26 15.74 %
10-52-45220	GOLF COURSE MEMBER FEES	116,000.00	116,000.00	11,053.58	22,408.58	-93,591.42 19.32 %
10-52-45230	GOLF COURSE GREEN FEES	176,000.00	176,000.00	16,245.00	37,822.58	-138,177.42 21.49 %
10-52-45240	GOLF COURSE TOURNAMENTS	45,000.00	45,000.00	0.00	0.00	-45,000.00 0.00 %
10-52-45260	GOLF MERCHANDISE	17,000.00	17,000.00	2,661.69	5,136.72	-11,863.28 30.22 %
10-52-45270	GOLF COURSE CONCESSIONS	25,000.00	25,000.00	1,544.67	4,046.85	-20,953.15 16.19 %
10-52-45280	GOLF COURSE BOTTLED WATER	0.00	0.00	316.00	788.00	788.00 0.00 %
10-52-45290	GOLF COURSE ALCOHOLIC BEVERA...	55,000.00	55,000.00	4,231.64	12,618.73	-42,381.27 22.94 %
	RevCategory: 52 - GOLF COURSE Total:	609,000.00	609,000.00	46,563.08	110,134.61	-498,865.39 18.08%
RevCategory: 55 - LANTEX THEATER						
10-55-45520	FACILITY RENTAL	2,000.00	2,000.00	200.00	200.00	-1,800.00 10.00 %
	RevCategory: 55 - LANTEX THEATER Total:	2,000.00	2,000.00	200.00	200.00	-1,800.00 10.00%
RevCategory: 58 - FACILITIES						
10-58-45810	AMERICAN TOWER LEASE	19,200.00	19,200.00	1,761.85	3,500.40	-15,699.60 18.23 %
10-58-45820	RISE BROADBAND TOWER LEASE	10,500.00	10,500.00	652.39	1,285.78	-9,214.22 12.25 %
10-58-45840	POLE CONTACT FEES	21,000.00	21,000.00	0.00	0.00	-21,000.00 0.00 %
10-58-45880	RIVER SAND CONVENIENCE FEES	1,300.00	1,300.00	0.00	0.00	-1,300.00 0.00 %
	RevCategory: 58 - FACILITIES Total:	52,000.00	52,000.00	2,414.24	4,786.18	-47,213.82 9.20%
RevCategory: 60 - FINANCIAL						
10-60-46030	FEES IN LIEU OF TAX-UTIL	1,048,818.00	1,048,818.00	117,983.58	202,102.08	-846,715.92 19.27 %
10-60-46050	GRANT PROCEEDS	486,300.00	486,300.00	0.00	30,000.00	-456,300.00 6.17 %
10-60-46060	ADM OVERHEAD - UTILITIES	498,725.00	498,725.00	0.00	41,560.42	-457,164.58 8.33 %
10-60-46120	RURAL FIRE DISTRICT CONTRIBUTI	10,000.00	10,000.00	0.00	0.00	-10,000.00 0.00 %
10-60-47010	INTEREST ON INVESTMENTS	153,000.00	153,000.00	11,318.69	24,711.33	-128,288.67 16.15 %
10-60-47900	MISCELLANEOUS	15,000.00	15,000.00	26.00	62.00	-14,938.00 0.41 %
	RevCategory: 60 - FINANCIAL Total:	2,211,843.00	2,211,843.00	129,328.27	298,435.83	-1,913,407.17 13.49%
RevCategory: 65 - CEMETARY						
10-65-47030	CEMETERY LOTS	12,000.00	12,000.00	1,100.00	2,220.00	-9,780.00 18.50 %
10-65-47050	CEMETERY OPEN & CLOSE FEES	1,900.00	1,900.00	0.00	250.00	-1,650.00 13.16 %
	RevCategory: 65 - CEMETARY Total:	13,900.00	13,900.00	1,100.00	2,470.00	-11,430.00 17.77%
RevCategory: 70 - FINES						
10-70-47020	FINES	75,000.00	75,000.00	1,919.50	7,002.85	-67,997.15 9.34 %
	RevCategory: 70 - FINES Total:	75,000.00	75,000.00	1,919.50	7,002.85	-67,997.15 9.34%
RevCategory: 99 - TRANSFER IN						
10-99-49980	TRANSFER IN FROM RESERVES	150,000.00	150,000.00	0.00	0.00	-150,000.00 0.00 %
	RevCategory: 99 - TRANSFER IN Total:	150,000.00	150,000.00	0.00	0.00	-150,000.00 0.00%
	Revenue Total:	6,033,617.00	6,033,617.00	418,367.21	795,711.97	-5,237,905.03 13.19%
Expense						
Department: 0100 - ADMINISTRATION						
ExpCategory: 10 - PERSONNEL						
10-5-0100-10100	SALARIES	9,600.00	9,600.00	800.00	968.00	8,632.00 10.08 %
10-5-0100-10400	FICA	755.00	755.00	61.20	122.40	632.60 16.21 %
10-5-0100-10700	CLOTHING	250.00	250.00	0.00	0.00	250.00 0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
10-5-0100-11500	WORKERS COMPENSATION	25.00	25.00	0.00	0.00	25.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		10,630.00	10,630.00	861.20	1,090.40	9,539.60	10.26%
ExpCategory: 20 - SUPPLIES							
10-5-0100-20100	OFFICE SUPPLIES	300.00	300.00	0.00	0.00	300.00	0.00 %
10-5-0100-20500	OPERATIONAL SUPPLIES	600.00	600.00	10.83	10.83	589.17	1.81 %
10-5-0100-29000	MISCELLANEOUS SUPPLIES	300.00	300.00	0.00	0.00	300.00	0.00 %
ExpCategory: 20 - SUPPLIES Total:		1,200.00	1,200.00	10.83	10.83	1,189.17	0.90%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0100-30700	OFFICE EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		2,000.00	2,000.00	0.00	0.00	2,000.00	0.00%
ExpCategory: 40 - SERVICES							
10-5-0100-41200	TRAVEL AND TRAINING	8,000.00	8,000.00	1,744.86	2,652.86	5,347.14	33.16 %
10-5-0100-42000	DUES, FEES, MEMBERSHIPS	600.00	600.00	0.00	0.00	600.00	0.00 %
10-5-0100-42500	ELECTION EXPENSES	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
10-5-0100-42600	PROFESSIONAL FEES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
ExpCategory: 40 - SERVICES Total:		15,100.00	15,100.00	1,744.86	2,652.86	12,447.14	17.57%
Department: 0100 - ADMINISTRATION Total:		28,930.00	28,930.00	2,616.89	3,754.09	25,175.91	12.98%
Department: 0200 - ADMINISTRATION							
ExpCategory: 10 - PERSONNEL							
10-5-0200-10100	SALARIES	399,213.00	399,213.00	29,193.24	47,047.84	352,165.16	11.79 %
10-5-0200-10200	LONGEVITY	1,020.00	1,020.00	55.39	80.52	939.48	7.89 %
10-5-0200-10300	OVERTIME	3,000.00	3,000.00	0.00	0.96	2,999.04	0.03 %
10-5-0200-10400	FICA	31,350.00	31,350.00	2,163.57	4,348.86	27,001.14	13.87 %
10-5-0200-10500	RETIREMENT	55,250.00	55,250.00	3,802.40	7,662.05	47,587.95	13.87 %
10-5-0200-10600	HEALTH INSURANCE	61,825.00	61,825.00	4,216.77	8,433.54	53,391.46	13.64 %
10-5-0200-10700	CLOTHING	500.00	500.00	130.22	130.22	369.78	26.04 %
10-5-0200-10900	LONG TERM DISABILITY	1,220.00	1,220.00	140.70	234.30	985.70	19.20 %
10-5-0200-11100	VEHICLE ALLOWANCE	6,000.00	6,000.00	500.00	1,000.00	5,000.00	16.67 %
10-5-0200-11500	WORKER'S COMPENSATION	1,005.00	1,005.00	0.00	3,030.50	-2,025.50	301.54 %
10-5-0200-11700	DENTAL INSURANCE	4,275.00	4,275.00	341.99	606.88	3,668.12	14.20 %
10-5-0200-11800	LIFE INSURANCE	300.00	300.00	21.12	42.24	257.76	14.08 %
10-5-0200-12000	EMPLOYEE BONUS	550.00	550.00	0.00	0.00	550.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		565,508.00	565,508.00	40,565.40	72,617.91	492,890.09	12.84%
ExpCategory: 20 - SUPPLIES							
10-5-0200-20100	OFFICE SUPPLIES	4,800.00	4,800.00	834.35	957.50	3,842.50	19.95 %
10-5-0200-20200	POSTAGE	6,000.00	6,000.00	533.40	533.40	5,466.60	8.89 %
10-5-0200-20500	OPERATIONAL SUPPLIES	2,500.00	2,500.00	557.55	641.65	1,858.35	25.67 %
10-5-0200-29000	MEETING/PARTY SUPPLIES	10,000.00	10,000.00	998.10	2,660.36	7,339.64	26.60 %
ExpCategory: 20 - SUPPLIES Total:		23,300.00	23,300.00	2,923.40	4,792.91	18,507.09	20.57%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0200-30300	EQUIPMENT	800.00	800.00	0.00	0.00	800.00	0.00 %
10-5-0200-30500	BUILDING AND GROUNDS	10,000.00	10,000.00	252.28	324.01	9,675.99	3.24 %
10-5-0200-30600	RED TOP JAIL	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
10-5-0200-30700	COPIER LEASE	0.00	0.00	756.00	1,346.00	-1,346.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		25,800.00	25,800.00	1,008.28	1,670.01	24,129.99	6.47%
ExpCategory: 40 - SERVICES							
10-5-0200-40100	COMMUNICATIONS	18,600.00	18,600.00	1,349.32	3,414.47	15,185.53	18.36 %
10-5-0200-40200	ELECTRIC	6,500.00	6,500.00	516.01	1,076.89	5,423.11	16.57 %
10-5-0200-40700	TECHNOLOGY	93,000.00	93,000.00	4,480.63	45,968.83	47,031.17	49.43 %
10-5-0200-41200	TRAVEL AND TRAINING	10,000.00	10,000.00	3,017.68	3,393.68	6,606.32	33.94 %
10-5-0200-42000	DUES, FEES, AND MEMBERSHIPS	12,800.00	12,800.00	380.67	775.67	12,024.33	6.06 %
10-5-0200-42600	PROFESSIONAL FEES	55,000.00	55,000.00	20,186.48	21,345.14	33,654.86	38.81 %
10-5-0200-42603	CONTINGENCY	265,335.00	265,335.00	0.00	0.00	265,335.00	0.00 %
10-5-0200-42700	LEGAL FEES	45,000.00	45,000.00	7,785.37	10,024.61	34,975.39	22.28 %
10-5-0200-42800	TAX APPRAISAL DISTRICT	40,700.00	40,700.00	0.00	0.00	40,700.00	0.00 %
10-5-0200-42900	TAX COLLECTION FEE	3,000.00	3,000.00	0.00	2,025.00	975.00	67.50 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
10-5-0200-43000	ADVERTISING	5,000.00	5,000.00	180.00	262.50	4,737.50	5.25 %
10-5-0200-43400	CONTRACT LABOR	8,000.00	8,000.00	660.00	1,320.00	6,680.00	16.50 %
10-5-0200-47100	TRANSFER OUT	100,000.00	100,000.00	46,217.57	46,217.57	53,782.43	46.22 %
	ExpCategory: 40 - SERVICES Total:	662,935.00	662,935.00	84,773.73	135,824.36	527,110.64	20.49%
	ExpCategory: 50 - SUNDRY CHARGES						
10-5-0200-50100	INSURANCE - PROPERTY	160,500.00	160,500.00	232.26	171,193.98	-10,693.98	106.66 %
10-5-0200-50300	INSURANCE - BONDS	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
10-5-0200-52500	PRINCIPAL - RIGHT-TO-USE LEASE	7,600.00	7,600.00	0.00	0.00	7,600.00	0.00 %
10-5-0200-52600	INTEREST RIGHT-TO-USE LEASE	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
10-5-0200-52800	COMMUNITY SUPPORT	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
	ExpCategory: 50 - SUNDRY CHARGES Total:	185,500.00	185,500.00	232.26	171,193.98	14,306.02	92.29%
	ExpCategory: 60 - CAPITAL OUTLAY						
10-5-0200-60200	BUILDINGS & IMPROVEMENTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
	ExpCategory: 60 - CAPITAL OUTLAY Total:	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00%
	Department: 0200 - ADMINISTRATION Total:	1,473,043.00	1,473,043.00	129,503.07	386,099.17	1,086,943.83	26.21%
	Department: 0250 - MAIN STREET						
	ExpCategory: 10 - PERSONNEL						
10-5-0250-10100	SALARIES	78,445.00	78,445.00	6,034.14	9,684.79	68,760.21	12.35 %
10-5-0250-10200	LONGEVITY	420.00	420.00	27.70	44.46	375.54	10.59 %
10-5-0250-10400	FICA	6,035.00	6,035.00	437.68	875.36	5,159.64	14.50 %
10-5-0250-10500	RETIREMENT	10,650.00	10,650.00	792.14	1,592.62	9,057.38	14.95 %
10-5-0250-10600	HEALTH INSURANCE	12,280.00	12,280.00	1,023.27	2,046.54	10,233.46	16.67 %
10-5-0250-10900	LONG TERM DISABILITY	240.00	240.00	30.50	30.50	209.50	12.71 %
10-5-0250-11700	DENTAL INSURANCE	465.00	465.00	38.55	77.10	387.90	16.58 %
10-5-0250-11800	LIFE INSURANCE	60.00	60.00	4.80	9.60	50.40	16.00 %
10-5-0250-12000	EMPLOYEE BONUS	110.00	110.00	0.00	0.00	110.00	0.00 %
	ExpCategory: 10 - PERSONNEL Total:	108,705.00	108,705.00	8,388.78	14,360.97	94,344.03	13.21%
	ExpCategory: 20 - SUPPLIES						
10-5-0250-20100	OFFICE SUPPLIES	775.00	0.00	0.00	0.00	0.00	0.00 %
	ExpCategory: 20 - SUPPLIES Total:	775.00	0.00	0.00	0.00	0.00	0.00%
	ExpCategory: 40 - SERVICES						
10-5-0250-40100	TELEPHONE	0.00	775.00	64.50	193.50	581.50	24.97 %
10-5-0250-41200	TRAVEL AND TRAINING	3,000.00	3,000.00	434.00	434.00	2,566.00	14.47 %
10-5-0250-42000	DUES, FEES, AND MEMBERSHIPS	2,000.00	2,000.00	0.00	150.00	1,850.00	7.50 %
	ExpCategory: 40 - SERVICES Total:	5,000.00	5,775.00	498.50	777.50	4,997.50	13.46%
	Department: 0250 - MAIN STREET Total:	114,480.00	114,480.00	8,887.28	15,138.47	99,341.53	13.22%
	Department: 0300 - POLICE						
	ExpCategory: 10 - PERSONNEL						
10-5-0300-10100	SALARIES	748,660.00	748,660.00	60,553.09	97,495.26	651,164.74	13.02 %
10-5-0300-10200	LONGEVITY	1,500.00	1,500.00	110.76	177.77	1,322.23	11.85 %
10-5-0300-10300	OVERTIME	20,000.00	20,000.00	2,833.52	4,105.87	15,894.13	20.53 %
10-5-0300-10400	FICA	59,535.00	59,535.00	4,724.16	9,356.18	50,178.82	15.72 %
10-5-0300-10500	RETIREMENT	104,900.00	104,900.00	8,257.46	16,382.97	88,517.03	15.62 %
10-5-0300-10600	HEALTH INSURANCE	139,490.00	139,490.00	11,148.94	19,149.66	120,340.34	13.73 %
10-5-0300-10700	CLOTHING	5,220.00	5,220.00	0.00	0.00	5,220.00	0.00 %
10-5-0300-10800	CERTIFICATION	6,850.00	6,850.00	365.40	574.83	6,275.17	8.39 %
10-5-0300-10900	LONG TERM DISABILITY	2,245.00	2,245.00	322.64	467.84	1,777.16	20.84 %
10-5-0300-11500	WORKER'S COMPENSATION	26,110.00	26,110.00	0.00	19,373.53	6,736.47	74.20 %
10-5-0300-11700	DENTAL INSURANCE	8,950.00	8,950.00	659.05	1,122.14	7,827.86	12.54 %
10-5-0300-11800	LIFE INSURANCE	660.00	660.00	48.00	76.80	583.20	11.64 %
10-5-0300-12000	EMPLOYEE BONUS	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
	ExpCategory: 10 - PERSONNEL Total:	1,125,320.00	1,125,320.00	89,023.02	168,282.85	957,037.15	14.95%
	ExpCategory: 20 - SUPPLIES						
10-5-0300-20100	OFFICE SUPPLIES	1,500.00	1,500.00	199.00	199.00	1,301.00	13.27 %
10-5-0300-20200	POSTAGE	400.00	400.00	0.00	0.00	400.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
10-5-0300-20500	OPERATIONAL SUPPLIES	1,500.00	1,500.00	89.89	157.14	1,342.86	10.48 %
10-5-0300-20600	ANIMAL CONTROL	3,500.00	3,500.00	73.80	285.30	3,214.70	8.15 %
10-5-0300-21000	FUEL	30,000.00	30,000.00	3,025.45	3,025.45	26,974.55	10.08 %
ExpCategory: 20 - SUPPLIES Total:		36,900.00	36,900.00	3,388.14	3,666.89	33,233.11	9.94%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0300-30200	MAINTENANCE OF VEHICLES	10,000.00	10,000.00	1,766.12	1,766.12	8,233.88	17.66 %
10-5-0300-30300	EQUIPMENT	3,000.00	3,000.00	779.93	874.33	2,125.67	29.14 %
10-5-0300-30500	BUILDING AND GROUNDS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
10-5-0300-30700	OFFICE EQUIPMENT	2,000.00	2,000.00	0.00	166.00	1,834.00	8.30 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		17,500.00	17,500.00	2,546.05	2,806.45	14,693.55	16.04%
ExpCategory: 40 - SERVICES							
10-5-0300-40100	COMMUNICATIONS	13,500.00	13,500.00	1,039.37	2,078.74	11,421.26	15.40 %
10-5-0300-40200	ELECTRICITY	4,500.00	4,500.00	343.10	696.60	3,803.40	15.48 %
10-5-0300-40700	TECHNOLOGY	30,000.00	30,000.00	5,670.00	6,167.73	23,832.27	20.56 %
10-5-0300-41200	TRAVEL AND TRAINING	9,000.00	9,000.00	1,121.64	1,575.64	7,424.36	17.51 %
10-5-0300-42000	DUES, FEES, AND MEMBERSHIPS	1,000.00	1,000.00	0.00	150.00	850.00	15.00 %
10-5-0300-42600	PROFESSIONAL FEES	1,000.00	1,000.00	7.79	7.79	992.21	0.78 %
10-5-0300-43400	S.O. DISPATCH SERVICES	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
10-5-0300-43500	SEXUAL ASSAULT INVESTIGATION	750.00	750.00	0.00	0.00	750.00	0.00 %
10-5-0300-43700	COUNTY RADIO SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
ExpCategory: 40 - SERVICES Total:		114,750.00	114,750.00	8,181.90	10,676.50	104,073.50	9.30%
ExpCategory: 50 - SUNDRY CHARGES							
10-5-0300-50700	INSURANCE -	7,247.00	7,247.00	0.00	6,732.00	515.00	92.89 %
10-5-0300-52500	PRINCIPAL RIGHT-TO-USE LEASE	1,992.00	1,992.00	0.00	0.00	1,992.00	0.00 %
ExpCategory: 50 - SUNDRY CHARGES Total:		9,239.00	9,239.00	0.00	6,732.00	2,507.00	72.87%
Department: 0300 - POLICE Total:		1,303,709.00	1,303,709.00	103,139.11	192,164.69	1,111,544.31	14.74%
Department: 0350 - MUNICIPAL COURT							
ExpCategory: 10 - PERSONNEL							
10-5-0350-10100	SALARIES	90,650.00	90,650.00	6,993.29	11,208.34	79,441.66	12.36 %
10-5-0350-10200	LONGEVITY	1,260.00	1,260.00	92.30	148.14	1,111.86	11.76 %
10-5-0350-10400	FICA	7,085.00	7,085.00	528.99	1,055.24	6,029.76	14.89 %
10-5-0350-10500	RETIREMENT	10,190.00	10,190.00	750.50	1,500.26	8,689.74	14.72 %
10-5-0350-10600	HEALTH INSURANCE	8,255.00	8,255.00	687.82	1,375.64	6,879.36	16.66 %
10-5-0350-10800	CERTIFICATION	600.00	600.00	0.00	0.00	600.00	0.00 %
10-5-0350-10900	LONG TERM DISABILITY	150.00	150.00	30.50	30.50	119.50	20.33 %
10-5-0350-11500	WORKER'S COMPENSATION	265.00	265.00	0.00	0.00	265.00	0.00 %
10-5-0350-11700	DENTAL INSURANCE	465.00	465.00	57.02	114.04	350.96	24.52 %
10-5-0350-11800	LIFE INSURANCE	60.00	60.00	4.80	9.60	50.40	16.00 %
10-5-0350-12000	EMPLOYEE BONUS	110.00	110.00	0.00	0.00	110.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		119,090.00	119,090.00	9,145.22	15,441.76	103,648.24	12.97%
ExpCategory: 20 - SUPPLIES							
10-5-0350-20100	OFFICE SUPPLIES	650.00	650.00	0.00	35.48	614.52	5.46 %
10-5-0350-20500	OPERATIONAL SUPPLIES	350.00	350.00	0.00	0.00	350.00	0.00 %
ExpCategory: 20 - SUPPLIES Total:		1,000.00	1,000.00	0.00	35.48	964.52	3.55%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0350-30700	OFFICE EQUIPMENT	500.00	500.00	0.00	0.00	500.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		500.00	500.00	0.00	0.00	500.00	0.00%
ExpCategory: 40 - SERVICES							
10-5-0350-40100	COMMUNICATIONS	360.00	360.00	30.00	90.00	270.00	25.00 %
10-5-0350-40700	TECHNOLOGY	10,684.00	10,684.00	0.00	11,291.95	-607.95	105.69 %
10-5-0350-41200	TRAVEL AND TRAINING	3,200.00	3,200.00	797.04	797.04	2,402.96	24.91 %
10-5-0350-42000	DUES, FEES, AND MEMBERSHIPS	130.00	130.00	0.00	0.00	130.00	0.00 %
10-5-0350-42100	PRINTING	750.00	750.00	0.00	0.00	750.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
10-5-0350-42700	LEGAL FEES	15,000.00	15,000.00	555.00	647.50	14,352.50	4.32 %
	ExpCategory: 40 - SERVICES Total:	30,124.00	30,124.00	1,382.04	12,826.49	17,297.51	42.58%
	Department: 0350 - MUNICIPAL COURT Total:	150,714.00	150,714.00	10,527.26	28,303.73	122,410.27	18.78%
Department: 0400 - PERMITTING							
ExpCategory: 10 - PERSONNEL							
10-5-0400-10100	SALARIES	48,590.00	48,590.00	3,933.37	6,194.62	42,395.38	12.75 %
10-5-0400-10300	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
10-5-0400-10400	FICA	3,850.00	3,850.00	300.91	586.85	3,263.15	15.24 %
10-5-0400-10500	RETIREMENT	6,780.00	6,780.00	508.59	991.87	5,788.13	14.63 %
10-5-0400-10600	HEALTH INSURANCE	8,475.00	8,475.00	687.82	2,063.46	6,411.54	24.35 %
10-5-0400-10700	CLOTHING	720.00	720.00	0.00	0.00	720.00	0.00 %
10-5-0400-10800	CERTIFICATION	600.00	600.00	0.00	0.00	600.00	0.00 %
10-5-0400-10900	LONG TERM DISABILITY	160.00	160.00	24.10	120.10	39.90	75.06 %
10-5-0400-11500	WORKER'S COMPENSATION	265.00	265.00	0.00	2,186.55	-1,921.55	825.11 %
10-5-0400-11700	DENTAL INSURANCE	500.00	500.00	38.55	115.65	384.35	23.13 %
10-5-0400-11800	LIFE INSURANCE	60.00	60.00	9.60	19.20	40.80	32.00 %
10-5-0400-12000	EMPLOYEE BONUS	110.00	110.00	0.00	0.00	110.00	0.00 %
	ExpCategory: 10 - PERSONNEL Total:	71,110.00	71,110.00	5,502.94	12,278.30	58,831.70	17.27%
ExpCategory: 20 - SUPPLIES							
10-5-0400-20100	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00 %
10-5-0400-20200	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00 %
10-5-0400-20400	SMALL TOOLS	100.00	100.00	0.00	0.00	100.00	0.00 %
10-5-0400-20500	OPERATIONAL SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00 %
10-5-0400-21000	FUEL	2,800.00	2,800.00	26.52	26.52	2,773.48	0.95 %
	ExpCategory: 20 - SUPPLIES Total:	3,600.00	3,600.00	26.52	26.52	3,573.48	0.74%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0400-30200	VEHICLE MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
10-5-0400-30700	OFFICE EQUIPMENT	800.00	800.00	0.00	0.00	800.00	0.00 %
	ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:	2,800.00	2,800.00	0.00	0.00	2,800.00	0.00%
ExpCategory: 40 - SERVICES							
10-5-0400-40100	COMMUNICATIONS	2,000.00	2,000.00	165.76	282.42	1,717.58	14.12 %
10-5-0400-40700	TECHNOLOGY	14,000.00	14,000.00	0.00	15,390.05	-1,390.05	109.93 %
10-5-0400-41200	TRAVEL AND TRAINING	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
10-5-0400-42000	DUES, FEES, AND MEMEBERSHIPS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
10-5-0400-42100	PRINTING	300.00	300.00	0.00	0.00	300.00	0.00 %
10-5-0400-42600	PROFESSIONAL FEES	35,000.00	35,000.00	0.00	1,827.19	33,172.81	5.22 %
10-5-0400-42700	LEGAL FEES	500.00	500.00	0.00	0.00	500.00	0.00 %
10-5-0400-43500	CLEAN UP	15,000.00	15,000.00	7,142.48	7,142.48	7,857.52	47.62 %
	ExpCategory: 40 - SERVICES Total:	71,300.00	71,300.00	7,308.24	24,642.14	46,657.86	34.56%
	Department: 0400 - PERMITTING Total:	148,810.00	148,810.00	12,837.70	36,946.96	111,863.04	24.83%
Department: 0500 - FIRE DEPARTMENT							
ExpCategory: 10 - PERSONNEL							
10-5-0500-10100	SALARIES	12,305.00	12,305.00	946.16	1,518.59	10,786.41	12.34 %
10-5-0500-10400	FICA	945.00	945.00	72.38	144.76	800.24	15.32 %
10-5-0500-11500	WORKERS' COMPENSATION	5,180.00	5,180.00	0.00	5,274.82	-94.82	101.83 %
	ExpCategory: 10 - PERSONNEL Total:	18,430.00	18,430.00	1,018.54	6,938.17	11,491.83	37.65%
ExpCategory: 20 - SUPPLIES							
10-5-0500-20100	OFFICE SUPPLIES	1,500.00	1,500.00	12.23	12.23	1,487.77	0.82 %
10-5-0500-20400	SMALL TOOLS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
10-5-0500-20500	OPERATIONAL SUPPLIES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
10-5-0500-21000	FUEL	2,000.00	2,000.00	107.67	107.67	1,892.33	5.38 %
	ExpCategory: 20 - SUPPLIES Total:	36,500.00	36,500.00	119.90	119.90	36,380.10	0.33%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0500-30200	VEHICLE MAINTENANCE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
10-5-0500-30300	EQUIPMENT	5,000.00	5,000.00	455.35	805.35	4,194.65	16.11 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
10-5-0500-30500	BUILDING AND GROUNDS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		23,000.00	23,000.00	455.35	805.35	22,194.65	3.50%
ExpCategory: 40 - SERVICES							
10-5-0500-40100	COMMUNICATIONS	4,000.00	4,000.00	179.98	359.96	3,640.04	9.00 %
10-5-0500-40200	ELECTRIC	3,500.00	3,500.00	442.62	744.95	2,755.05	21.28 %
10-5-0500-40500	GAS	3,500.00	3,500.00	207.39	430.53	3,069.47	12.30 %
10-5-0500-40700	TECHNOLOGY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
10-5-0500-41200	TRAVEL AND TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
10-5-0500-42000	DUES, FEES, AND MEMBERSHIPS	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
10-5-0500-45000	DEBT SERVICE -INTEREST	8,000.00	8,000.00	623.20	1,235.68	6,764.32	15.45 %
10-5-0500-45100	DEBT SERVICE-PRINCIPAL	49,500.00	49,500.00	4,141.87	8,294.46	41,205.54	16.76 %
ExpCategory: 40 - SERVICES Total:		85,500.00	85,500.00	5,595.06	11,065.58	74,434.42	12.94%
ExpCategory: 50 - SUNDRY CHARGES							
10-5-0500-53000	FIREMEN'S PENSION	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
ExpCategory: 50 - SUNDRY CHARGES Total:		25,000.00	25,000.00	0.00	0.00	25,000.00	0.00%
Department: 0500 - FIRE DEPARTMENT Total:		188,430.00	188,430.00	7,188.85	18,929.00	169,501.00	10.05%
Department: 0600 - PARKS AND RECREATION							
ExpCategory: 10 - PERSONNEL							
10-5-0600-10100	SALARIES	124,980.00	124,980.00	13,036.73	20,966.34	104,013.66	16.78 %
10-5-0600-10200	LONGEVITY	2,040.00	2,040.00	147.70	237.06	1,802.94	11.62 %
10-5-0600-10300	OVERTIME	1,500.00	1,500.00	15.96	19.09	1,480.91	1.27 %
10-5-0600-10400	FICA	9,905.00	9,905.00	996.51	1,991.97	7,913.03	20.11 %
10-5-0600-10500	RETIREMENT	17,435.00	17,435.00	1,712.78	3,423.78	14,011.22	19.64 %
10-5-0600-10600	HEALTH INSURANCE	24,765.00	24,765.00	2,751.28	5,502.56	19,262.44	22.22 %
10-5-0600-10700	CLOTHING	1,950.00	1,950.00	448.60	789.00	1,161.00	40.46 %
10-5-0600-10800	CERTIFICATION	600.00	600.00	46.16	74.09	525.91	12.35 %
10-5-0600-10900	LONG TERM DISABILITY	385.00	385.00	84.00	137.80	247.20	35.79 %
10-5-0600-11500	WORKER'S COMPENSATION	2,770.00	2,770.00	0.00	6,203.09	-3,433.09	223.94 %
10-5-0600-11700	DENTAL INSURANCE	4,725.00	4,725.00	172.67	345.34	4,379.66	7.31 %
10-5-0600-11800	LIFE INSURANCE	180.00	180.00	3.12	25.44	154.56	14.13 %
10-5-0600-12000	EMPLOYEE BONUS	325.00	325.00	0.00	0.00	325.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		191,560.00	191,560.00	19,415.51	39,715.56	151,844.44	20.73%
ExpCategory: 20 - SUPPLIES							
10-5-0600-20100	OFFICE SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00 %
10-5-0600-20400	SMALL TOOLS	500.00	500.00	0.00	32.53	467.47	6.51 %
10-5-0600-20500	OPERATIONAL SUPPLIES	5,000.00	5,000.00	820.76	852.55	4,147.45	17.05 %
10-5-0600-20600	SPLASH PAD CHEMICALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
10-5-0600-21000	FUEL	8,000.00	8,000.00	636.56	636.56	7,363.44	7.96 %
ExpCategory: 20 - SUPPLIES Total:		14,550.00	14,550.00	1,457.32	1,521.64	13,028.36	10.46%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0600-30200	VEHICLE MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
10-5-0600-30300	EQUIPMENT	6,000.00	6,000.00	45.66	369.90	5,630.10	6.17 %
10-5-0600-30500	BUILDING AND GROUNDS	15,000.00	15,000.00	3,833.53	6,527.82	8,472.18	43.52 %
10-5-0600-30600	BALLFIELD MAINTENANCE	15,000.00	15,000.00	0.00	4,000.00	11,000.00	26.67 %
10-5-0600-30700	DOG PARK	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
10-5-0600-30800	SPLASH PAD MAINTENANCE	1,000.00	1,000.00	9,721.00	9,721.00	-8,721.00	972.10 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		40,500.00	40,500.00	13,600.19	20,618.72	19,881.28	50.91%
ExpCategory: 40 - SERVICES							
10-5-0600-40100	COMMUNICATIONS	2,500.00	2,500.00	164.14	334.61	2,165.39	13.38 %
10-5-0600-40200	ELECTRIC	8,500.00	8,500.00	377.04	779.72	7,720.28	9.17 %
10-5-0600-41200	TRAVEL AND TRAINING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
10-5-0600-42000	DUES, FEES, AND MEMBERSHIPS	100.00	100.00	0.00	0.00	100.00	0.00 %
ExpCategory: 40 - SERVICES Total:		12,300.00	12,300.00	541.18	1,114.33	11,185.67	9.06%
Department: 0600 - PARKS AND RECREATION Total:		258,910.00	258,910.00	35,014.20	62,970.25	195,939.75	24.32%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 0601 - SWIMMING POOL							
ExpCategory: 10 - PERSONNEL							
10-5-0601-10100	SALARIES	29,770.00	29,770.00	0.00	0.00	29,770.00	0.00 %
10-5-0601-10300	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
10-5-0601-10400	FICA	2,280.00	2,280.00	0.00	0.00	2,280.00	0.00 %
10-5-0601-11500	WORKERS COMPENSATION	680.00	680.00	0.00	0.00	680.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		33,730.00	33,730.00	0.00	0.00	33,730.00	0.00%
ExpCategory: 20 - SUPPLIES							
10-5-0601-20100	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00 %
10-5-0601-20300	CONCESSIONS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
10-5-0601-20500	OPERATIONAL SUPPLIES	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
ExpCategory: 20 - SUPPLIES Total:		10,600.00	10,600.00	0.00	0.00	10,600.00	0.00%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0601-30300	EQUIPMENT	500.00	500.00	0.00	0.00	500.00	0.00 %
10-5-0601-30500	BUILDING AND GROUNDS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00%
ExpCategory: 40 - SERVICES							
10-5-0601-40100	COMMUNICATIONS	600.00	600.00	44.15	88.30	511.70	14.72 %
10-5-0601-40200	ELECTRIC	5,000.00	5,000.00	160.01	1,160.08	3,839.92	23.20 %
10-5-0601-41200	TRAVEL AND TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
ExpCategory: 40 - SERVICES Total:		7,100.00	7,100.00	204.16	1,248.38	5,851.62	17.58%
Department: 0601 - SWIMMING POOL Total:		54,430.00	54,430.00	204.16	1,248.38	53,181.62	2.29%
Department: 0602 - BADU RV PARK							
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0602-30500	BUILDING AND GROUNDS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00%
ExpCategory: 40 - SERVICES							
10-5-0602-40200	ELECTRIC	1,500.00	1,500.00	377.46	716.59	783.41	47.77 %
10-5-0602-43600	RV SPACE MGMT FEE-AM LEGION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
ExpCategory: 40 - SERVICES Total:		4,500.00	4,500.00	377.46	716.59	3,783.41	15.92%
Department: 0602 - BADU RV PARK Total:		5,500.00	5,500.00	377.46	716.59	4,783.41	13.03%
Department: 0604 - ROBINSON RV PARK							
ExpCategory: 10 - PERSONNEL							
10-5-0604-10100	SALARIES	9,830.00	9,830.00	756.14	1,213.60	8,616.40	12.35 %
10-5-0604-10400	FICA	1,120.00	1,120.00	77.26	154.52	965.48	13.80 %
10-5-0604-11500	WORKERS COMPENSATION	25.00	25.00	0.00	0.00	25.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		10,975.00	10,975.00	833.40	1,368.12	9,606.88	12.47%
ExpCategory: 20 - SUPPLIES							
10-5-0604-20100	OFFICE SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00 %
10-5-0604-20500	OPERATIONAL SUPPLIES	600.00	600.00	5.10	34.49	565.51	5.75 %
ExpCategory: 20 - SUPPLIES Total:		650.00	650.00	5.10	34.49	615.51	5.31%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0604-30300	EQUIPMENT	300.00	300.00	0.00	0.00	300.00	0.00 %
10-5-0604-30500	BUILDING AND GROUNDS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		2,300.00	2,300.00	0.00	0.00	2,300.00	0.00%
ExpCategory: 40 - SERVICES							
10-5-0604-40100	COMMUNICATIONS	5,000.00	5,000.00	366.69	733.38	4,266.62	14.67 %
10-5-0604-40200	ELECTRIC	20,000.00	20,000.00	1,425.27	3,435.32	16,564.68	17.18 %
10-5-0604-40500	PROPANE	2,500.00	2,500.00	407.00	407.00	2,093.00	16.28 %
10-5-0604-40700	TECHNOLOGY	250.00	250.00	0.00	0.00	250.00	0.00 %
10-5-0604-46000	CREDIT CARD FEES	4,500.00	4,500.00	504.05	1,099.63	3,400.37	24.44 %
ExpCategory: 40 - SERVICES Total:		32,250.00	32,250.00	2,703.01	5,675.33	26,574.67	17.60%
Department: 0604 - ROBINSON RV PARK Total:		46,175.00	46,175.00	3,541.51	7,077.94	39,097.06	15.33%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 0605 - DEPOT MUSEUM							
ExpCategory: 20 - SUPPLIES							
10-5-0605-20500	OPERATIONAL SUPPLIES	300.00	300.00	0.00	45.10	254.90	15.03 %
	ExpCategory: 20 - SUPPLIES Total:	300.00	300.00	0.00	45.10	254.90	15.03%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0605-30500	BUILDING AND GROUNDS	10,400.00	10,400.00	3,872.46	4,012.46	6,387.54	38.58 %
	ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:	10,400.00	10,400.00	3,872.46	4,012.46	6,387.54	38.58%
ExpCategory: 40 - SERVICES							
10-5-0605-40100	COMMUNICATIONS	3,000.00	3,000.00	232.44	464.88	2,535.12	15.50 %
10-5-0605-43400	CONTRACT LABOR	2,350.00	2,350.00	0.00	0.00	2,350.00	0.00 %
	ExpCategory: 40 - SERVICES Total:	5,350.00	5,350.00	232.44	464.88	4,885.12	8.69%
	Department: 0605 - DEPOT MUSEUM Total:	16,050.00	16,050.00	4,104.90	4,522.44	11,527.56	28.18%
Department: 0606 - JLK EVENT CENTER							
ExpCategory: 10 - PERSONNEL							
10-5-0606-10100	SALARIES	83,185.00	83,185.00	6,533.14	10,408.90	72,776.10	12.51 %
10-5-0606-10400	FICA	6,375.00	6,375.00	442.67	879.14	5,495.86	13.79 %
10-5-0606-10500	RETIREMENT	7,880.00	7,880.00	580.34	1,160.68	6,719.32	14.73 %
10-5-0606-10600	HEALTH INSURANCE	15,875.00	15,875.00	1,322.84	2,645.68	13,229.32	16.67 %
10-5-0606-10900	LONG TERM DISABILITY	180.00	180.00	28.94	41.84	138.16	23.24 %
10-5-0606-11500	WORKER'S COMPENSATION	1,970.00	1,970.00	0.00	4,073.64	-2,103.64	206.78 %
10-5-0606-11700	DENTAL INSURANCE	2,870.00	2,870.00	91.29	182.58	2,687.42	6.36 %
10-5-0606-11800	LIFE INSURANCE	60.00	60.00	4.80	9.60	50.40	16.00 %
10-5-0606-12000	EMPLOYEE BONUS	110.00	110.00	0.00	0.00	110.00	0.00 %
	ExpCategory: 10 - PERSONNEL Total:	118,505.00	118,505.00	9,004.02	19,402.06	99,102.94	16.37%
ExpCategory: 20 - SUPPLIES							
10-5-0606-20100	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00 %
10-5-0606-20400	SMALL TOOLS	300.00	300.00	0.00	0.00	300.00	0.00 %
10-5-0606-20500	SUPPLIES	4,500.00	4,500.00	13.53	13.53	4,486.47	0.30 %
10-5-0606-20600	SHAVINGS	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00 %
10-5-0606-20900	ALCOHOLIC BEVERAGES	0.00	0.00	33.65	67.30	-67.30	0.00 %
10-5-0606-21000	FUEL	5,000.00	5,000.00	26.53	26.53	4,973.47	0.53 %
	ExpCategory: 20 - SUPPLIES Total:	16,400.00	16,400.00	73.71	107.36	16,292.64	0.65%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0606-30200	MAINTENANCE OF VEHICLES	250.00	250.00	0.00	0.00	250.00	0.00 %
10-5-0606-30300	EQUIPMENT	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
10-5-0606-30500	BUILDING AND GROUNDS	8,000.00	8,000.00	476.28	3,776.79	4,223.21	47.21 %
	ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:	15,250.00	15,250.00	476.28	3,776.79	11,473.21	24.77%
ExpCategory: 40 - SERVICES							
10-5-0606-40100	COMMUNICATIONS/INTERNET	4,000.00	4,000.00	146.14	295.63	3,704.37	7.39 %
10-5-0606-40200	ELECTRICITY	36,000.00	36,000.00	4,692.54	9,552.16	26,447.84	26.53 %
10-5-0606-40500	PROPANE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
10-5-0606-40700	TECHNOLOGY	0.00	0.00	0.00	34.99	-34.99	0.00 %
10-5-0606-42100	PRODUCTION EXPENSES	12,000.00	12,000.00	14,372.37	14,372.37	-2,372.37	119.77 %
10-5-0606-42600	CONTRACT LABOR	14,400.00	14,400.00	1,200.00	2,400.00	12,000.00	16.67 %
10-5-0606-46000	CREDIT CARD FEES	1,200.00	1,200.00	205.47	232.58	967.42	19.38 %
	ExpCategory: 40 - SERVICES Total:	72,600.00	72,600.00	20,616.52	26,887.73	45,712.27	37.04%
	Department: 0606 - JLK EVENT CENTER Total:	222,755.00	222,755.00	30,170.53	50,173.94	172,581.06	22.52%
Department: 0610 - LANTEX THEATER							
ExpCategory: 10 - PERSONNEL							
10-5-0610-10100	SALARIES	14,180.00	14,180.00	1,090.60	1,750.41	12,429.59	12.34 %
10-5-0610-10400	FICA	1,085.00	1,085.00	83.44	166.88	918.12	15.38 %
10-5-0610-11500	WORKERS COMP	65.00	65.00	0.00	0.00	65.00	0.00 %
	ExpCategory: 10 - PERSONNEL Total:	15,330.00	15,330.00	1,174.04	1,917.29	13,412.71	12.51%
ExpCategory: 20 - SUPPLIES							
10-5-0610-20100	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
10-5-0610-20500	OPERATIONAL SUPPLIES	1,500.00	1,500.00	198.76	305.42	1,194.58	20.36 %
10-5-0610-20900	BEER	0.00	0.00	33.65	67.30	-67.30	0.00 %
ExpCategory: 20 - SUPPLIES Total:		1,600.00	1,600.00	232.41	372.72	1,227.28	23.30%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0610-30300	EQUIPMENT	3,500.00	3,500.00	623.70	623.70	2,876.30	17.82 %
10-5-0610-30500	BUILDING & GROUNDS	2,500.00	2,500.00	505.00	505.00	1,995.00	20.20 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		6,000.00	6,000.00	1,128.70	1,128.70	4,871.30	18.81%
ExpCategory: 40 - SERVICES							
10-5-0610-40100	COMMUNICATIONS	2,500.00	2,500.00	256.61	513.22	1,986.78	20.53 %
10-5-0610-40200	ELECTRIC	5,000.00	5,000.00	614.56	1,474.54	3,525.46	29.49 %
10-5-0610-40500	GAS	3,100.00	3,100.00	0.00	107.18	2,992.82	3.46 %
10-5-0610-40700	TECHNOLOGY	500.00	500.00	0.00	0.00	500.00	0.00 %
10-5-0610-43000	ADVERTISING	2,500.00	2,500.00	210.78	210.78	2,289.22	8.43 %
ExpCategory: 40 - SERVICES Total:		13,600.00	13,600.00	1,081.95	2,305.72	11,294.28	16.95%
Department: 0610 - LANTEX THEATER Total:		36,530.00	36,530.00	3,617.10	5,724.43	30,805.57	15.67%
Department: 0650 - GOLF COURSE							
ExpCategory: 10 - PERSONNEL							
10-5-0650-10100	SALARIES	254,970.00	254,970.00	20,509.62	33,006.33	221,963.67	12.95 %
10-5-0650-10200	LONGEVITY	1,560.00	1,560.00	92.30	148.14	1,411.86	9.50 %
10-5-0650-10300	OVERTIME	3,000.00	3,000.00	8.47	67.79	2,932.21	2.26 %
10-5-0650-10400	FICA	19,890.00	19,890.00	1,554.70	3,127.15	16,762.85	15.72 %
10-5-0650-10500	RETIREMENT	31,600.00	31,600.00	2,113.57	3,905.22	27,694.78	12.36 %
10-5-0650-10600	HEALTH INSURANCE	35,355.00	35,355.00	1,623.15	3,246.30	32,108.70	9.18 %
10-5-0650-10800	CERTIFICATION	0.00	0.00	23.06	37.01	-37.01	0.00 %
10-5-0650-10900	LTD	470.00	470.00	69.98	97.98	372.02	20.85 %
10-5-0650-11500	WORKERS COMPENSATION	6,325.00	6,325.00	0.00	7,309.98	-984.98	115.57 %
10-5-0650-11700	DENTAL INSURANCE	2,855.00	2,855.00	69.29	215.68	2,639.32	7.55 %
10-5-0650-11800	LIFE INSURANCE	240.00	240.00	-4.80	9.60	230.40	4.00 %
10-5-0650-12000	EMPLOYEE BONUS	435.00	435.00	0.00	0.00	435.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		356,700.00	356,700.00	26,059.34	51,171.18	305,528.82	14.35%
ExpCategory: 20 - SUPPLIES							
10-5-0650-20100	OFFICE SUPPLIES	500.00	500.00	0.00	50.97	449.03	10.19 %
10-5-0650-20301	FOOD & SNACKS	8,000.00	8,000.00	1,145.88	2,407.64	5,592.36	30.10 %
10-5-0650-20302	NON ALCOHOLIC BEVERAGES	10,600.00	10,600.00	362.90	1,608.60	8,991.40	15.18 %
10-5-0650-20400	SMALL TOOLS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
10-5-0650-20500	OPERATIONAL SUPPLIES	3,000.00	3,000.00	114.68	414.68	2,585.32	13.82 %
10-5-0650-20700	PRO SHOP INVENTORY	21,000.00	21,000.00	2,435.72	6,491.57	14,508.43	30.91 %
10-5-0650-20900	ALCOHOLIC BEVERAGES	21,500.00	21,500.00	1,977.85	4,433.65	17,066.35	20.62 %
10-5-0650-21000	FUEL	10,000.00	10,000.00	26.53	1,302.05	8,697.95	13.02 %
ExpCategory: 20 - SUPPLIES Total:		75,600.00	75,600.00	6,063.56	16,709.16	58,890.84	22.10%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0650-30200	VEHICLE MAINTENANCE	400.00	400.00	0.00	0.00	400.00	0.00 %
10-5-0650-30300	EQUIPMENT MAINTENANCE	35,000.00	35,000.00	44.58	5,214.66	29,785.34	14.90 %
10-5-0650-30500	BUILDING AND GROUNDS	2,500.00	2,500.00	0.00	385.00	2,115.00	15.40 %
10-5-0650-30601	FERTILIZER	34,000.00	34,000.00	95.00	244.90	33,755.10	0.72 %
10-5-0650-30602	CHEMICALS	54,000.00	54,000.00	0.00	0.00	54,000.00	0.00 %
10-5-0650-30603	TOP DRESSING, SAND, SOIL	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
10-5-0650-30604	IRRIGATION REPAIRS	8,000.00	8,000.00	0.00	1,847.43	6,152.57	23.09 %
10-5-0650-30605	IRRIGATION SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
10-5-0650-30607	OVERSEEDING, SOD, SPRIGS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
10-5-0650-30700	MAINTENANCE OF GOLF CARTS	500.00	500.00	220.83	220.83	279.17	44.17 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		142,400.00	142,400.00	360.41	7,912.82	134,487.18	5.56%
ExpCategory: 40 - SERVICES							
10-5-0650-40100	COMMUNICATIONS	5,500.00	5,500.00	418.63	745.12	4,754.88	13.55 %
10-5-0650-40200	ELECTRICITY	15,500.00	15,500.00	1,743.54	3,168.02	12,331.98	20.44 %
10-5-0650-40700	TECHNOLOGY	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
10-5-0650-41200	TRAVEL & TRAINING	900.00	900.00	0.00	0.00	900.00	0.00 %
10-5-0650-41600	CART LEASE - INTEREST	27,000.00	27,000.00	2,250.00	4,500.00	22,500.00	16.67 %
10-5-0650-41700	RENTAL OF EQUIPMENT	1,500.00	1,500.00	112.50	225.00	1,275.00	15.00 %
10-5-0650-42000	DUES FEES AND MEMBERSHIPS	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00 %
10-5-0650-43400	CONTRACT LABOR	49,500.00	49,500.00	4,125.00	8,250.00	41,250.00	16.67 %
10-5-0650-46000	CREDIT CARD FEES	12,000.00	12,000.00	1,001.62	2,375.61	9,624.39	19.80 %
ExpCategory: 40 - SERVICES Total:		122,700.00	122,700.00	9,651.29	19,263.75	103,436.25	15.70%
Department: 0650 - GOLF COURSE Total:		697,400.00	697,400.00	42,134.60	95,056.91	602,343.09	13.63%
Department: 0800 - STREETS							
ExpCategory: 10 - PERSONNEL							
10-5-0800-10100	SALARIES	203,660.00	203,660.00	11,330.31	17,982.83	185,677.17	8.83 %
10-5-0800-10300	OVERTIME	2,500.00	2,500.00	39.06	47.22	2,452.78	1.89 %
10-5-0800-10400	FICA	15,990.00	15,990.00	862.32	1,695.25	14,294.75	10.60 %
10-5-0800-10500	RETIREMENT	25,925.00	25,925.00	1,430.85	2,901.02	23,023.98	11.19 %
10-5-0800-10600	HEALTH INSURANCE	48,260.00	48,260.00	2,310.97	4,621.94	43,638.06	9.58 %
10-5-0800-10700	CLOTHING	2,600.00	2,600.00	0.00	150.00	2,450.00	5.77 %
10-5-0800-10800	CERTIFICATION	2,400.00	2,400.00	184.60	296.28	2,103.72	12.35 %
10-5-0800-10900	LONG TERM DISABILITY	575.00	575.00	70.78	92.28	482.72	16.05 %
10-5-0800-11500	WORKER'S COMPENSATION	9,555.00	9,555.00	0.00	9,203.16	351.84	96.32 %
10-5-0800-11700	DENTAL INSURANCE	3,750.00	3,750.00	54.17	200.56	3,549.44	5.35 %
10-5-0800-11800	LIFE INSURANCE	240.00	240.00	14.40	28.80	211.20	12.00 %
10-5-0800-12000	EMPLOYEE BONUS	435.00	435.00	0.00	0.00	435.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		315,890.00	315,890.00	16,297.46	37,219.34	278,670.66	11.78%
ExpCategory: 20 - SUPPLIES							
10-5-0800-20400	SMALL TOOLS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
10-5-0800-20500	OPERATIONAL SUPPLIES	10,000.00	10,000.00	61.88	202.01	9,797.99	2.02 %
10-5-0800-20501	STREET REPAIR	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
10-5-0800-20502	COLD MIX	52,000.00	52,000.00	0.00	0.00	52,000.00	0.00 %
10-5-0800-20503	STREET SIGNAGE	20,000.00	20,000.00	0.00	94.05	19,905.95	0.47 %
10-5-0800-21000	FUEL	18,000.00	18,000.00	917.18	917.18	17,082.82	5.10 %
ExpCategory: 20 - SUPPLIES Total:		120,000.00	120,000.00	979.06	1,213.24	118,786.76	1.01%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
10-5-0800-30200	VEHICLE MAINTENANCE	6,500.00	6,500.00	267.00	689.38	5,810.62	10.61 %
10-5-0800-30300	EQUIPMENT	10,000.00	10,000.00	201.96	749.65	9,250.35	7.50 %
10-5-0800-30400	MACHINERY	32,500.00	32,500.00	0.00	3,247.51	29,252.49	9.99 %
10-5-0800-30500	BUILDING AND GROUNDS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
10-5-0800-32000	DRAINAGE	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		105,500.00	105,500.00	468.96	4,686.54	100,813.46	4.44%
ExpCategory: 40 - SERVICES							
10-5-0800-40100	COMMUNICATIONS	2,300.00	2,300.00	161.67	417.42	1,882.58	18.15 %
10-5-0800-40200	ELECTRIC	1,000.00	1,000.00	67.85	131.91	868.09	13.19 %
10-5-0800-40500	GAS	700.00	700.00	0.00	99.01	600.99	14.14 %
10-5-0800-41200	TRAVEL AND TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
10-5-0800-41600	RENTAL OF EQUIPMENT	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
10-5-0800-42000	DUES, FEES, MEMBERSHIPS	100.00	100.00	0.00	0.00	100.00	0.00 %
10-5-0800-45000	DEBT SERVICE INTEREST	8,754.00	8,754.00	842.25	1,678.17	7,075.83	19.17 %
10-5-0800-45001	DEBT SERVICE PRINCIPAL	56,583.00	56,583.00	4,602.40	9,211.13	47,371.87	16.28 %
ExpCategory: 40 - SERVICES Total:		77,937.00	77,937.00	5,674.17	11,537.64	66,399.36	14.80%
ExpCategory: 60 - CAPITAL OUTLAY							
10-5-0800-60300	STREETS	90,000.00	90,000.00	5,494.50	10,997.66	79,002.34	12.22 %
10-5-0800-60400	CURBS AND GUTTERS	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00 %
10-5-0800-62100	OTHER	536,300.00	536,300.00	0.00	0.00	536,300.00	0.00 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
ExpCategory: 60 - CAPITAL OUTLAY Total:	681,300.00	681,300.00	5,494.50	10,997.66	670,302.34	1.61%
Department: 0800 - STREETS Total:	1,300,627.00	1,300,627.00	28,914.15	65,654.42	1,234,972.58	5.05%
Expense Total:	6,046,493.00	6,046,493.00	422,778.77	974,481.41	5,072,011.59	16.12%
Fund: 10 - GENERAL FUND Surplus (Deficit):	-12,876.00	-12,876.00	-4,411.56	-178,769.44	-165,893.44	1,388.39%

Financial

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 15 - INTEREST & SINKING							
Revenue							
RevCategory: 10 - GENERAL REVENUE							
15-10-41010	TAX REVENUE-CURRENT	541,490.00	541,490.00	37,832.43	52,383.79	-489,106.21	9.67 %
15-10-41020	TAX REVENUE-DELINQUENT	5,000.00	5,000.00	567.36	844.00	-4,156.00	16.88 %
15-10-41030	PENALTY & INTEREST	3,000.00	3,000.00	321.61	449.14	-2,550.86	14.97 %
	RevCategory: 10 - GENERAL REVENUE Total:	549,490.00	549,490.00	38,721.40	53,676.93	-495,813.07	9.77%
RevCategory: 60 - FINANCIAL							
15-60-47010	INTEREST	10,000.00	10,000.00	388.16	744.49	-9,255.51	7.44 %
	RevCategory: 60 - FINANCIAL Total:	10,000.00	10,000.00	388.16	744.49	-9,255.51	7.44%
	Revenue Total:	559,490.00	559,490.00	39,109.56	54,421.42	-505,068.58	9.73%
Expense							
Department: 0200 - ADMINISTRATION							
ExpCategory: 40 - SERVICES							
15-5-0200-42600	PROFESSIONAL FEES	0.00	0.00	0.00	10.00	-10.00	0.00 %
	ExpCategory: 40 - SERVICES Total:	0.00	0.00	0.00	10.00	-10.00	0.00%
	Department: 0200 - ADMINISTRATION Total:	0.00	0.00	0.00	10.00	-10.00	0.00%
Department: 0500 - FIRE DEPARTMENT							
ExpCategory: 40 - SERVICES							
15-5-0500-43500	BOND AGENT FEES	400.00	400.00	0.00	0.00	400.00	0.00 %
15-5-0500-45000	DEBT SERVICE INT - TAX 2025	44,655.00	44,655.00	0.00	0.00	44,655.00	0.00 %
15-5-0500-45001	DEBT SERVICE PRIN - TAX 2025	135,000.00	135,000.00	0.00	0.00	135,000.00	0.00 %
	ExpCategory: 40 - SERVICES Total:	180,055.00	180,055.00	0.00	0.00	180,055.00	0.00%
	Department: 0500 - FIRE DEPARTMENT Total:	180,055.00	180,055.00	0.00	0.00	180,055.00	0.00%
Department: 0650 - GOLF COURSE							
ExpCategory: 40 - SERVICES							
15-5-0650-45000	GOLF PROMISSORY NOTE INTEREST	4,295.00	4,295.00	0.00	381.00	3,914.00	8.87 %
15-5-0650-45001	DEBT SERVICE PRINCIPAL	16,645.00	16,645.00	1,744.93	3,108.86	13,536.14	18.68 %
	ExpCategory: 40 - SERVICES Total:	20,940.00	20,940.00	1,744.93	3,489.86	17,450.14	16.67%
	Department: 0650 - GOLF COURSE Total:	20,940.00	20,940.00	1,744.93	3,489.86	17,450.14	16.67%
Department: 0800 - STREETS							
ExpCategory: 40 - SERVICES							
15-5-0800-43500	BOND AGENT FEES	400.00	400.00	0.00	0.00	400.00	0.00 %
15-5-0800-45000	SERIES 2017 GO INTEREST	85,900.00	85,900.00	0.00	0.00	85,900.00	0.00 %
15-5-0800-45001	SERIES 2017 GO PRINCIPAL	355,000.00	355,000.00	0.00	0.00	355,000.00	0.00 %
	ExpCategory: 40 - SERVICES Total:	441,300.00	441,300.00	0.00	0.00	441,300.00	0.00%
	Department: 0800 - STREETS Total:	441,300.00	441,300.00	0.00	0.00	441,300.00	0.00%
	Expense Total:	642,295.00	642,295.00	1,744.93	3,499.86	638,795.14	0.54%
	Fund: 15 - INTEREST & SINKING Surplus (Deficit):	-82,805.00	-82,805.00	37,364.63	50,921.56	133,726.56	-61.50%

Financial

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 20 - UTILITY FUND							
Revenue							
RevCategory: 42 - WASTEWATER							
20-42-41030	SEWER	2,029,200.00	2,029,200.00	145,070.57	289,941.25	-1,739,258.75	14.29 %
20-42-41210	SEWER TAP FEES	35,000.00	35,000.00	0.00	74,290.00	39,290.00	212.26 %
20-42-41270	RECLAIMED WATER SALES	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
20-42-42210	SEWER TAP EVALUATION	8,000.00	8,000.00	0.00	0.00	-8,000.00	0.00 %
	RevCategory: 42 - WASTEWATER Total:	2,073,200.00	2,073,200.00	145,070.57	364,231.25	-1,708,968.75	17.57%
RevCategory: 49 - SOLID WASTE							
20-49-41040	SANITATION	1,028,000.00	1,028,000.00	87,399.79	176,611.47	-851,388.53	17.18 %
	RevCategory: 49 - SOLID WASTE Total:	1,028,000.00	1,028,000.00	87,399.79	176,611.47	-851,388.53	17.18%
RevCategory: 60 - FINANCIAL							
20-60-41060	ADMINISTRATION REVENUE	80,000.00	80,000.00	6,438.23	13,124.70	-66,875.30	16.41 %
20-60-41260	CUSTOMER SERVICE INSPECTIONS	900.00	900.00	0.00	0.00	-900.00	0.00 %
20-60-41500	HAY CONTRACT REVENUE	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
20-60-46270	CREDIT CARD FEE PAYMENTS	34,000.00	34,000.00	2,926.19	6,252.57	-27,747.43	18.39 %
20-60-47010	INTEREST ON INVESTMENTS	200,000.00	200,000.00	14,972.66	31,412.22	-168,587.78	15.71 %
20-60-47900	MISCELLANEOUS INCOME	2,000.00	2,000.00	103.44	72.07	-1,927.93	3.60 %
	RevCategory: 60 - FINANCIAL Total:	326,900.00	326,900.00	24,440.52	50,861.56	-276,038.44	15.56%
RevCategory: 64 - COLLECTION STATION							
20-64-41080	CUSTOMER CONVENIENCE STATION	126,000.00	126,000.00	6,856.88	15,722.33	-110,277.67	12.48 %
	RevCategory: 64 - COLLECTION STATION Total:	126,000.00	126,000.00	6,856.88	15,722.33	-110,277.67	12.48%
RevCategory: 80 - ELECTRIC							
20-80-41010	ELECTRIC	5,588,675.00	5,588,675.00	384,231.19	834,764.94	-4,753,910.06	14.94 %
20-80-41100	ELECTRIC TAP FEES	19,000.00	19,000.00	0.00	1,138.50	-17,861.50	5.99 %
20-80-41510	ELECTRIC SYSTEMS UPGRADES	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
	RevCategory: 80 - ELECTRIC Total:	5,609,675.00	5,609,675.00	384,231.19	835,903.44	-4,773,771.56	14.90%
RevCategory: 90 - WATER							
20-90-41020	WATER	2,790,300.00	2,790,300.00	145,910.13	307,189.56	-2,483,110.44	11.01 %
20-90-41200	WATER TAP FEES	35,000.00	35,000.00	0.00	3,668.00	-31,332.00	10.48 %
20-90-42200	WATER TAP EVALUATION	8,000.00	8,000.00	0.00	0.00	-8,000.00	0.00 %
	RevCategory: 90 - WATER Total:	2,833,300.00	2,833,300.00	145,910.13	310,857.56	-2,522,442.44	10.97%
	Revenue Total:	11,997,075.00	11,997,075.00	793,909.08	1,754,187.61	-10,242,887.39	14.62%
Expense							
Department: 1100 - ADMINISTRATION							
ExpCategory: 10 - PERSONNEL							
20-5-1100-10100	SALARIES	96,200.00	96,200.00	7,251.08	11,677.00	84,523.00	12.14 %
20-5-1100-10300	OVERTIME	5,000.00	5,000.00	32.76	149.27	4,850.73	2.99 %
20-5-1100-10400	FICA	7,760.00	7,760.00	536.63	1,085.54	6,674.46	13.99 %
20-5-1100-10500	RETIREMENT	13,665.00	13,665.00	945.66	1,915.92	11,749.08	14.02 %
20-5-1100-10600	HEALTH INSURANCE	19,480.00	19,480.00	1,623.15	3,246.30	16,233.70	16.66 %
20-5-1100-10700	CLOTHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
20-5-1100-10900	LONG TERM DISABILITY	295.00	295.00	43.26	52.76	242.24	17.88 %
20-5-1100-11500	WORKER'S COMPENSATION	255.00	255.00	0.00	0.00	255.00	0.00 %
20-5-1100-11700	DENTAL INSURANCE	1,505.00	1,505.00	134.84	260.14	1,244.86	17.29 %
20-5-1100-11800	LIFE INSURANCE	120.00	120.00	9.60	19.20	100.80	16.00 %
20-5-1100-12000	EMPLOYEE BONUS	220.00	220.00	0.00	0.00	220.00	0.00 %
	ExpCategory: 10 - PERSONNEL Total:	145,500.00	145,500.00	10,576.98	18,406.13	127,093.87	12.65%
ExpCategory: 20 - SUPPLIES							
20-5-1100-20100	OFFICE SUPPLIES	2,000.00	2,000.00	16.96	54.24	1,945.76	2.71 %
20-5-1100-20200	POSTAGE	14,500.00	14,500.00	465.82	1,690.86	12,809.14	11.66 %
20-5-1100-20500	OPERATIONAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
	ExpCategory: 20 - SUPPLIES Total:	17,500.00	17,500.00	482.78	1,745.10	15,754.90	9.97%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
20-5-1100-30700	OFFICE EQUIPMENT	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		2,500.00	2,500.00	0.00	0.00	2,500.00	0.00%
ExpCategory: 40 - SERVICES							
20-5-1100-40100	COMMUNICATIONS	3,000.00	3,000.00	201.16	430.41	2,569.59	14.35 %
20-5-1100-40700	TECHNOLOGY	65,000.00	65,000.00	0.00	51,489.56	13,510.44	79.21 %
20-5-1100-41200	TRAVEL AND TRAINING	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
20-5-1100-42600	PROFESSIONAL FEES	10,000.00	10,000.00	1,631.33	2,532.08	7,467.92	25.32 %
20-5-1100-42603	CONTINGENCY	58,034.00	58,034.00	0.00	0.00	58,034.00	0.00 %
20-5-1100-43500	BOND AGENT FEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
20-5-1100-46000	CREDIT CARD FEES	34,000.00	34,000.00	2,635.46	5,239.67	28,760.33	15.41 %
ExpCategory: 40 - SERVICES Total:		174,534.00	174,534.00	4,467.95	59,691.72	114,842.28	34.20%
ExpCategory: 50 - SUNDRY CHARGES							
20-5-1100-55000	FEE IN LIEU OF TAX	8,000.00	8,000.00	459.16	1,140.71	6,859.29	14.26 %
20-5-1100-55200	ADM & OTHER OVERHEAD	498,725.00	498,725.00	41,560.42	83,120.84	415,604.16	16.67 %
ExpCategory: 50 - SUNDRY CHARGES Total:		506,725.00	506,725.00	42,019.58	84,261.55	422,463.45	16.63%
Department: 1100 - ADMINISTRATION Total:		846,759.00	846,759.00	57,547.29	164,104.50	682,654.50	19.38%
Department: 1200 - CUSTOMER COLLECT STATION							
ExpCategory: 10 - PERSONNEL							
20-5-1200-10100	SALARIES	53,450.00	53,450.00	3,841.89	6,196.51	47,253.49	11.59 %
20-5-1200-10200	LONGEVITY	1,020.00	1,020.00	69.24	111.13	908.87	10.90 %
20-5-1200-10300	OVERTIME	600.00	600.00	78.60	97.10	502.90	16.18 %
20-5-1200-10400	FICA	4,225.00	4,225.00	281.57	568.76	3,656.24	13.46 %
20-5-1200-10500	RETIREMENT	6,945.00	6,945.00	515.87	1,026.80	5,918.20	14.78 %
20-5-1200-10600	HEALTH INSURANCE	12,280.00	12,280.00	1,023.27	2,046.54	10,233.46	16.67 %
20-5-1200-10700	CLOTHING	775.00	775.00	45.84	103.14	671.86	13.31 %
20-5-1200-10900	LONG TERM DISABILITY	155.00	155.00	24.70	24.70	130.30	15.94 %
20-5-1200-11500	WORKER'S COMPENSATION	3,010.00	3,010.00	0.00	2,930.23	79.77	97.35 %
20-5-1200-11700	DENTAL INSURANCE	685.00	685.00	57.02	114.04	570.96	16.65 %
20-5-1200-11800	LIFE INSURANCE	60.00	60.00	4.80	9.60	50.40	16.00 %
20-5-1200-12000	EMPLOYEE BONUS	110.00	110.00	0.00	0.00	110.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		83,315.00	83,315.00	5,942.80	13,228.55	70,086.45	15.88%
ExpCategory: 20 - SUPPLIES							
20-5-1200-20100	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00 %
20-5-1200-20400	SMALL TOOLS	100.00	100.00	0.00	27.06	72.94	27.06 %
20-5-1200-20500	OPERATIONAL SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00 %
20-5-1200-21000	FUEL	1,500.00	1,500.00	26.53	26.53	1,473.47	1.77 %
ExpCategory: 20 - SUPPLIES Total:		2,200.00	2,200.00	26.53	53.59	2,146.41	2.44%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
20-5-1200-30300	EQUIPMENT	500.00	500.00	59.83	59.83	440.17	11.97 %
20-5-1200-30400	MACHINERY	500.00	500.00	2,150.38	2,341.82	-1,841.82	468.36 %
20-5-1200-30500	BUILDING AND GROUNDS	10,500.00	10,500.00	0.00	0.00	10,500.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		11,500.00	11,500.00	2,210.21	2,401.65	9,098.35	20.88%
ExpCategory: 40 - SERVICES							
20-5-1200-40100	COMMUNICATIONS	1,900.00	1,900.00	144.14	288.28	1,611.72	15.17 %
20-5-1200-40200	ELECTRIC	1,200.00	1,200.00	63.31	129.52	1,070.48	10.79 %
20-5-1200-40400	DISPOSAL FEES	50,000.00	50,000.00	2,674.84	4,776.97	45,223.03	9.55 %
20-5-1200-42600	PROFESSIONAL FEES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
20-5-1200-46000	CREDIT CARD FEES	2,100.00	2,100.00	150.33	302.14	1,797.86	14.39 %
ExpCategory: 40 - SERVICES Total:		75,200.00	75,200.00	3,032.62	5,496.91	69,703.09	7.31%
Department: 1200 - CUSTOMER COLLECT STATION Total:		172,215.00	172,215.00	11,212.16	21,180.70	151,034.30	12.30%
Department: 1201 - SANITATION							
ExpCategory: 40 - SERVICES							
20-5-1201-40400	DISPOSAL FEES	795,000.00	795,000.00	66,855.87	132,065.96	662,934.04	16.61 %
ExpCategory: 40 - SERVICES Total:		795,000.00	795,000.00	66,855.87	132,065.96	662,934.04	16.61%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
ExpCategory: 50 - SUNDRY CHARGES							
20-5-1201-55000	IN LIEU OF TAX	27,000.00	27,000.00	2,092.80	4,186.80	22,813.20	15.51 %
ExpCategory: 50 - SUNDRY CHARGES Total:		27,000.00	27,000.00	2,092.80	4,186.80	22,813.20	15.51%
Department: 1201 - SANITATION Total:		822,000.00	822,000.00	68,948.67	136,252.76	685,747.24	16.58%
Department: 1300 - WATER PLANT							
ExpCategory: 10 - PERSONNEL							
20-5-1300-10100	SALARIES	141,190.00	141,190.00	11,101.86	17,701.08	123,488.92	12.54 %
20-5-1300-10200	LONGEVITY	970.00	970.00	74.62	119.77	850.23	12.35 %
20-5-1300-10300	OVERTIME	20,000.00	20,000.00	1,764.74	1,991.26	18,008.74	9.96 %
20-5-1300-10400	FICA	12,715.00	12,715.00	956.93	1,830.07	10,884.93	14.39 %
20-5-1300-10500	RETIREMENT	22,415.00	22,415.00	1,723.10	3,316.79	19,098.21	14.80 %
20-5-1300-10600	HEALTH INSURANCE	18,935.00	18,935.00	1,622.07	3,020.50	15,914.50	15.95 %
20-5-1300-10700	CLOTHING	1,585.00	1,585.00	0.00	500.00	1,085.00	31.55 %
20-5-1300-10800	CERTIFICATION	3,850.00	3,850.00	290.40	466.09	3,383.91	12.11 %
20-5-1300-10900	LONG TERM DISABILITY	435.00	435.00	48.28	75.83	359.17	17.43 %
20-5-1300-11500	WORKER'S COMPENSATION	4,415.00	4,415.00	0.00	4,771.17	-356.17	108.07 %
20-5-1300-11700	DENTAL INSURANCE	1,650.00	1,650.00	122.88	258.96	1,391.04	15.69 %
20-5-1300-11800	LIFE INSURANCE	95.00	95.00	7.60	15.20	79.80	16.00 %
20-5-1300-12000	EMPLOYEE BONUS	175.00	175.00	0.00	0.00	175.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		228,430.00	228,430.00	17,712.48	34,066.72	194,363.28	14.91%
ExpCategory: 20 - SUPPLIES							
20-5-1300-20100	OFFICE SUPPLIES	550.00	550.00	0.00	306.07	243.93	55.65 %
20-5-1300-20200	POSTAGE	50.00	50.00	0.00	0.00	50.00	0.00 %
20-5-1300-20400	SMALL TOOLS	600.00	600.00	25.71	25.71	574.29	4.29 %
20-5-1300-20500	OPERATIONAL SUPPLIES	175,000.00	175,000.00	1,759.89	36,835.33	138,164.67	21.05 %
20-5-1300-21000	FUEL	3,000.00	3,000.00	197.12	197.12	2,802.88	6.57 %
ExpCategory: 20 - SUPPLIES Total:		179,200.00	179,200.00	1,982.72	37,364.23	141,835.77	20.85%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
20-5-1300-30200	VEHICLE MAINTENANCE	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
20-5-1300-30300	EQUIPMENT	85,000.00	85,000.00	1,349.03	1,349.03	83,650.97	1.59 %
20-5-1300-30500	BUILDING AND GROUNDS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
20-5-1300-31200	BOARDS ON DAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		101,000.00	101,000.00	1,349.03	1,349.03	99,650.97	1.34%
ExpCategory: 40 - SERVICES							
20-5-1300-40100	COMMUNICATIONS	6,100.00	6,100.00	489.45	1,073.53	5,026.47	17.60 %
20-5-1300-40200	ELECTRIC	44,000.00	44,000.00	3,301.93	6,347.87	37,652.13	14.43 %
20-5-1300-40300	LCRA Water Purchase	82,500.00	82,500.00	0.00	0.00	82,500.00	0.00 %
20-5-1300-40400	DISPOSAL FEES	35,000.00	35,000.00	0.00	3,935.34	31,064.66	11.24 %
20-5-1300-40700	TECHNOLOGY	5,000.00	5,000.00	544.00	2,419.00	2,581.00	48.38 %
20-5-1300-41200	TRAVEL AND TRAINING	2,375.00	2,375.00	163.33	163.33	2,211.67	6.88 %
20-5-1300-41500	TESTING FEES	18,000.00	18,000.00	1,196.32	2,393.12	15,606.88	13.30 %
20-5-1300-41600	RENTAL OF EQUIPMENT	500.00	500.00	0.00	0.00	500.00	0.00 %
20-5-1300-42000	DUES, FEES, AND MEMBERSHIPS	5,000.00	5,000.00	0.00	112.50	4,887.50	2.25 %
20-5-1300-42600	PROFESSIONAL FEES	0.00	0.00	10,190.00	10,190.00	-10,190.00	0.00 %
20-5-1300-43200	WATER CONSERVATION PROGRAM	500.00	500.00	0.00	0.00	500.00	0.00 %
20-5-1300-45200	SERIES 2016 WTP INTEREST	29,856.00	29,856.00	0.00	0.00	29,856.00	0.00 %
20-5-1300-45201	SERIES 2016 WTP PRINCIPAL	61,200.00	61,200.00	0.00	0.00	61,200.00	0.00 %
20-5-1300-45300	SERIES 2017 TAX & REV CO'S INT	3,590.00	3,590.00	0.00	0.00	3,590.00	0.00 %
20-5-1300-45301	SERIES2017 TAX & REV CO'S PRIN	8,132.00	8,132.00	0.00	0.00	8,132.00	0.00 %
ExpCategory: 40 - SERVICES Total:		301,753.00	301,753.00	15,885.03	26,634.69	275,118.31	8.83%
ExpCategory: 50 - SUNDRY CHARGES							
20-5-1300-55000	IN LIEU OF TAX	279,030.00	279,030.00	15,972.46	33,413.67	245,616.33	11.97 %
20-5-1300-55300	CONTRIBUTION TO SINKING FUND	21,575.00	21,575.00	0.00	0.00	21,575.00	0.00 %
20-5-1300-55400	NEW DEBT FOR CIP-RATE INCREASE	161,698.00	161,698.00	0.00	0.00	161,698.00	0.00 %
ExpCategory: 50 - SUNDRY CHARGES Total:		462,303.00	462,303.00	15,972.46	33,413.67	428,889.33	7.23%
Department: 1300 - WATER PLANT Total:		1,272,686.00	1,272,686.00	52,901.72	132,828.34	1,139,857.66	10.44%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 1325 - WATER DISTRIBUTION							
ExpCategory: 10 - PERSONNEL							
20-5-1325-10100	SALARIES	170,270.00	170,270.00	13,095.70	20,984.41	149,285.59	12.32 %
20-5-1325-10200	LONGEVITY	1,660.00	1,660.00	133.86	214.85	1,445.15	12.94 %
20-5-1325-10300	OVERTIME	20,000.00	20,000.00	1,877.51	2,612.81	17,387.19	13.06 %
20-5-1325-10400	FICA	14,990.00	14,990.00	1,087.90	2,105.29	12,884.71	14.04 %
20-5-1325-10500	RETIREMENT	26,420.00	26,420.00	2,002.58	3,901.57	22,518.43	14.77 %
20-5-1325-10600	HEALTH INSURANCE	29,585.00	29,585.00	2,368.24	4,736.48	24,848.52	16.01 %
20-5-1325-10700	CLOTHING	2,250.00	2,250.00	0.00	0.00	2,250.00	0.00 %
20-5-1325-10800	CERTIFICATION	3,750.00	3,750.00	259.64	416.72	3,333.28	11.11 %
20-5-1325-10900	LONG TERM DISABILITY	500.00	500.00	66.18	89.48	410.52	17.90 %
20-5-1325-11500	WORKER'S COMPENSATION	5,210.00	5,210.00	0.00	4,771.17	438.83	91.58 %
20-5-1325-11700	DENTAL INSURANCE	2,150.00	2,150.00	184.36	388.62	1,761.38	18.08 %
20-5-1325-11800	LIFE INSURANCE	95.00	95.00	10.80	21.60	73.40	22.74 %
20-5-1325-12000	EMPLOYEE BONUS	250.00	250.00	0.00	0.00	250.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		277,130.00	277,130.00	21,086.77	40,243.00	236,887.00	14.52%
ExpCategory: 20 - SUPPLIES							
20-5-1325-20100	OFFICE SUPPLIES	800.00	800.00	0.00	0.00	800.00	0.00 %
20-5-1325-20400	SMALL TOOLS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
20-5-1325-20500	OPERATIONAL SUPPLIES	1,500.00	1,500.00	0.00	5,761.20	-4,261.20	384.08 %
20-5-1325-21000	FUEL	15,000.00	15,000.00	965.85	965.85	14,034.15	6.44 %
ExpCategory: 20 - SUPPLIES Total:		19,800.00	19,800.00	965.85	6,727.05	13,072.95	33.98%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
20-5-1325-30200	VEHICLE MAINTENANCE	13,625.00	13,625.00	377.01	1,261.19	12,363.81	9.26 %
20-5-1325-30300	EQUIPMENT	17,500.00	17,500.00	154.22	154.22	17,345.78	0.88 %
20-5-1325-30400	MACHINERY	16,000.00	16,000.00	41.25	41.25	15,958.75	0.26 %
20-5-1325-30500	BUILDING AND GROUNDS	2,500.00	2,500.00	15.19	57.28	2,442.72	2.29 %
20-5-1325-31000	UTILITIES	110,000.00	110,000.00	6,387.60	12,833.72	97,166.28	11.67 %
20-5-1325-31100	SYSTEM IMPROVEMENTS	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
20-5-1325-32000	REPAIR UTILITY STREET CUTS	22,000.00	22,000.00	0.00	0.00	22,000.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		196,625.00	196,625.00	6,975.27	14,347.66	182,277.34	7.30%
ExpCategory: 40 - SERVICES							
20-5-1325-40100	COMMUNICATIONS	5,500.00	5,500.00	436.62	993.41	4,506.59	18.06 %
20-5-1325-40200	ELECTRIC	14,500.00	14,500.00	1,094.76	2,223.66	12,276.34	15.34 %
20-5-1325-40700	TECHNOLOGY	5,000.00	5,000.00	544.00	544.00	4,456.00	10.88 %
20-5-1325-41200	TRAVEL AND TRAINING	3,375.00	3,375.00	0.00	0.00	3,375.00	0.00 %
20-5-1325-41600	RENTAL OF EQUIPMENT	500.00	500.00	0.00	0.00	500.00	0.00 %
20-5-1325-42000	DUES, FEES, AND MEMBERSHIPS	400.00	400.00	0.00	67.50	332.50	16.88 %
20-5-1325-42600	PROFESSIONAL FEES	10,650.00	10,650.00	658.10	1,058.85	9,591.15	9.94 %
20-5-1325-42800	WATER TAP EVALUATION	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
20-5-1325-45000	SERIES 2022 - INTEREST	164,248.00	164,248.00	0.00	0.00	164,248.00	0.00 %
20-5-1325-45001	SERIES 2022 - PRINCIPAL	440,000.00	440,000.00	0.00	0.00	440,000.00	0.00 %
20-5-1325-45100	SERIES 2016 - INTEREST	29,856.00	29,856.00	0.00	0.00	29,856.00	0.00 %
20-5-1325-45101	SERIES 2016 - PRINCIPAL	61,200.00	61,200.00	0.00	0.00	61,200.00	0.00 %
20-5-1325-45300	SERIES2017 TAX & REV CO'S INT	14,737.00	14,737.00	0.00	0.00	14,737.00	0.00 %
20-5-1325-45301	SERIES2017 TAX & REV CO'S PRIN	33,385.00	33,385.00	0.00	0.00	33,385.00	0.00 %
20-5-1325-45400	TWDB SERIES 2018 B INTEREST	11,519.00	11,519.00	0.00	0.00	11,519.00	0.00 %
20-5-1325-45401	TWDB SERIES 2018 B PRINCIPAL	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
ExpCategory: 40 - SERVICES Total:		842,870.00	842,870.00	2,733.48	4,887.42	837,982.58	0.58%
Department: 1325 - WATER DISTRIBUTION Total:		1,336,425.00	1,336,425.00	31,761.37	66,205.13	1,270,219.87	4.95%
Department: 1350 - SEWER PLANT							
ExpCategory: 10 - PERSONNEL							
20-5-1350-10100	SALARIES	125,010.00	125,010.00	9,701.91	15,521.59	109,488.41	12.42 %
20-5-1350-10200	LONGEVITY	310.00	310.00	33.08	53.09	256.91	17.13 %
20-5-1350-10300	OVERTIME	12,500.00	12,500.00	487.16	767.20	11,732.80	6.14 %
20-5-1350-10400	FICA	10,830.00	10,830.00	757.04	1,491.05	9,338.95	13.77 %
20-5-1350-10500	RETIREMENT	19,085.00	19,085.00	1,368.54	2,712.22	16,372.78	14.21 %

Financial

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
20-5-1350-10600	HEALTH INSURANCE	18,940.00	18,940.00	1,622.07	3,020.50	15,919.50	15.95 %
20-5-1350-10700	CLOTHING	1,590.00	1,590.00	247.89	247.89	1,342.11	15.59 %
20-5-1350-10800	CERTIFICATION	3,550.00	3,550.00	267.32	429.05	3,120.95	12.09 %
20-5-1350-10900	LONG TERM DISABILITY	385.00	385.00	48.28	174.23	210.77	45.25 %
20-5-1350-11500	WORKER'S COMPENSATION	3,765.00	3,765.00	0.00	3,314.69	450.31	88.04 %
20-5-1350-11700	DENTAL INSURANCE	1,015.00	1,015.00	90.15	173.49	841.51	17.09 %
20-5-1350-11800	LIFE INSURANCE	100.00	100.00	7.60	15.20	84.80	15.20 %
20-5-1350-12000	EMPLOYEE BONUS	180.00	180.00	0.00	0.00	180.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		197,260.00	197,260.00	14,631.04	27,920.20	169,339.80	14.15%
ExpCategory: 20 - SUPPLIES							
20-5-1350-20100	OFFICE SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00 %
20-5-1350-20200	POSTAGE	50.00	50.00	0.00	0.00	50.00	0.00 %
20-5-1350-20400	SMALL TOOLS	750.00	750.00	0.00	0.00	750.00	0.00 %
20-5-1350-20500	OPERATIONAL SUPPLIES	30,000.00	30,000.00	755.17	21,246.29	8,753.71	70.82 %
20-5-1350-21000	FUEL	4,000.00	4,000.00	130.42	130.42	3,869.58	3.26 %
ExpCategory: 20 - SUPPLIES Total:		35,300.00	35,300.00	885.59	21,376.71	13,923.29	60.56%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
20-5-1350-30200	VEHICLE MAINTENANCE	4,200.00	4,200.00	7.50	417.25	3,782.75	9.93 %
20-5-1350-30300	EQUIPMENT	50,000.00	50,000.00	299.90	1,511.47	48,488.53	3.02 %
20-5-1350-30400	MACHINERY	5,000.00	5,000.00	65.98	87.98	4,912.02	1.76 %
20-5-1350-30500	BUILDING AND GROUNDS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
20-5-1350-30700	OFFICE EQUIPMENT	250.00	250.00	0.00	0.00	250.00	0.00 %
20-5-1350-31000	UTILITIES	0.00	0.00	0.00	256.90	-256.90	0.00 %
20-5-1350-31100	SYSTEM IMPROVEMENTS	15,000.00	15,000.00	0.00	530.00	14,470.00	3.53 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		76,950.00	76,950.00	373.38	2,803.60	74,146.40	3.64%
ExpCategory: 40 - SERVICES							
20-5-1350-40100	COMMUNICATIONS	8,000.00	8,000.00	741.73	1,578.09	6,421.91	19.73 %
20-5-1350-40200	ELECTRIC	60,000.00	60,000.00	3,569.65	7,095.90	52,904.10	11.83 %
20-5-1350-40700	TECHNOLOGY	5,000.00	5,000.00	544.00	544.00	4,456.00	10.88 %
20-5-1350-41200	TRAVEL AND TRAINING	2,375.00	2,375.00	274.33	274.33	2,100.67	11.55 %
20-5-1350-41500	TESTING FEES	35,000.00	35,000.00	690.72	1,667.78	33,332.22	4.77 %
20-5-1350-42000	DUES, FEES, AND MEMBERSHIPS	3,600.00	3,600.00	4,593.30	8,089.33	-4,489.33	224.70 %
20-5-1350-45100	SERIES 2016 SEWER PLANT INTERE	64,690.00	64,690.00	0.00	0.00	64,690.00	0.00 %
20-5-1350-45101	SERIES 2016 SEWER PLANT PRINCI	132,600.00	132,600.00	0.00	0.00	132,600.00	0.00 %
20-5-1350-45300	SERIES 2017 TAX & REV CO'S INT	10,910.00	10,910.00	0.00	0.00	10,910.00	0.00 %
20-5-1350-45301	SERIES 2017 TAX & REV CO'S INT	24,715.00	24,715.00	0.00	0.00	24,715.00	0.00 %
20-5-1350-45400	TWDB SERIES 2018 C INTEREST	6,650.00	6,650.00	0.00	0.00	6,650.00	0.00 %
20-5-1350-45401	TWDB SERIES 2018 C PRINCIPAL	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
ExpCategory: 40 - SERVICES Total:		383,540.00	383,540.00	10,413.73	19,249.43	364,290.57	5.02%
ExpCategory: 50 - SUNDRY CHARGES							
20-5-1350-55000	IN LIEU OF TAX	202,920.00	202,920.00	14,069.28	28,488.59	174,431.41	14.04 %
20-5-1350-55300	CONTRIBUTION TO SINKING FUND	18,950.00	18,950.00	0.00	0.00	18,950.00	0.00 %
ExpCategory: 50 - SUNDRY CHARGES Total:		221,870.00	221,870.00	14,069.28	28,488.59	193,381.41	12.84%
Department: 1350 - SEWER PLANT Total:		914,920.00	914,920.00	40,373.02	99,838.53	815,081.47	10.91%
Department: 1375 - SEWER COLLECTION							
ExpCategory: 10 - PERSONNEL							
20-5-1375-10100	SALARIES	191,370.00	191,370.00	14,833.59	23,718.16	167,651.84	12.39 %
20-5-1375-10200	LONGEVITY	1,660.00	1,660.00	141.52	227.14	1,432.86	13.68 %
20-5-1375-10300	OVERTIME	23,500.00	23,500.00	2,197.11	2,971.65	20,528.35	12.65 %
20-5-1375-10400	FICA	16,905.00	16,905.00	1,233.40	2,368.30	14,536.70	14.01 %
20-5-1375-10500	RETIREMENT	29,795.00	29,795.00	2,276.06	4,403.87	25,391.13	14.78 %
20-5-1375-10600	HEALTH INSURANCE	33,325.00	33,325.00	2,821.16	5,418.70	27,906.30	16.26 %
20-5-1375-10700	CLOTHING	2,590.00	2,590.00	0.00	0.00	2,590.00	0.00 %
20-5-1375-10800	CERTIFICATION	4,150.00	4,150.00	290.34	466.00	3,684.00	11.23 %
20-5-1375-10900	LONG TERM DISABILITY	570.00	570.00	76.46	120.26	449.74	21.10 %
20-5-1375-11500	WORKER'S COMPENSATION	5,880.00	5,880.00	0.00	3,314.69	2,565.31	56.37 %

Financial

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
20-5-1375-11700	DENTAL INSURANCE	2,425.00	2,425.00	207.39	434.75	1,990.25	17.93 %
20-5-1375-11800	LIFE INSURANCE	155.00	155.00	12.40	24.80	130.20	16.00 %
20-5-1375-12000	EMPLOYEE BONUS	280.00	280.00	0.00	0.00	280.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		312,605.00	312,605.00	24,089.43	43,468.32	269,136.68	13.91%
ExpCategory: 20 - SUPPLIES							
20-5-1375-20100	OFFICE SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
20-5-1375-20400	SMALL TOOLS	2,500.00	2,500.00	0.00	40.96	2,459.04	1.64 %
20-5-1375-20500	OPERATIONAL SUPPLIES	5,000.00	5,000.00	92.43	497.51	4,502.49	9.95 %
20-5-1375-21000	FUEL	15,000.00	15,000.00	1,071.03	1,071.03	13,928.97	7.14 %
ExpCategory: 20 - SUPPLIES Total:		24,500.00	24,500.00	1,163.46	1,609.50	22,890.50	6.57%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
20-5-1375-30200	VEHICLE MAINTENANCE	11,000.00	11,000.00	377.02	1,026.39	9,973.61	9.33 %
20-5-1375-30300	EQUIPMENT	85,000.00	85,000.00	154.23	155.49	84,844.51	0.18 %
20-5-1375-30400	MACHINERY	21,000.00	21,000.00	41.25	41.25	20,958.75	0.20 %
20-5-1375-30500	BUILDING AND GROUNDS	2,500.00	2,500.00	15.20	15.20	2,484.80	0.61 %
20-5-1375-31000	UTILITIES	40,000.00	40,000.00	880.06	7,084.19	32,915.81	17.71 %
20-5-1375-31100	SYSTEM IMPROVEMENTS	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
20-5-1375-31400	LIFT STATIONS REBUILDS	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
20-5-1375-32000	REPAIR UTILITY STREET CUTS	22,000.00	22,000.00	0.00	0.00	22,000.00	0.00 %
ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:		241,500.00	241,500.00	1,467.76	8,322.52	233,177.48	3.45%
ExpCategory: 40 - SERVICES							
20-5-1375-40100	COMMUNICATIONS	6,000.00	6,000.00	529.61	1,200.87	4,799.13	20.01 %
20-5-1375-40200	ELECTRIC	10,000.00	10,000.00	669.60	1,301.40	8,698.60	13.01 %
20-5-1375-40500	GAS	1,000.00	1,000.00	102.44	206.01	793.99	20.60 %
20-5-1375-40700	TECHNOLOGY	5,000.00	5,000.00	544.00	544.00	4,456.00	10.88 %
20-5-1375-41200	TRAVEL AND TRAINING	3,875.00	3,875.00	163.34	163.34	3,711.66	4.22 %
20-5-1375-41600	RENTAL OF EQUIPMENT	500.00	500.00	0.00	0.00	500.00	0.00 %
20-5-1375-42000	DUES, FEES, AND MEMBERSHIPS	500.00	500.00	0.00	67.50	432.50	13.50 %
20-5-1375-42600	PROFESSIONAL FEES	10,650.00	10,650.00	658.10	1,058.85	9,591.15	9.94 %
20-5-1375-42800	SEWER TAP EVALUATION	8,000.00	8,000.00	0.00	120.00	7,880.00	1.50 %
20-5-1375-45000	DEBT SERVICE INTEREST	11,995.00	11,995.00	128.09	264.60	11,730.40	2.21 %
20-5-1375-45001	DEBT SERVICE PRINCIPAL	93,370.00	93,370.00	5,063.98	10,119.54	83,250.46	10.84 %
20-5-1375-45300	SERIES 2017 TAX & REV CO'S INT	6,078.00	6,078.00	0.00	0.00	6,078.00	0.00 %
20-5-1375-45301	SERIES 2017 TAX & REV CO'S INT	13,770.00	13,770.00	0.00	0.00	13,770.00	0.00 %
20-5-1375-45400	TWDB SERIES 2018 A INTEREST	35,950.00	35,950.00	0.00	0.00	35,950.00	0.00 %
20-5-1375-45401	TWDB SERIES 2018 A PRINCIPAL	160,000.00	160,000.00	0.00	0.00	160,000.00	0.00 %
ExpCategory: 40 - SERVICES Total:		366,688.00	366,688.00	7,859.16	15,046.11	351,641.89	4.10%
Department: 1375 - SEWER COLLECTION Total:		945,293.00	945,293.00	34,579.81	68,446.45	876,846.55	7.24%
Department: 1400 - ELECTRIC							
ExpCategory: 10 - PERSONNEL							
20-5-1400-10100	SALARIES	392,465.00	392,465.00	30,284.51	48,211.81	344,253.19	12.28 %
20-5-1400-10200	LONGEVITY	2,700.00	2,700.00	191.55	306.04	2,393.96	11.33 %
20-5-1400-10300	OVERTIME	32,800.00	32,800.00	1,822.13	3,026.54	29,773.46	9.23 %
20-5-1400-10400	FICA	32,785.00	32,785.00	2,365.93	4,724.10	28,060.90	14.41 %
20-5-1400-10500	RETIREMENT	57,780.00	57,780.00	4,209.51	8,440.03	49,339.97	14.61 %
20-5-1400-10600	HEALTH INSURANCE	63,510.00	63,510.00	3,969.26	7,938.52	55,571.48	12.50 %
20-5-1400-10700	CLOTHING	6,255.00	6,255.00	1,428.23	1,428.23	4,826.77	22.83 %
20-5-1400-10900	LONG TERM DISABILITY	1,200.00	1,200.00	148.76	230.96	969.04	19.25 %
20-5-1400-11500	WORKER'S COMPENSATION	10,550.00	10,550.00	0.00	9,349.78	1,200.22	88.62 %
20-5-1400-11700	DENTAL INSURANCE	4,810.00	4,810.00	266.89	575.78	4,234.22	11.97 %
20-5-1400-11800	LIFE INSURANCE	300.00	300.00	19.20	38.40	261.60	12.80 %
20-5-1400-12000	EMPLOYEE BONUS	550.00	550.00	0.00	0.00	550.00	0.00 %
ExpCategory: 10 - PERSONNEL Total:		605,705.00	605,705.00	44,705.97	84,270.19	521,434.81	13.91%
ExpCategory: 20 - SUPPLIES							
20-5-1400-20100	OFFICE SUPPLIES	200.00	200.00	0.00	0.00	200.00	0.00 %
20-5-1400-20400	SMALL TOOLS	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
20-5-1400-20500	OPERATIONAL SUPPLIES	700.00	700.00	42.04	147.04	552.96	21.01 %
20-5-1400-21000	FUEL	15,000.00	15,000.00	1,344.72	1,344.72	13,655.28	8.96 %
	ExpCategory: 20 - SUPPLIES Total:	20,400.00	20,400.00	1,386.76	1,491.76	18,908.24	7.31%
	ExpCategory: 30 - MAINTENANCE AND REPAIRS						
20-5-1400-30200	VEHICLE MAINTENANCE	15,000.00	15,000.00	1,559.43	1,848.87	13,151.13	12.33 %
20-5-1400-30300	EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
20-5-1400-30400	MACHINERY	200.00	200.00	0.00	0.00	200.00	0.00 %
20-5-1400-30500	BUILDING AND GROUNDS	10,000.00	10,000.00	19.48	19.48	9,980.52	0.19 %
20-5-1400-30700	TECHNOLOGY	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
20-5-1400-31000	UTILITIES	137,000.00	137,000.00	26,369.85	45,134.95	91,865.05	32.95 %
20-5-1400-31200	CUSTOMER COMPLIANCE	500.00	500.00	0.00	0.00	500.00	0.00 %
	ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:	168,200.00	168,200.00	27,948.76	47,003.30	121,196.70	27.94%
	ExpCategory: 40 - SERVICES						
20-5-1400-40100	COMMUNICATIONS	10,500.00	10,500.00	1,021.56	2,321.12	8,178.88	22.11 %
20-5-1400-40200	ELECTRIC	1,000.00	1,000.00	127.37	256.10	743.90	25.61 %
20-5-1400-40300	LCRA WHOLESAL	3,320,000.00	3,320,000.00	237,421.59	517,913.09	2,802,086.91	15.60 %
20-5-1400-40400	SOLAR POWER BUYBACK	18,000.00	18,000.00	817.22	1,858.25	16,141.75	10.32 %
20-5-1400-41200	TRAVEL AND TRAINING	13,000.00	13,000.00	0.00	388.94	12,611.06	2.99 %
20-5-1400-41500	TESTING FEES	3,500.00	3,500.00	0.00	3,506.00	-6.00	100.17 %
20-5-1400-41600	RENTAL OF EQUIPEMENT	500.00	500.00	0.00	0.00	500.00	0.00 %
20-5-1400-42000	DUES, FEES, AND MEMBERSHIPS	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %
20-5-1400-42600	PROFESSIONAL FEES	86,000.00	86,000.00	29,270.10	30,020.10	55,979.90	34.91 %
20-5-1400-42601	LCRA LINE STUDY	27,300.00	27,300.00	2,272.91	4,545.83	22,754.17	16.65 %
20-5-1400-45000	CADENCE LEASE -	7,521.00	7,521.00	688.13	1,389.65	6,131.35	18.48 %
20-5-1400-45001	CADENCE LEASE - PRINCIPAL	35,381.00	35,381.00	2,886.97	5,760.55	29,620.45	16.28 %
20-5-1400-45500	GOVT CAP - POLE TRK - INTEREST	13,642.00	13,642.00	0.00	0.00	13,642.00	0.00 %
20-5-1400-45501	GOVT CAP - POLE TRK - PRINCIPA	55,888.00	55,888.00	0.00	0.00	55,888.00	0.00 %
	ExpCategory: 40 - SERVICES Total:	3,601,232.00	3,601,232.00	274,505.85	567,959.63	3,033,272.37	15.77%
	ExpCategory: 50 - SUNDRY CHARGES						
20-5-1400-55000	IN LIEU OF TAX	558,868.00	558,868.00	43,829.46	93,311.89	465,556.11	16.70 %
	ExpCategory: 50 - SUNDRY CHARGES Total:	558,868.00	558,868.00	43,829.46	93,311.89	465,556.11	16.70%
	Department: 1400 - ELECTRIC Total:	4,954,405.00	4,954,405.00	392,376.80	794,036.77	4,160,368.23	16.03%
	Department: 1999 - CAPITAL OUTLAY						
	ExpCategory: 60 - CAPITAL OUTLAY						
20-5-1999-61400	ELECTRIC	460,000.00	460,000.00	0.00	0.00	460,000.00	0.00 %
20-5-1999-61600	SEWER COLLECTION	50,000.00	50,000.00	10,407.22	16,907.61	33,092.39	33.82 %
20-5-1999-61700	WATER DISTRIBUTION	185,000.00	185,000.00	0.00	0.00	185,000.00	0.00 %
20-5-1999-61800	WATER PLANT	15,000.00	15,000.00	534.75	534.75	14,465.25	3.57 %
20-5-1999-62100	BOND - WATER TOWER	0.00	0.00	61,003.60	122,440.78	-122,440.78	0.00 %
	ExpCategory: 60 - CAPITAL OUTLAY Total:	710,000.00	710,000.00	71,945.57	139,883.14	570,116.86	19.70%
	Department: 1999 - CAPITAL OUTLAY Total:	710,000.00	710,000.00	71,945.57	139,883.14	570,116.86	19.70%
	Expense Total:	11,974,703.00	11,974,703.00	761,646.41	1,622,776.32	10,351,926.68	13.55%
	Fund: 20 - UTILITY FUND Surplus (Deficit):	22,372.00	22,372.00	32,262.67	131,411.29	109,039.29	587.39%

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 22 - COUNCIL RESTRICTED FUND						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
22-00-47010	INTEREST	10,000.00	10,000.00	639.90	1,325.56	-8,674.44 13.26 %
22-00-49990	TRANSFERS IN	41,000.00	41,000.00	0.00	0.00	-41,000.00 0.00 %
	RevCategory: 00 - UNCATEGORIZED Total:	51,000.00	51,000.00	639.90	1,325.56	-49,674.44 2.60%
	Revenue Total:	51,000.00	51,000.00	639.90	1,325.56	-49,674.44 2.60%
Expense						
Department: 1325 - WATER DISTRIBUTION						
ExpCategory: 40 - SERVICES						
22-5-1325-42600	PROFESSIONAL FEES	50,000.00	50,000.00	13,355.00	24,582.00	25,418.00 49.16 %
	ExpCategory: 40 - SERVICES Total:	50,000.00	50,000.00	13,355.00	24,582.00	25,418.00 49.16%
	Department: 1325 - WATER DISTRIBUTION Total:	50,000.00	50,000.00	13,355.00	24,582.00	25,418.00 49.16%
Department: 1999 - CAPITAL OUTLAY						
ExpCategory: 60 - CAPITAL OUTLAY						
22-5-1999-61800	WATER PLANT	0.00	0.00	2,543.40	2,543.40	-2,543.40 0.00 %
	ExpCategory: 60 - CAPITAL OUTLAY Total:	0.00	0.00	2,543.40	2,543.40	-2,543.40 0.00%
	Department: 1999 - CAPITAL OUTLAY Total:	0.00	0.00	2,543.40	2,543.40	-2,543.40 0.00%
	Expense Total:	50,000.00	50,000.00	15,898.40	27,125.40	22,874.60 54.25%
	Fund: 22 - COUNCIL RESTRICTED FUND Surplus (Deficit):	1,000.00	1,000.00	-15,258.50	-25,799.84	-26,799.84 -2,579.98%

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 23 - DAM PROJECT						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
23-00-46200 PRIVATE ENTITY GRANT	2,000,000.00	2,000,000.00	0.00	2,000,000.00	0.00	100.00 %
RevCategory: 00 - UNCATEGORIZED Total:	2,000,000.00	2,000,000.00	0.00	2,000,000.00	0.00	100.00%
RevCategory: 60 - FINANCIAL						
23-60-46400 LOAN PROCEEDS	3,500,000.00	3,500,000.00	0.00	0.00	-3,500,000.00	0.00 %
23-60-47010 INTEREST ON INVESTMENTS	198,000.00	198,000.00	16,635.13	28,946.40	-169,053.60	14.62 %
RevCategory: 60 - FINANCIAL Total:	3,698,000.00	3,698,000.00	16,635.13	28,946.40	-3,669,053.60	0.78%
RevCategory: 99 - TRANSFER IN						
23-99-49990 TRANSFER IN	161,698.00	161,698.00	0.00	0.00	-161,698.00	0.00 %
RevCategory: 99 - TRANSFER IN Total:	161,698.00	161,698.00	0.00	0.00	-161,698.00	0.00%
Revenue Total:	5,859,698.00	5,859,698.00	16,635.13	2,028,946.40	-3,830,751.60	34.63%
Expense						
Department: 1300 - WATER PLANT						
ExpCategory: 40 - SERVICES						
23-5-1300-42600 PROFESSIONAL FEES	0.00	0.00	11,222.90	11,222.90	-11,222.90	0.00 %
23-5-1300-45000 DEPT SERVICE - INTEREST	161,698.00	161,698.00	0.00	0.00	161,698.00	0.00 %
ExpCategory: 40 - SERVICES Total:	161,698.00	161,698.00	11,222.90	11,222.90	150,475.10	6.94%
Department: 1300 - WATER PLANT Total:	161,698.00	161,698.00	11,222.90	11,222.90	150,475.10	6.94%
Expense Total:	161,698.00	161,698.00	11,222.90	11,222.90	150,475.10	6.94%
Fund: 23 - DAM PROJECT Surplus (Deficit):	5,698,000.00	5,698,000.00	5,412.23	2,017,723.50	-3,680,276.50	35.41%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 25 - CHRISTMAS LIGHTING							
Revenue							
RevCategory: 00 - UNCATEGORIZED							
25-00-41020	PARK COLLECTION BUCKET DONATIO	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
25-00-41030	CONCESSION SALES	100.00	100.00	0.00	0.00	-100.00	0.00 %
25-00-41040	PHOTOS WITH SANTA	1,200.00	1,200.00	0.00	0.00	-1,200.00	0.00 %
25-00-41090	SNOW DAY	1,200.00	1,200.00	0.00	0.00	-1,200.00	0.00 %
25-00-47010	INTEREST	1,400.00	1,400.00	91.01	192.41	-1,207.59	13.74 %
	RevCategory: 00 - UNCATEGORIZED Total:	4,900.00	4,900.00	91.01	192.41	-4,707.59	3.93%
	Revenue Total:	4,900.00	4,900.00	91.01	192.41	-4,707.59	3.93%
Expense							
Department: 0100 - ADMINISTRATION							
ExpCategory: 20 - SUPPLIES							
25-5-0100-20300	CONCESSIONS	450.00	450.00	228.83	228.83	221.17	50.85 %
25-5-0100-20500	OPERATIONAL SUPPLIES	1,700.00	1,700.00	772.02	772.02	927.98	45.41 %
25-5-0100-20900	SNOW	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00 %
	ExpCategory: 20 - SUPPLIES Total:	8,650.00	8,650.00	1,000.85	1,000.85	7,649.15	11.57%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
25-5-0100-30300	DISPLAY MAINTENANCE	3,000.00	3,000.00	7,547.75	7,547.75	-4,547.75	251.59 %
25-5-0100-30500	BUILDING & GROUNDS	500.00	500.00	500.00	500.00	0.00	100.00 %
	ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:	3,500.00	3,500.00	8,047.75	8,047.75	-4,547.75	229.94%
	Department: 0100 - ADMINISTRATION Total:	12,150.00	12,150.00	9,048.60	9,048.60	3,101.40	74.47%
	Expense Total:	12,150.00	12,150.00	9,048.60	9,048.60	3,101.40	74.47%
	Fund: 25 - CHRISTMAS LIGHTING Surplus (Deficit):	-7,250.00	-7,250.00	-8,957.59	-8,856.19	-1,606.19	122.15%

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 50 - CEMETERY						
Revenue						
RevCategory: 60 - FINANCIAL						
50-60-47010 INTEREST ON INVESTMENTS	800.00	800.00	45.51	96.07	-703.93	12.01 %
RevCategory: 60 - FINANCIAL Total:	800.00	800.00	45.51	96.07	-703.93	12.01%
Revenue Total:	800.00	800.00	45.51	96.07	-703.93	12.01%
Fund: 50 - CEMETERY Total:	800.00	800.00	45.51	96.07	-703.93	12.01%

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 51 - CEMETERY PERPETUAL CARE						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
51-00-47010 INTEREST	1,600.00	1,600.00	142.68	295.27	-1,304.73	18.45 %
RevCategory: 00 - UNCATEGORIZED Total:	1,600.00	1,600.00	142.68	295.27	-1,304.73	18.45%
Revenue Total:	1,600.00	1,600.00	142.68	295.27	-1,304.73	18.45%
Fund: 51 - CEMETERY PERPETUAL CARE Total:	1,600.00	1,600.00	142.68	295.27	-1,304.73	18.45%

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 55 - AIRPORT							
Revenue							
RevCategory: 00 - UNCATEGORIZED							
55-00-45700	FUEL SALES	280,000.00	280,000.00	25,709.90	52,995.75	-227,004.25	18.93 %
55-00-45710	HANGER RENT	85,000.00	85,000.00	5,143.00	10,924.00	-74,076.00	12.85 %
55-00-45720	LAND LEASE	500.00	500.00	0.00	0.00	-500.00	0.00 %
55-00-45740	COVERED PARKING RENT	550.00	550.00	0.00	72.00	-478.00	13.09 %
55-00-45750	SPECIAL EVENTS	40,000.00	40,000.00	26,300.79	44,357.79	4,357.79	110.89 %
55-00-46120	TXDOT GRANT	288,276.00	288,276.00	0.00	0.00	-288,276.00	0.00 %
55-00-46210	TXDOT RAMP GRANT PROCEEDS	100,000.00	100,000.00	0.00	0.00	-100,000.00	0.00 %
	RevCategory: 00 - UNCATEGORIZED Total:	794,326.00	794,326.00	57,153.69	108,349.54	-685,976.46	13.64%
	Revenue Total:	794,326.00	794,326.00	57,153.69	108,349.54	-685,976.46	13.64%
Expense							
Department: 0900 - AIRPORT							
ExpCategory: 10 - PERSONNEL							
55-5-0900-10100	SALARIES	69,820.00	69,820.00	7,982.66	11,988.13	57,831.87	17.17 %
55-5-0900-10300	OVERTIME	1,000.00	1,000.00	166.11	166.11	833.89	16.61 %
55-5-0900-10400	FICA	5,430.00	5,430.00	623.36	1,125.26	4,304.74	20.72 %
55-5-0900-10500	RETIREMENT	6,440.00	6,440.00	464.40	928.80	5,511.20	14.42 %
55-5-0900-10600	HEALTH INSURANCE	8,475.00	8,475.00	687.82	1,375.64	7,099.36	16.23 %
55-5-0900-10700	CLOTHING	300.00	300.00	0.00	0.00	300.00	0.00 %
55-5-0900-10900	LONG TERM DISABILITY	150.00	150.00	23.16	23.16	126.84	15.44 %
55-5-0900-11500	WORKERS COMPENSATION	1,560.00	1,560.00	0.00	0.00	1,560.00	0.00 %
55-5-0900-11700	DENTAL INSURANCE	500.00	500.00	38.55	77.10	422.90	15.42 %
55-5-0900-11800	LIFE INSURANCE	60.00	60.00	4.80	9.60	50.40	16.00 %
55-5-0900-12000	EMPLOYEE BONUS	110.00	110.00	0.00	0.00	110.00	0.00 %
	ExpCategory: 10 - PERSONNEL Total:	93,845.00	93,845.00	9,990.86	15,693.80	78,151.20	16.72%
ExpCategory: 20 - SUPPLIES							
55-5-0900-20100	OFFICE SUPPLIES	400.00	400.00	47.27	47.27	352.73	11.82 %
55-5-0900-20400	SMALL TOOLS	100.00	100.00	0.00	0.00	100.00	0.00 %
55-5-0900-20500	OPERATIONAL SUPPLIES	1,400.00	1,400.00	192.80	290.12	1,109.88	20.72 %
55-5-0900-21000	FUEL	400.00	400.00	135.17	135.17	264.83	33.79 %
55-5-0900-21200	AVIATION FUEL	210,000.00	210,000.00	41,940.08	41,940.08	168,059.92	19.97 %
55-5-0900-21300	AVIATION OIL/RETAIL STOCK	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
	ExpCategory: 20 - SUPPLIES Total:	213,300.00	213,300.00	42,315.32	42,412.64	170,887.36	19.88%
ExpCategory: 30 - MAINTENANCE AND REPAIRS							
55-5-0900-30200	VEHICLE MAINTENANCE	3,000.00	3,000.00	0.00	389.14	2,610.86	12.97 %
55-5-0900-30300	EQUIPMENT	6,000.00	6,000.00	2,103.04	3,825.96	2,174.04	63.77 %
55-5-0900-30500	BUILDING AND GROUNDS	105,000.00	105,000.00	5,022.55	5,022.55	99,977.45	4.78 %
	ExpCategory: 30 - MAINTENANCE AND REPAIRS Total:	114,000.00	114,000.00	7,125.59	9,237.65	104,762.35	8.10%
ExpCategory: 40 - SERVICES							
55-5-0900-40100	COMMUNICATIONS	7,600.00	7,600.00	718.12	1,327.40	6,272.60	17.47 %
55-5-0900-40200	ELECTRIC	9,000.00	9,000.00	669.05	1,324.28	7,675.72	14.71 %
55-5-0900-41200	TRAVEL AND TRAINING	700.00	700.00	0.00	0.00	700.00	0.00 %
55-5-0900-41600	RENTAL OF EQUIPMENT	560.00	560.00	40.00	80.00	480.00	14.29 %
55-5-0900-42000	DUES, FEES & MEMBERSHIPS	6,430.00	6,430.00	2.99	2.99	6,427.01	0.05 %
55-5-0900-42800	SPECIAL EVENTS EXPENSES	35,000.00	35,000.00	29,003.65	50,846.65	-15,846.65	145.28 %
	ExpCategory: 40 - SERVICES Total:	59,290.00	59,290.00	30,433.81	53,581.32	5,708.68	90.37%
ExpCategory: 50 - SUNDRY CHARGES							
55-5-0900-50500	INSURANCE - LIABILITY	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
	ExpCategory: 50 - SUNDRY CHARGES Total:	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00%
	Department: 0900 - AIRPORT Total:	484,935.00	484,935.00	89,865.58	120,925.41	364,009.59	24.94%

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 0999 - CAPITAL OUTLAY						
ExpCategory: 60 - CAPITAL OUTLAY						
55-5-0999-69200 GRANT EXPENDITURES	303,450.00	303,450.00	0.00	0.00	303,450.00	0.00 %
ExpCategory: 60 - CAPITAL OUTLAY Total:	303,450.00	303,450.00	0.00	0.00	303,450.00	0.00%
Department: 0999 - CAPITAL OUTLAY Total:	303,450.00	303,450.00	0.00	0.00	303,450.00	0.00%
Expense Total:	788,385.00	788,385.00	89,865.58	120,925.41	667,459.59	15.34%
Fund: 55 - AIRPORT Surplus (Deficit):	5,941.00	5,941.00	-32,711.89	-12,575.87	-18,516.87	-211.68%

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For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 61 - CHILD SAFETY FUND						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
61-00-47110 CHILD SAFETY FEES	8,740.00	8,740.00	25.00	4,487.55	-4,252.45	51.34 %
RevCategory: 00 - UNCATEGORIZED Total:	8,740.00	8,740.00	25.00	4,487.55	-4,252.45	51.34%
Revenue Total:	8,740.00	8,740.00	25.00	4,487.55	-4,252.45	51.34%
Expense						
Department: 0200 - ADMINISTRATION						
ExpCategory: 40 - SERVICES						
61-5-0200-43800 CHILD SAFETY EXPENSE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
ExpCategory: 40 - SERVICES Total:	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00%
Department: 0200 - ADMINISTRATION Total:	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00%
Expense Total:	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00%
Fund: 61 - CHILD SAFETY FUND Surplus (Deficit):	-1,260.00	-1,260.00	25.00	4,487.55	5,747.55	-356.15%

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For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 62 - HOTEL OCCUPANCY TAX FUND						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
62-00-41060 HOTEL/MOTEL TAX	160,000.00	160,000.00	20,701.76	35,930.33	-124,069.67	22.46 %
RevCategory: 00 - UNCATEGORIZED Total:	160,000.00	160,000.00	20,701.76	35,930.33	-124,069.67	22.46%
Revenue Total:	160,000.00	160,000.00	20,701.76	35,930.33	-124,069.67	22.46%
Expense						
Department: 0200 - ADMINISTRATION						
ExpCategory: 50 - SUNDRY CHARGES						
62-5-0200-52100 CHAMBER OF COMMERCE	112,000.00	112,000.00	0.00	0.00	112,000.00	0.00 %
ExpCategory: 50 - SUNDRY CHARGES Total:	112,000.00	112,000.00	0.00	0.00	112,000.00	0.00%
Department: 0200 - ADMINISTRATION Total:	112,000.00	112,000.00	0.00	0.00	112,000.00	0.00%
Department: 0300 - POLICE						
ExpCategory: 50 - SUNDRY CHARGES						
62-5-0300-52200 LLANO MUSEUM	20,800.00	20,800.00	0.00	0.00	20,800.00	0.00 %
ExpCategory: 50 - SUNDRY CHARGES Total:	20,800.00	20,800.00	0.00	0.00	20,800.00	0.00%
Department: 0300 - POLICE Total:	20,800.00	20,800.00	0.00	0.00	20,800.00	0.00%
Department: 1100 - ADMINISTRATION						
ExpCategory: 50 - SUNDRY CHARGES						
62-5-1100-52300 HOT TAX DISTRIBUTIONS	27,000.00	27,000.00	6,916.85	12,126.85	14,873.15	44.91 %
ExpCategory: 50 - SUNDRY CHARGES Total:	27,000.00	27,000.00	6,916.85	12,126.85	14,873.15	44.91%
Department: 1100 - ADMINISTRATION Total:	27,000.00	27,000.00	6,916.85	12,126.85	14,873.15	44.91%
Expense Total:	159,800.00	159,800.00	6,916.85	12,126.85	147,673.15	7.59%
Fund: 62 - HOTEL OCCUPANCY TAX FUND Surplus (Deficit):	200.00	200.00	13,784.91	23,803.48	23,603.48	11,901.74%

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For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 63 - BLDG SECURITY/TECHNOLOGY						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
63-00-47080 CONSOLIDATED BLDG/TECH	0.00	0.00	0.00	4.00	4.00	0.00 %
RevCategory: 00 - UNCATEGORIZED Total:	0.00	0.00	0.00	4.00	4.00	0.00%
Revenue Total:	0.00	0.00	0.00	4.00	4.00	0.00%
Fund: 63 - BLDG SECURITY/TECHNOLOGY Total:	0.00	0.00	0.00	4.00	4.00	0.00%

Financial

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 78 - TEXAS WATER DEVELOPMENT B						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
78-00-47010 INTEREST	0.00	0.00	1,956.41	5,553.97	5,553.97	0.00 %
RevCategory: 00 - UNCATEGORIZED Total:	0.00	0.00	1,956.41	5,553.97	5,553.97	0.00%
Revenue Total:	0.00	0.00	1,956.41	5,553.97	5,553.97	0.00%
Fund: 78 - TEXAS WATER DEVELOPMENT B Total:	0.00	0.00	1,956.41	5,553.97	5,553.97	0.00%

Financial

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 80 - PAVING/PARK BOND PROJECTS						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
80-00-47010	INTEREST	30,000.00	30,000.00	2,324.84	4,810.81	-25,189.19 16.04 %
80-00-49990	TRANSFERS IN	25,000.00	25,000.00	0.00	0.00	-25,000.00 0.00 %
	RevCategory: 00 - UNCATEGORIZED Total:	55,000.00	55,000.00	2,324.84	4,810.81	-50,189.19 8.75%
	Revenue Total:	55,000.00	55,000.00	2,324.84	4,810.81	-50,189.19 8.75%
Expense						
Department: 0800 - STREETS						
ExpCategory: 60 - CAPITAL OUTLAY						
80-5-0800-61000	STREETS	373,756.00	373,756.00	0.00	0.00	373,756.00 0.00 %
	ExpCategory: 60 - CAPITAL OUTLAY Total:	373,756.00	373,756.00	0.00	0.00	373,756.00 0.00%
	Department: 0800 - STREETS Total:	373,756.00	373,756.00	0.00	0.00	373,756.00 0.00%
Department: 1300 - WATER PLANT						
ExpCategory: 60 - CAPITAL OUTLAY						
80-5-1300-62600	PROFESSIONAL FEES	50,000.00	50,000.00	0.00	0.00	50,000.00 0.00 %
	ExpCategory: 60 - CAPITAL OUTLAY Total:	50,000.00	50,000.00	0.00	0.00	50,000.00 0.00%
	Department: 1300 - WATER PLANT Total:	50,000.00	50,000.00	0.00	0.00	50,000.00 0.00%
	Expense Total:	423,756.00	423,756.00	0.00	0.00	423,756.00 0.00%
	Fund: 80 - PAVING/PARK BOND PROJECTS Surplus (Deficit):	-368,756.00	-368,756.00	2,324.84	4,810.81	373,566.81 -1.30%

Financial

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 90 - LLANO ECONOMIC DEV.						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
90-00-41090	SALES TAX REVENUE	0.00	473,109.00	39,695.70	75,008.16	-398,100.84 15.85 %
90-00-47010	INTEREST	0.00	0.00	1,308.09	2,636.11	2,636.11 0.00 %
	RevCategory: 00 - UNCATEGORIZED Total:	0.00	473,109.00	41,003.79	77,644.27	-395,464.73 16.41%
	Revenue Total:	0.00	473,109.00	41,003.79	77,644.27	-395,464.73 16.41%
Expense						
Department: 0100 - ADMINISTRATION						
ExpCategory: 40 - SERVICES						
90-5-0100-42600	PROFESSIONAL FEES	0.00	3,500.00	0.00	0.00	3,500.00 0.00 %
90-5-0100-43000	ADVERTISING	0.00	1,500.00	0.00	0.00	1,500.00 0.00 %
90-5-0100-43900	AFFORDABLE HOUSING	0.00	40,000.00	0.00	0.00	40,000.00 0.00 %
90-5-0100-45100	NOTE PAYMENTS-INTEREST	0.00	181,002.00	0.00	0.00	181,002.00 0.00 %
	ExpCategory: 40 - SERVICES Total:	0.00	226,002.00	0.00	0.00	226,002.00 0.00%
	Department: 0100 - ADMINISTRATION Total:	0.00	226,002.00	0.00	0.00	226,002.00 0.00%
	Expense Total:	0.00	226,002.00	0.00	0.00	226,002.00 0.00%
	Fund: 90 - LLANO ECONOMIC DEV. Surplus (Deficit):	0.00	247,107.00	41,003.79	77,644.27	-169,462.73 31.42%

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 95 - MAIN STREET						
Revenue						
RevCategory: 00 - UNCATEGORIZED						
95-00-45560	AD SALES	0.00	0.00	594.44	594.44	594.44 0.00 %
95-00-47010	INTEREST	2,000.00	2,000.00	99.40	209.38	-1,790.62 10.47 %
95-00-47040	LANTEX CONCESSION	10,000.00	10,000.00	918.22	1,291.45	-8,708.55 12.91 %
95-00-47090	LANTEX TICKET SALES	10,000.00	10,000.00	533.04	1,235.12	-8,764.88 12.35 %
95-00-47160	SPONSORSHIPS	3,000.00	3,000.00	0.00	0.00	-3,000.00 0.00 %
95-00-47250	ALCOHOLIC BEVERAGE SALES	600.00	600.00	44.35	44.35	-555.65 7.39 %
RevCategory: 00 - UNCATEGORIZED Total:		25,600.00	25,600.00	2,189.45	3,374.74	-22,225.26 13.18%
Revenue Total:		25,600.00	25,600.00	2,189.45	3,374.74	-22,225.26 13.18%
Expense						
Department: 0100 - ADMINISTRATION						
ExpCategory: 20 - SUPPLIES						
95-5-0100-20500	OPERATIONAL SUPPLIES	200.00	200.00	0.00	0.00	200.00 0.00 %
95-5-0100-21300	LANTEX CONCESSIONS	5,000.00	5,000.00	502.00	502.00	4,498.00 10.04 %
95-5-0100-21400	LANTEX FILM EXPENSE	10,000.00	10,000.00	127.00	596.70	9,403.30 5.97 %
ExpCategory: 20 - SUPPLIES Total:		15,200.00	15,200.00	629.00	1,098.70	14,101.30 7.23%
ExpCategory: 40 - SERVICES						
95-5-0100-41200	TRAVEL AND TRAINING	2,500.00	2,500.00	0.00	0.00	2,500.00 0.00 %
95-5-0100-46100	CREDIT CARD FEES	200.00	200.00	23.24	41.17	158.83 20.59 %
ExpCategory: 40 - SERVICES Total:		2,700.00	2,700.00	23.24	41.17	2,658.83 1.52%
ExpCategory: 50 - SUNDRY CHARGES						
95-5-0100-50500	FACADE IMPROVMENT AWARDS	4,500.00	4,500.00	0.00	0.00	4,500.00 0.00 %
95-5-0100-52500	LANTEX PROFIT SHARING	2,600.00	2,600.00	271.86	455.00	2,145.00 17.50 %
95-5-0100-53000	SPECIAL PROJECTS	2,750.00	2,750.00	0.00	0.00	2,750.00 0.00 %
ExpCategory: 50 - SUNDRY CHARGES Total:		9,850.00	9,850.00	271.86	455.00	9,395.00 4.62%
Department: 0100 - ADMINISTRATION Total:		27,750.00	27,750.00	924.10	1,594.87	26,155.13 5.75%
Expense Total:		27,750.00	27,750.00	924.10	1,594.87	26,155.13 5.75%
Fund: 95 - MAIN STREET Surplus (Deficit):		-2,150.00	-2,150.00	1,265.35	1,779.87	3,929.87 -82.78%
Report Surplus (Deficit):		5,254,816.00	5,501,923.00	74,248.48	2,092,530.30	-3,409,392.70 38.03%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
10 - GENERAL FUND	-12,876.00	-12,876.00	-4,411.56	-178,769.44	-165,893.44
15 - INTEREST & SINKING	-82,805.00	-82,805.00	37,364.63	50,921.56	133,726.56
20 - UTILITY FUND	22,372.00	22,372.00	32,262.67	131,411.29	109,039.29
22 - COUNCIL RESTRICTED FUND	1,000.00	1,000.00	-15,258.50	-25,799.84	-26,799.84
23 - DAM PROJECT	5,698,000.00	5,698,000.00	5,412.23	2,017,723.50	-3,680,276.50
25 - CHRISTMAS LIGHTING	-7,250.00	-7,250.00	-8,957.59	-8,856.19	-1,606.19
50 - CEMETERY	800.00	800.00	45.51	96.07	-703.93
51 - CEMETERY PERPETUAL CARE	1,600.00	1,600.00	142.68	295.27	-1,304.73
55 - AIRPORT	5,941.00	5,941.00	-32,711.89	-12,575.87	-18,516.87
61 - CHILD SAFETY FUND	-1,260.00	-1,260.00	25.00	4,487.55	5,747.55
62 - HOTEL OCCUPANCY TAX FUNI	200.00	200.00	13,784.91	23,803.48	23,603.48
63 - BLDG SECURITY/TECHNOLOG	0.00	0.00	0.00	4.00	4.00
78 - TEXAS WATER DEVELOPMENT	0.00	0.00	1,956.41	5,553.97	5,553.97
80 - PAVING/PARK BOND PROJECT	-368,756.00	-368,756.00	2,324.84	4,810.81	373,566.81
90 - LLANO ECONOMIC DEV.	0.00	247,107.00	41,003.79	77,644.27	-169,462.73
95 - MAIN STREET	-2,150.00	-2,150.00	1,265.35	1,779.87	3,929.87
Report Surplus (Deficit):	5,254,816.00	5,501,923.00	74,248.48	2,092,530.30	-3,409,392.70