



HORIZON CITY

Incorporated 1988

**AGENDA
PUBLIC MEETING
SPECIAL CITY COUNCIL MEETING
THE TOWN OF HORIZON CITY, TEXAS
Monday, July 27, 2020, 6:30 PM**

Notice is hereby given that a Special City Council Meeting of the Town of Horizon City, Texas will be held on **Monday, July 27, 2020 at 6:30 PM** at OZ Glaze Senior Center, 13969 Veny Webb, Horizon City, Texas 79928, at which time the following will be discussed and considered:

**** OPEN MEETINGS DURING COVID-19 EMERGENCY DISASTER PERIOD ****

After declaring a state emergency on March 16, 2020, Governor Greg Abbott temporarily suspended certain requirements of the Texas Open Meetings Act that require governmental officials and the public to be physically present at the public meeting location in order to reduce face-to-face contact and mitigate the spread of COVID-19.

Participation by members of the public is welcome. To participate in public comment, interested members of the public MUST sign up prior to the meeting by emailing vrojas@horizonedc.com or calling (915) 852-1046, EXT #113, or submit their comment or question by emailing vrojas@horizonedc.com and the comments will be read during the Open Forum or the appropriate agenda item.

An electronic copy of the meeting agenda materials will be posted on our City Website at the following link: <https://meetings.boardbook.org/Public/Organization/928>.

The Meeting may be viewed via videoconference or telephone conference via the following:

<https://townofhorizoncity.my.webex.com/townofhorizoncity.my/j.php?MTID=m30aad9f555d3d6db849d2ba2ee2b6ba8>

Meeting number (access code): 126 482 2630

Meeting password: fpT3zq9xhn4

or Join by phone at (408) 418-9388

1. **Call to order; Pledge of Allegiance; Establishment of Quorum**
2. **Open Forum:**

CONSENT AGENDA

All matters listed under the CONSENT AGENDA are considered routine and will be enacted in one motion. There will be no separate discussion of these items unless a member(s) of the City Council requests one or more items be removed from the CONSENT AGENDA to the REGULAR AGENDA for separate discussion and action prior to the City Council's vote to adopt the CONSENT AGENDA.

3. **Approval of Minutes from:**

7/14/20 Regular City Council Meeting

4. Discussion and Action:

On the approval of the annual El Paso County E911 District FY20/21 budget.

Mayor/Chief McConnell

5. Discussion and Action:

On the award of Informal Bid No. 2020-005PW for the cleaning and rehabilitation of the ponding area at 14324 Rudi Kuefner to McKenzie Development, LLC in the amount of \$26,444.00.

Mayor/Planning Director

6. Discussion and Action:

On a request that the City Council reject all bids received for Informal Bid No. 2020-006PW for the cleaning and rehabilitation of the ponding area at 457 Mel Cole Drive.

Mayor/Planning Director

7. Request to Excuse Absent Council Members:

8. REGULAR AGENDA

9.

10. Discussion and Action:

On the award of Solicitation No. 2020-007PW Parks and Grounds Maintenance Contract (Re-Bid), to De La Paz Cleaning & Rental Services, LLC as the Best Value bidder.

Mayor/Planning Director

11. Discussion and Action:

On the approval of the Social Media Policy for the Town of Horizon City.

Asst. City Atty

12. Discussion and Action:

On a recommendation to change the date of the annual fireworks display from August 29, 2020, to July, _____, 2021, and allowing the Mayor to negotiate and execute an amended contract.

Mayor/Chief McConnell

13. Discussion and Action:

On a recommendation that the Town approve the use of CARES Act funds for police officer hazard pay, Covid-19 related personnel and equipment expenses and other qualified expenditures.

Mayor/Chief McConnell

14. Discussion:

Workshop on the proposed FY 2020 - 2021 Budget.

Mayor/Finance Director

15. Discussion and Action:

This item was postponed at the 7/14/20 Regular City Council Meeting.

On approval of the First Amendment to Collective Bargaining Agreement between the Town of Horizon City, Texas and the Horizon City Police Officers Association extending the term for one (1) year until September 30, 2021.

Mayor/Asst. City Atty

16. Executive Session

The City Council of the Town of Horizon City may recess into EXECUTIVE SESSION pursuant to the Texas Government Code, Chapter 551, Subchapter D, under Article 551.071 – Consultation with Attorney; 551.072 – Deliberation Regarding Real Property; 551.073 – Deliberation Regarding Gifts and Donations; 551.074 – Personnel Matters; 551.076 – Deliberation Regarding Security Devices and 551.087 – Deliberation Regarding Economic Development Negotiations.

Dated this

By: _____
Veronica Rojas, EDC Executive Assistant

I, the undersigned authority, hereby certify that the above notice of the Special City Council Meeting of the Town of Horizon City, Texas is a correct copy of this notice, and that I posted this notice at least seventy-two (72) hours preceding the scheduled meeting at the City Hall Bulletin Boards of the Town of Horizon City, Texas on this by 5:00 p.m.

Agenda Removed: _____ Time _____ By _____

In compliance with the Americans with Disabilities Act, the Town of Horizon City will provide for reasonable accommodations for persons attending meetings. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling the EDC Executive Assistant at (915) 852-1046, EXT #113.

**MINUTES
AGENDA
PUBLIC MEETING
REGULAR CITY COUNCIL MEETING
THE TOWN OF HORIZON CITY, TEXAS
Tuesday, July 14, 2020, 6:30 PM**

Notice is hereby given that a Regular City Council Meeting of the Town of Horizon City, Texas was held on **Tuesday, July 14, 2020 at 6:30 PM**, at City Council Chambers Room, 15001 Darrington Road, Horizon City, TX 79928, at which time the following was discussed and considered:

The Town Council, staff and members of the public participated in this meeting via videoconference or telephone conference.

AGENDA

1. Call to order; Pledge of Allegiance; Establishment of Quorum

This Item was reopened and taken after Item #19

2. Open Forum:

Grace Villias, Resident spoke regarding the poor conditions of some of our city streets.

CONSENT AGENDA

All matters listed under the CONSENT AGENDA are considered routine and will be enacted in one motion. There will be no separate discussion of these items unless a member(s) of the City Council requests one or more items be removed from the CONSENT AGENDA to the REGULAR AGENDA for separate discussion and action prior to the City Council's vote to adopt the CONSENT AGENDA.

3. Approval of Minutes from:

6/9/20 Regular City Council Meeting

4. Discussion and Action:

Mayor/CIP Manager

On an update on the Capital Improvement Program.

5. Request to Excuse Absent Council Members:

A motion was made by Alderman Duran and seconded by Alderman Corral to excuse absent Council Member Garcia. The CITY CLERK polled the Council: MILLER - Aye; GARCIA - Absent; ORTEGA - Aye; RENTERIA - Aye; DURAN - Aye; PADILLA - Aye; CORRAL - Aye. Motion passed.

A motion was made by Alderman Padilla and seconded by Alderman Miller to approve the remainder of the consent agenda. The CITY CLERK polled the Council: MILLER - Aye; GARCIA - Absent; ORTEGA - Aye; RENTERIA - Aye; DURAN - Aye; PADILLA - Aye; CORRAL - Aye. Motion passed.

REGULAR AGENDA

6. Discussion and Action:

Mayor/CIP Manager

On Change Order #4 to the construction contract with Hawk Construction for the Golden Eagle Park Improvements Solicitation No. CIP 2018-001 and authorizing the Mayor to execute documents.

CIP Manager, Terry Quezada spoke regarding this item.

A motion was made by Alderman Miller and seconded by Alderman Duran to approve Change Order #4 to the construction contract with Hawk Construction for the Golden Eagle Park Improvements Solicitation No. CIP 2018-001 and authorizing the Mayor to execute documents. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

7. PUBLIC HEARING:

Planning Director On a Specific Use Permit (SUP) application for property located at 201 Horizon Crossing St.(SUP002441-2020), *legally described as Lot 29, Block 22, Horizon Town Center Unit Three*, to allow for the use of an electronic LED display sign. Request submitted by Superior Sign & Lighting.

Planning Director, Michelle Padilla spoke regarding this item.

8. Discussion and Action:

Mayor/Planning Director

On a Specific Use Permit (SUP) application for property located at 201 Horizon Crossing St.(SUP002441-2020), *legally described as Lot 29, Block 22, Horizon Town Center Unit Three*, to allow for the use of an electronic LED display sign. Request submitted by Superior Sign & Lighting.

A motion was made by Alderman Padilla and seconded by Alderman Ortega to approve the Specific Use Permit (SUP) application for property located at 201 Horizon Crossing St.(SUP002441-2020) as per staff comments. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

A motion was made by Alderman Miller and seconded by Alderman Corral to reopen Item #2 (Open Forum) after Item #19 to allow for additional public comments. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

9. Discussion and Action:

Mayor/Planning Director

On a preliminary plat application for West Eastlake Estate Unit Two (SUB002442-2020), *legally described as being a portion of Section 31, Block 78, Township 3, Texas and Pacific Railroad Survey, Town of Horizon City, El Paso, County, Texas. Containing 19.28 acres +/-* Application submitted by Ithaca Development, LLC

Planning Director, Michelle Padilla and CEO/Managing Member of Casas de Leon, Nick Bombach spoke regarding this item.

A motion was made by Alderman Duran and seconded by Alderman Miller to approve the preliminary plat application for West Eastlake Estate Unit Two (SUB002442-2020). The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

10. Discussion and Action:

Mayor/Planning Director

On a request to accept the street and drainage improvements constructed with the Horizon Town Center Unit Three subdivision (SUB-002416-2019) for maintenance and to accept the required maintenance bond.

Planning Director, Michelle Padilla spoke regarding this item.

A motion was made by Alderman Renteria and seconded by Alderman Padilla to accept the street and drainage improvements constructed with the Horizon Town Center Unit Three subdivision (SUB-002416-2019) for maintenance and to accept the required maintenance bond. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

11. **Discussion and Action:**

Mayor/Planning Director

On a request from the Centennial Lion's Club for Council's approval for the Town to co-sponsor the annual Christmas Tree Lighting Ceremony on Friday, December 4, 2020 and the Annual Christmas Parade on Saturday, December 5, 2020 in order to provide security and allow the use of city streets and a city park for the events.

Planning Director, Michelle Padilla and Asst. City Atty, Bertha Ontiveros spoke regarding this item.

A motion was made by Alderman Miller and seconded by Alderman Padilla to move forward and approve the request from the Centennial Lion's Club but bring item back to City Council for final approval at a later date. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

12. **Discussion and Action:**

Mayor/Planning Director

This item was postponed at the 3/10/20, 4/14/20, 5/12/20 and 6/9/20 Regular City Council Meetings.

On a replat application for Horizon Manor Unit Three Replat "A" (SUB #002434-2019), legally described as a portion of lot 19, Block 9, Horizon Manor Unit Three, Town of Horizon City, El Paso County, Texas. Containing 7.935 ± acres. Application submitted by CAD Consulting Co.

Applicant requested this item be postponed.

A motion was made by Alderman Padilla and seconded by Alderman Miller to postpone this item until the next Regular City Council meeting. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

13. **Public Hearing:**

Mayor/Planning Director

2nd Reading of Ordinance ____: An ordinance amending the Municipal Code of the Town of Horizon City, Texas, Chapter 14 (Zoning), Exhibit A (Zoning Ordinance), to revise and amend the following: 1) Subchapter 4 (Residential Districts) to add a residential district, amend development standards by revising lot and building sizes, setbacks, and revise regulations related to uses permitted by Specific Use Permit; 2) Subchapter 8 (General Provisions), Section 804 (Wall Standards) to revise the rear wall standards for rear walls on golf course lots; and providing for the following: findings of fact; repealer; severability; proper notice and hearing; the penalty being as provided in Chapter 14, Subchapter 8, Section 810 of the City Code of the Town of Horizon City, Texas, creating a misdemeanor punishable by a fine not to exceed \$2,000.00.

Planning Director, Michelle Padilla spoke regarding this item. No one from the public spoke.

14. **Discussion and Action:**

This item was be postponed at the June 9, 2020 Regular City Council Meeting

Mayor/Planning Director

2nd Reading of Ordinance ____: An ordinance amending the Municipal Code of the Town of Horizon City, Texas, Chapter 14 (Zoning), Exhibit A (Zoning Ordinance), to revise and amend the following: 1) Subchapter 4 (Residential Districts) to add a residential district, amend development standards by revising lot and building sizes, setbacks, and revise regulations related to uses permitted by Specific Use Permit; 2) Subchapter 8 (General Provisions), Section 804 (Wall Standards) to revise the rear wall standards for rear walls on golf course lots; and providing for the following: findings of fact; repealer; severability; proper notice and hearing; the penalty being as provided in Chapter 14, Subchapter 8, Section 810 of the City Code of the Town of Horizon City, Texas, creating a misdemeanor punishable by a fine not to exceed \$2,000.00.

A motion was made by Alderman Miller and seconded by Alderman Renteria to postpone this item until the next Regular City Council meeting. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

15. Discussion and Action:

Mayor/Finance Director

On setting the dates for the budget workshop, hearings on the City budget and tax rate and authorizing the Mayor to publish the proposed tax rate based on the filed budget. Recommended date for the budget workshop is July 27, 2020, tax rate hearing is September 15, 2020 and the budget hearing is September 15, 2020.

Finance Director, Pat Randleel spoke regarding this item.

A motion was made by Alderman Miller and seconded by Alderman Padilla to approve the dates for the budget workshop, hearings on the City budget and tax rate and authorizing the Mayor to publish the proposed tax rate based on the filed budget. The meeting type (virtual or in person) to be determined prior to the meeting. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

16. Discussion and Action:

Mayor/Asst. City Atty

On an Interlocal Subrecipient Grant Agreement with the County of El Paso for the distribution of federal coronavirus relief funds.

Asst. City Atty, Bertha Ontiveros spoke regarding this item.

A motion was made by Alderman Duran and seconded by Alderman Renteria to approve the Interlocal Subrecipient Grant Agreement with the County of El Paso for the distribution of federal coronavirus relief funds. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

17. Discussion:

Asst. City Atty

On the approval of the Social Media Policy for the Town of Horizon City.

Asst. City Atty, Bertha Ontiveros spoke regarding this item.

18. Discussion and Action:

Mayor/Asst. City Atty

On approval of the First Amendment to Collective Bargaining Agreement between the Town of Horizon City, Texas and the Horizon City Police Officers Association extending the term for one (1) year until September 30, 2021.

Mayor, Ruben Mendoza and Asst. City Atty, Bertha Ontiveros spoke regarding this item.

A motion was made by Alderman Corral and seconded by Alderman Duran to postpone this item until the 7/27/20 Special City Council Meeting. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

19. Discussion and Action:

Mayor/Asst. City Atty

Emergency Ordinance - On the adoption of an Ordinance to continue the Emergency Ordinance instituting emergency measures due to a public health emergency; severability clause; penalty as provided herein.

Asst. City Atty, Bertha Ontiveros spoke regarding this item.

A motion was made by Alderman Miller and seconded by Alderman Corral to approve the adoption of the Ordinance to continue the Emergency Ordinance instituting emergency measures due to a public health emergency. The CITY CLERK polled the Council: MILLER - Aye; GARCIA – Absent; ORTEGA – Aye; RENTERIA – Aye; DURAN – Aye; PADILLA – Aye; CORRAL – Aye. Motion passed.

20. Executive Session

The City Council of the Town of Horizon City may recess into EXECUTIVE SESSION pursuant to the Texas Government Code, Chapter 551, Subchapter D, under Article 551.071 – Consultation with Attorney; 551.072 – Deliberation Regarding Real Property; 551.073 – Deliberation Regarding Gifts and Donations; 551.074 – Personnel Matters; 551.076 – Deliberation Regarding Security Devices and 551.087 – Deliberation Regarding Economic Development Negotiations.

ADJOURNMENT

A motion was made by Alderman Duran and seconded by Alderman Ortega to adjourn at 8:16 PM.

Approved this _____ day of _____, 20__.

Attest:

Elvia Schuller, City Clerk

Ruben Mendoza, Mayor

EL PASO COUNTY 911 DISTRICT BUDGET BOOK



FY 2021



El Paso County 911 FY2021 District Budget Plan

Attached for your review is our proposed budget for FY 2021. The El Paso County 911 District Board of Managers has approved this proposed budget. Per our governing statute the District must present our budget to all of the participating jurisdictions within El Paso County for their review and approval. The budget is then formally adopted by the Board of Managers.

The creation of this budget has been accomplished with the help of the agencies and entities that we serve. The El Paso 911 District is committed to providing the best 9-1-1 service to the community, helping to provide coordinated and efficient response to emergencies through the use of the most technologically advanced systems available.

We are proud of the excellent service we provide to the El Paso community and look forward to meeting with you to present our FY2021 budget. Should your jurisdiction take no action the budget is automatically approved by operation of statute on the sixty-first day following your receipt of this document.

Please let us know if you have any questions and thank you for your support of El Paso's 9-1-1 system.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Scott Calderwood'. The signature is fluid and cursive, written over a white background.

Scott Calderwood, Executive Director
El Paso County 911 District
6055 Threadgill Ave.
El Paso, Texas 79924
(915) 832 6812
scottc@elpaso911.org

ABOUT THE 9-1-1 DISTRICT

District Mission

The El Paso County 911 District is an emergency communications district, providing 9-1-1 service in El Paso for over 30 years. Our core mission is to establish, maintain and administer the 9-1-1 communication system for all of El Paso County. The technologies and services the District provides are designed with interoperability in mind and assist public safety agencies in the provision of their service to the community.

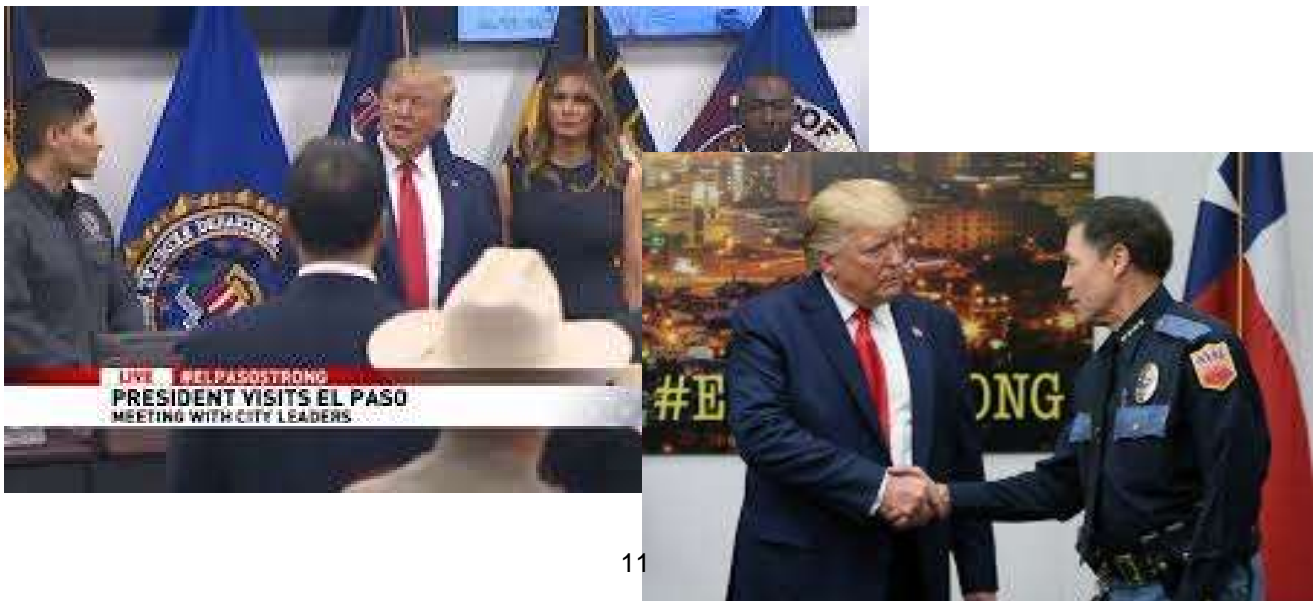
District Governance

The District operates under Texas Health and Safety Code, Chapter 772. It is governed by a Board of Managers that is appointed by the entities it serves. By statute the Board is made up of one member from the County of El Paso, two members from the City of El Paso, and one member from the City of Socorro. An additional member is appointed, at large, by the Board of Managers to represent all other entities within the District.

District Funding

The District is funded entirely by 9-1-1 service fees. Fees are collected from both wireline and wireless phones and remitted to the District. The Board maintains local control of wireline fees and sets the rate each year as a part of the budget process. For FY2021 the Board has elected to maintain the current fee of \$1.38 per residential line and \$4.46 per business line.

Wireless fees are set by the State of Texas. For FY2021 the wireless fee is \$.50 per line or 2% of any pre-paid phone service. The fees are collected by the State Comptrollers and distributed to 9-1-1 entities based on population.



EL PASO COUNTY 911 DISTRICT BOARD OF MANAGERS 2021

Mike McConnell, Chair
Horizon Police Department

At-Large Representative

Tom Whitten, Vice Chair
El Paso Sheriff's Office

County of El Paso

Pete Pacillas
El Paso Police Department

City of El Paso

David Burton
Socorro Police Department

City of Socorro

Mario D'Agostino
El Paso Fire Department

City of El Paso



DISPATCH OFFICES SUPPORTED BY THE DISTRICT

- The El Paso Sheriff's Office
- The City of El Paso 911 and 311 Communications
- The City of Socorro Police Department
- The Town of Anthony Police Department
- The Town of Horizon Police Department
- The Emergency Service Districts (ESD) 1 and 2
- The UTEP Police Department
- The El Paso Independent School District PD
- The Socorro Independent School District PD
- The Ft. Bliss Directorate of Emergency Services
- El Paso Community College Police Department
- Texas Tech University Police Department
- Ysleta Del Sur Pueblo



RESPONSE AGENCIES SUPPORTED BY THE DISTRICT

Anthony Police Department
Canutillo ISD Police
Clint Fire Department
Clint Police Department
Constable Office #1
Constable Office #2
Constable Office #3
Constable Office #4
Constable Office #5
Constable Office #6
Constable Office #7
County Fire Marshals (ESD1)
County Fire Marshals (ESD2)
El Paso 311
El Paso Animal Control
El Paso Community College PD
El Paso County Ambulance Service
El Paso Fire Department
El Paso Fire Marshal

El Paso ISD Police Services
El Paso Police Department
El Paso Sheriff's Office
Fabens Fire Department
Fort Bliss Fire Department
Fort Bliss Military Police
Horizon City Fire Department
Horizon City Police Department
Montana Vista Fire Department
San Elizario Fire Department
San Elizario Town Marshal
Socorro Fire Department
Socorro ISD Police Services
Socorro Police Department
Texas Tech Police Department
UT El Paso Police Department
West Valley Fire Department
YDSP Fire Department

	Adopted FY2020 Budget	Proposed FY2021 Budget	Percent +/-
<u>Revenue</u>			
District Administration	9,550,000.00	9,415,000.00	-1.42%
Total Revenue	9,550,000.00	9,415,000.00	-1.42%
<u>Expenses</u>			
Debt			
Bond Debt	1,712,225.04	1,712,225.09	0.00%
Total Debt	1,712,225.04	1,712,225.09	0.00%
Operating			
District Administration	669,200.00	2,025,449.28	202.67%
911 Phone Network	2,148,800.00	3,354,213.00	56.10%
Computer / CAD Network	2,156,500.00	0	-100.00%
Agency Support Programs	679,650.00	600,000.00	-11.72%
Facilities Operating Expense	1,031,610.00	866,458.00	-16.01%
Total Operating	6,685,760.00	6,846,120.28	12.53%
Operating Capital			
Operating Capital	600,000.00	670,000.00	11.67%
Total Operating Capital	600,000.00	670,000.00	11.67%
Projects			
Projects	1,800,000.00	0	-100.00%
Total Projects	1,800,000.00	0	-100.00%
Total Expenses	10,797,985.04	9,228,345.37	-12.09%

FY 2021 Proposed Revenue

District Admin Revenue

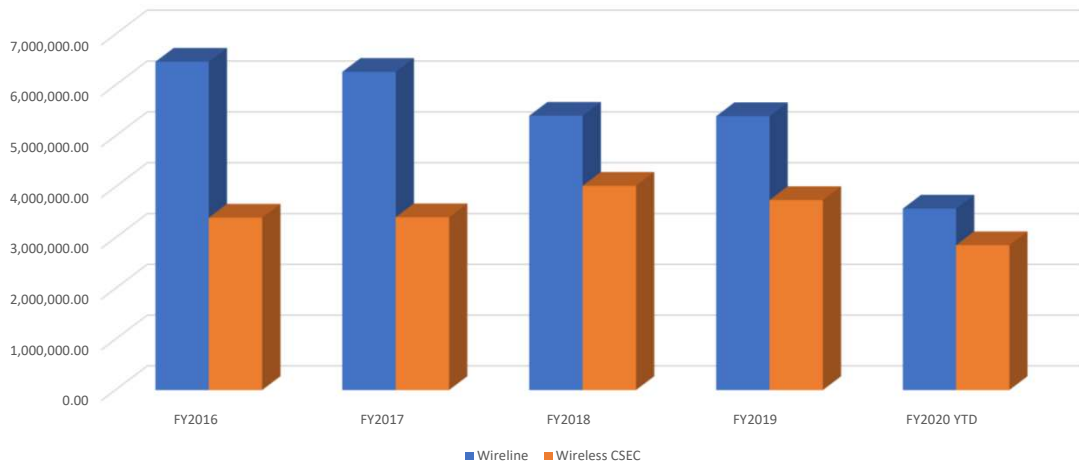
FY 2021

\$9,415,000.00

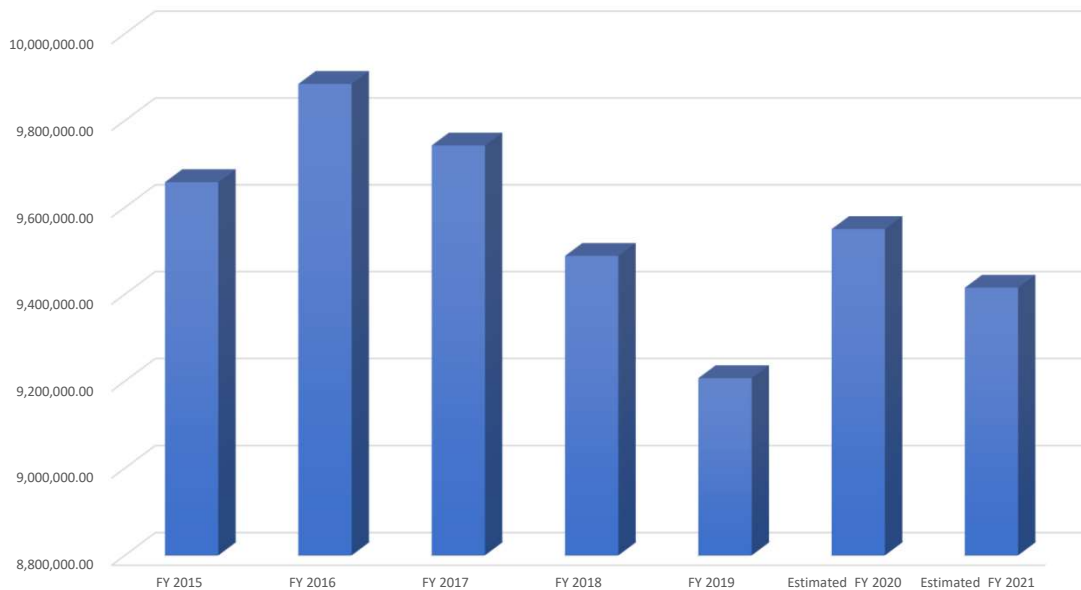
Wireline

Wireless CSEC

Wireline/Wireless Past 5 Yrs



Total Revenue Past Five Yrs



FY 2021 Budget Summary

NG911 Network-Bond Debt	FY 2021	\$1,712,225.09
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NG911 System
 Balance as of FY21 \$6,731,972
 Remaining Payments: 4 yrs 5 mos
 Final Payment: February 2025

District Administration	FY 2021	\$2,025,449.28
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Salaries
 13 Full-time and 1 Part-time Professionals

Benefits
 Health, Dental, Vision
 Life and Disability Insurance
 Retirement, Employee Assistance Program

Administration Operations
 Advertising, TML Liab Insurance, Public Meetings, Professional Training
 Office, printing and administrative supplies

Professional Memberships
 911 Alliance, APCO, NENA, SHRM, ERS

Professional Services
 Audit services, Attorney services
 Shredding services, copier & printer maint contracts

911 Network Operations	FY 2021	\$3,354,213.00
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Telephone Connectivity
 Avaya Lease, Call Center Equipment and Replacement
 GIS Annual Maint: Maptext, 911 Datamaster
 Maintenance: AT&T, DIR, Vesta

Software Upgrade/Maint Support
 CAD and network maintenance:
 Conterra, Presidio, Netmotion, Masser Tech, Decan
 Abila, Sage, ERSI/Net, Comware

Agency Support Programs	FY 2021	\$600,000.00
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Agency Technology Assistance
COEP-Interlocal Agreement-Digital Radio
Public Education Training
Promotional supplies and Telecommunications Appreciation Week
Certifications/Recertifications
 The Healthy Dispatcher, IAED, NENA, APCO, Priority Dispatch

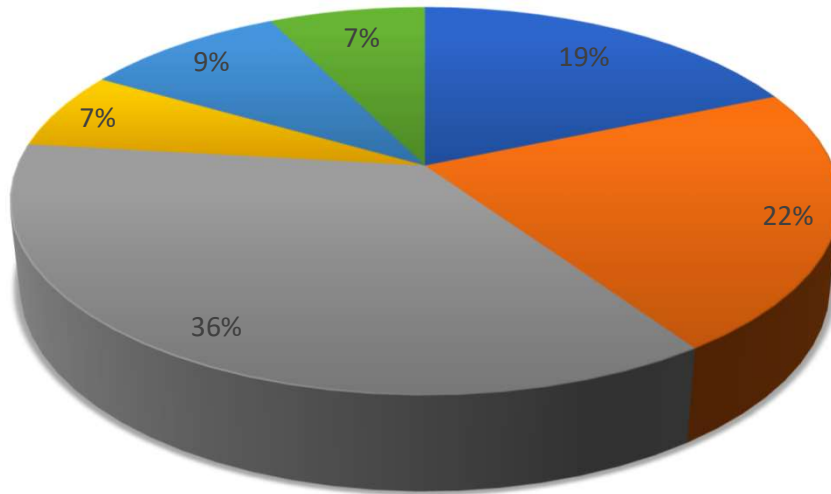
Facility Operations	FY 2021	\$866,458.00
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Facilities: Threadgill and Kansas
 Utilities, C&L Janitorial Svcs, Union Pacific 3rd yr parking lease
Maintenance & Services
 Cleaning/janitorial supplies, facilities maint and repairs
 ChemTreat water treatment, gym preventive maint, fire inspections
Maintenance - Fleet
 Three District vehicles
 Maintenance and repair, gasoline for vehicles

Captial Improvements	FY 2021	\$670,000.00
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Technology Improvements, Vesta System (\$550K over 2 yrs)
Facility Improvements
 EOC and 311 chairs

PROPOSED BUDGET ALLOCATION



- Bond Debt
- District Administration
- 911 Phone Network
- Agency Support Programs
- Facilities Operating Expense
- Operating Capital



**El Paso County 911 District
FY 2019 Budget**

	<u>FY 2019 Budget</u>	<u>Prior Year Actual</u>
REVENUES		
District Administration	9,300,000.00	9,421,586.33
TOTAL REVENUE	9,300,000.00	9,421,586.33
EXPENSES		
DEBT		
Bond Debt	1,712,225.04	1,712,225.04
TOTAL DEBT	1,712,225.04	1,712,225.04
OPERATING		
District Administration	1,715,950.00	1,665,193.53
9-1-1 Phone System	1,872,700.00	1,058,025.45
Computer Network	1,183,000.00	1,150,165.53
Agency Support	84,620.00	54,543.16
Facilities	879,000.00	749,866.20
Total OPERATING	5,735,270.00	4,677,793.87
OPERATING CAPITAL	600,000.00	288,866.75
PROJECTS	1,200,000.00	33.04
AGENCY ASSISTANCE	575,000.00	529,153.62
TOTAL EXPENSES	9,822,495.04	7,208,072.32



SWORN STATEMENT

State of Texas)
)
County of El Paso)

Before me, the undersigned personally appeared and stated:

I, Scott Calderwood, Executive Director of the El Paso County 911 District, do solemnly swear that the following Fiscal Year 2019 Budget Summary of revenues and expenditures is a true and correct report of the financial activities of the District for the fiscal year ending September 30, 2019.

Scott Calderwood, Executive Director

Sworn to and subscribed this _____ day of _____ 2021.

Mariza Martinez
Notary Public in and for the State of Texas
My commission expires: _____

IN REMEMBRANCE AUGUST 3RD 2019







**TOWN OF HORIZON CITY
MEMORANDUM**

Date: July 24, 2020
To: Honorable Mayor and Members of City Council
From: Albert Valle, Public Works Director
SUBJECT: On the award of Informal Bid No. 2020-005PW for the cleaning and rehabilitation of the ponding area at 14324 Rudi Kuefner to McKenzie Development, LLC in the amount of \$26,444.00.

Staff solicited bids for the rehabilitation and general cleanup of the ponding area with frontage on Rudi Keufner in July 2020 and opened sealed bids on July 20, 2020. The scope of work includes repairing erosion and compaction along the slopes of the pond, maintenance road, and access ramp; removing debris, vegetation, and excess soil from the drainage structures, and the re-mortaring the rock walls along the pond. This work is beyond the services provided by the Grounds Maintenance Contract. Two contractors submitted sealed bids and the bid tabulation is as follows:

Rudi Kuefner Pond Rehabilitation Bid No. 2020-005PW	
Company	Amount
J.R. Industrial Enterprises, LLC	\$42,000.00
McKenzie Development, LLC	\$26,444.00

After evaluation of the bid, and upon the recommendation of the Public Works Director, staff recommends award of the construction project to McKenzie Development, LLC as the lowest, responsive, responsible bidder, in the amount of \$26,444.00. This amount is within the budgeted amount for this type of project.

Attached for your review is the bid as submitted.



**TOWN OF HORIZON CITY
MEMORANDUM**

Date: July 24, 2020
To: Honorable Mayor and Members of City Council
From: Albert Valle, Public Works Director
SUBJECT: On a request that the City Council reject all bids received for Informal Bid No. 2020-006PW for the cleaning and rehabilitation of the ponding area at 457 Mel Cole Drive.

Staff solicited bids for the rehabilitation and general cleanup of the ponding area with frontage on Mel Cole Drive in July 2020 and opened sealed bids on July 20, 2020. The scope of work includes repairing erosion and compaction along the slopes of the pond, maintenance road, and access ramp; removing debris, vegetation, and excess soil from the drainage structures, and the re-mortaring the rock walls along the pond. This work is beyond the services provided by the Grounds Maintenance Contract. One contractor submitted sealed bids and the bid tabulation is as follows:

Mel Cole Pond Rehabilitation Bid No. 2020-006PW	
Company	Amount
J.R. Industrial Enterprises, LLC	\$47,000.00

After evaluation of the bid, it has been determined that the bid amount exceeds the budgeted amount for these types of projects for this fiscal year. Staff requests that the City Council reject the bid received for this project.

Attached for your review is the bid as submitted.



**TOWN OF HORIZON CITY
MEMORANDUM**

Date: July 27, 2020
To: Honorable Mayor and Members of City Council
From: Michelle Padilla, Planning Director
SUBJECT: On the award of Solicitation No. 2020-007PW Parks and Grounds Maintenance Contract (Re-Bid), to De La Paz Cleaning & Rental Services, LLC as the Best Value bidder.

On July 8, 2020, staff solicited bids for the Re-Bid of the Parks and Grounds Maintenance Contract (3-year, 5-month contract). Five proposals were submitted as follows:

Re-Bid Parks and Grounds Maintenance Contract 2020-007PW	
Company	Amount
Greenthumb Maintenance	\$1,708,900.00
Accent Landscape Contractors, Inc.	\$1,135,454.08
Abescape Landscaping	\$1,072,087.22
Ruth Villarreal DBA Multi-Greenery	\$964,917.00
De La Paz Cleaning and Rental Services, LLC	\$778,450.00 \$792,100.00

This bid was a Best Value bid based on the following criteria:

- Cost accounting for 70% of the bidders' scores,
- Quality of Bidder's Services accounting for 20% of the bidders' scores
- Past Performance accounting for 10% of the bidders' scores

De La Paz Cleaning and Rental Services received 100 out of 100 possible points. Therefore, staff recommends that the City Council award the Parks and Grounds Maintenance Contract to De La Paz Cleaning and Rental Services in the amount of ~~\$778,450.00~~ \$792,100.00. The contract will begin August 1, 2020 and expire on December 31, 2023.

During the review of the proposal a mathematical discrepancy was identified. The increased amount is consistent with the unit prices originally proposed and therefore, staff is in agreement with the revised amount. The proposer remains the Best Value Bidder with the increase included.

Additionally, the sheets from the bid packet detailing the work and the recommended proposer's proposal to be completed under this contract are attached for your review.

Item No.	Facility	Annual Cost for six (5) months of year 1	Annual Cost (cost per year) for years 2, 3, & 4	Total Cost of Columns 1 & 2 (Column 2 annual cost x 3)
1.	Golden Eagle Park	\$4250.00	\$10,200.00	\$34,850.00
2.	Horizon Mesa Park	\$3,250.00	\$3,250.00 \$7,800.00	\$13,000.00 \$26,650.00
	Total Part A-2	\$7,500.00	\$13,450.00	\$47,850.00

*NOTE: The two parks listed above will be under construction at time that the contract commences. It is anticipated that both will be open to the public on or about August 1, 2020. The contract will include four months of maintenance responsibility in Year One for both parks. Both parks will be maintained for the remainder of the contract.

\$18,000.00

\$61,500.00

Part A3:

Item No.	Facility	Column 1 Annual Cost for seven (7) months of year 2	Column 2 Annual Cost (cost per year) for years 3 & 4	Total Cost of Columns 1 & 2 (Column 2 annual cost x 2)
1.	Desmond "Corky" Corcoran Park	\$6,300.00	\$10,800.00	\$27,900.00

*NOTE: The park listed above will be under construction starting in August of 2020. It is anticipated that it will be open to the public by June 2021. The contract will include three months of maintenance responsibility in Year One for this park and 9 months of maintenance responsibility in Year 2. The park will be maintained for all of Year 3.

Part A, Basic Services, combined total:

	Annual Cost (totals)	Total Contract Cost (Total Column Costs for Parts A1, A-2, and A-3)
Total Part A-1	\$93,550.00	\$702,700.00
Total Part A-2	\$7,500.00	\$47,850.00
Total Part A-3	\$6,300.00	\$27,900.00
Combined total, Basic Services	\$107,350.00 ✓	\$778,450.00 ✓



**TOWN OF HORIZON CITY
MEMORANDUM**

Date: July 24, 2020

To: Honorable Mayor and Members of City Council

From: Michelle Padilla, Planning Director

SUBJECT: On the award of Solicitation No. 2020-007PW Parks and Grounds Maintenance Contract (Re-Bid), to De La Paz Cleaning & Rental Services, LLC as the Best Value bidder in the amount of \$778,450.00.

On July 8, 2020, staff solicited bids for the Re-Bid of the Parks and Grounds Maintenance Contract (3-year, 5-month contract). Five proposals were submitted as follows:

Re-Bid Parks and Grounds Maintenance Contract 2020-007PW	
Company	Amount
Greenthumb Maintenance	\$1,708,900.00
Accent Landscape Contractors, Inc.	\$1,135,454.08
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Ruth Villarreal DBA Multi-Greenery	\$964,917.00
De La Paz Cleaning and Rental Services, LLC	\$778,450.00

This bid was a Best Value bid based on the following criteria:

- Cost accounting for 70% of the bidders' scores,
- Quality of Bidder's Services accounting for 20% of the bidders' scores
- Past Performance accounting for 10% of the bidders' scores

De La Paz Cleaning and Rental Services received 100 out of 100 possible points. Therefore, staff recommends that the City Council award the Parks and Grounds Maintenance Contract to De La Paz Cleaning and Rental Services in the amount of \$778,450.00. The contract will begin August 1, 2020 and expire on December 31, 2023.

Additionally, the sheets from the bid packet detailing the work and the recommended proposer's proposal to be completed under this contract are attached for your review.

Basic Services, below. Such schedule shall be delivered via email by 12 noon on Thursday prior to the scheduled week to allow for any discussion or requests for upcoming work.

SPECIFICATIONS

Standards for Work and Supervision

(If there are professional licenses or permits required, be sure to attach those. See, e.g., Section 18, Contract Clauses, Section J)

Prices

Price shall include all costs necessary to complete the work, including but not limited to the following: labor, landfill tipping fees, trash receptacle and pet waste bags, irrigation supplies, insurance, overhead, profit, travel time, mileage, and be exclusive of taxes.

Insurance Requirements

By submitting this proposal, the proposer affirms he has reviewed the insurance requirements found below in the applicable contract and confirms its ability to procure the required insurance upon award of this contract.

Contract

By submitting this proposal, the proposer affirms he has reviewed the attached contract(s) and takes no exceptions. Should the proposer wish changes to the contract, those changes should be listed in the exceptions portion of the solicitation form below.

SCOPE OF WORK

The Town of Horizon City is soliciting proposals from qualified landscape & grounds maintenance contractors for turf and native area mowing, fertilization, herbicide/pesticide application, tree and ornamental bush trimming and other assigned grounds maintenance and related tasks, including cleaning of weeds, trash and debris, for the City's six municipal parks, the Senior Center, the Town Hall Site, ponding areas, major roadway medians, parkways, curb & gutters, sidewalks, the Horizon Boulevard hike & bike path, landscaped areas, and trash and pet waste receptacles and hike & bike paths.

In the event that an additional park is added during the life of this contract, the maintenance requirements for such park will be discussed at the time the park becomes part of the City's park inventory and appropriate maintenance work as appropriate for the park may be added to this contract through the issuance of a contract amendment **based on the pricing established under this proposal**. Additional ponding areas may be added and the pricing shall be as established under Section E, Part B, J.

Grounds:

Parks to be maintained for the full term of the Contract:

- **Ranchos Desierto Bello (RDB) Park** a 7.0 acre park located at 14345 Sabio Dr. north of Sabio Dr. and east Brezo St.
- **Horizon Town Center Park** a 2.253 acre park located at 13741 Town Center Dr. north of Town Center Dr. and east Horizon Crossing Dr.
- **David Ortiz Park** a 0.68 acre park located at 3244 Kevin Boothe east of the intersection between Glen Warner Blvd. and N. Kenazo Ave.

Parks to be maintained for a portion of Year One and all of Years Two, Three, and Four of the Contract (See Part A2 of Solicitation Form):

- **Golden Eagle Park**, a 6.41-acre park located at 14467 Alberton Ave. south of Golden Eagle Drive and east of Frank Macías Elementary School.
- **Horizon Mesa Park**, a 3.82-acre park, located at 601 Desert Mist Dr. southwest of the intersection of Desert Mist Drive and Desert Fire Court.

Park to be maintained for a portion of Year Two and all of Years Three and Four of the Contract (See Part A3 of Solicitation Form):

- **Desmond P. Corcoran Park**, (Corky Park) a 7.02-acre park located at 400/500 Rodman St. northeast of the intersection of Rodman Street and Veny Webb Street.

Senior Center:

- **Horizon Senior Center**, located at 13969 Veny Webb Street.

Town Hall Site and Parkways:

- **Town Hall**, located at 14999 Darrington Rd.
- **Courts & Police**, located at 15001 Darrington Rd.

All other areas are described as follows:

- Horizon Boulevard landscaped areas and hike & bike path with amenities, located in the northern right-of-way of Horizon Boulevard between Ashford Street and Rifton Street
- 10 feet of shoulder, medians, parkways, sidewalks and gutters of weeds, trash and other debris and sediment on the streets listed below.
- The ponding areas as established in Section D-1.
- Hike & Bike Trails and open space area that runs between Darrington Road and Benton Street (next to First Baptist Church)
- Hike & Bike Trail and landscaped parkway along the street frontages of the ponding area at the corner of Ryderwood Road and Benton Street

- Sidewalks, Parkways, and Landscaped Open Space on Ryderwood Avenue (between Darrington Road and Horizon Heights Circle)
- Open Space area at the end of Cutler Place

Part A: Basic Services

During the initial month under contract, the Contractor shall perform an irrigation audit to ensure relative uniformity of water delivery. The result of this audit determines the irrigation/watering schedules thereafter. All rates of application of water shown in the schedule below represent the minimum water application, and thus are applicable to those portions of turf area receiving the least amount of water.

Pursuant to the approved work schedule, the Contractor shall perform the following basic services:

1. Inspect **all** irrigation systems weekly; repair and/or replace sprinkler heads as required.
2. Monthly rake and/or replace sand or wood chips in playground areas to maintain a presentable appearance and a safe environment. The replacement material must be the same type as the existing material.
3. Inspect the depth of base, sand and wood chips in playground areas to determine whether such materials have a minimum 12-inch depth and report if additional material is required.
4. Provide necessary bags for all trash receptacles including pet waste stations. Clean all trash and debris on all grounds, including trash accumulation in trash receptacles, and haul collected trash and debris to the Greater El Paso Landfill on Monday of each week, unless Monday is a Federal holiday or foul weather prevents the collection, in which case this activity is to be performed on the following Tuesday. A copy of the TIP ticket shall be provided to the Public Works Director with the monthly invoice.
5. Inform the Public Works Director of any trash receptacles needing replacement.
6. Maintain, trim, and/or replace trees in parks, medians, and open space areas as required.
7. Immediately report any evidence of damage, defects or vandalism, including tipping over of portable toilets, park furniture/amenities, path furniture/amenities or other equipment to the Public Works Director for the Town of Horizon City.
8. Clean 10 feet of shoulder, medians, parkways, roundabouts, sidewalks and gutters of weeds, trash and other debris and sediment on all streets listed below:
 - **N. Darrington:** Between Horizon Blvd. and Eastlake Dr. (developed parkways only on eastern side)
 - **S. Darrington:** Between Horizon Blvd. and about 200' south of LTV Rd
 - **N. Kenazo:** Between Eastlake Dr. and Horizon Blvd.
 - **Rodman Street:** Between N. Kenazo and Horizon Blvd.

- **Ashford Street** (eastern half from centerline): Between Horizon Blvd. and Ryderwood Ave.
 - **Glenn Warner Blvd:** Between N. Kenazo Ave. and Kevin Boothe Dr.
 - **Kevin Boothe Dr.** from Glenn Warner Blvd to the end of the street.
 - **Horizon Crossing St:** Between Horizon Blvd. and Town Center Dr.
 - **Town Center Dr:** Between Darrington Rd. and Horizon Crossing St.
 - **S. Kenazo** between S. Darrington and Weaver Rd.
 - **Blair Dr.** between S. Darrington and Weaver Rd.
 - **Weaver Rd.** between S. Kenazo to the end of the street cul de sac.
9. Perform the cleaning and maintenance for each of the 46 ponding areas, at least one time annually and according to the provided schedule provided by the Public Works Director. (See list of ponds in Section D-1). This will include maintaining of parkways, curb & gutter, gate access, the cleaning and clearing of weeds, debris and other trash & vegetation from the sides/slopes and the basin of all ponds. The Public Works Director will create a schedule for the cleaning, which will consist of no fewer than three (3) ponding areas per month within a twelve (12) month period.
10. Provide and maintain two portable toilets (four in total) at Horizon Mesa and Desmond “Corky” Corcoran parks to include maintenance, cleanliness, spraying for pests and supplies on a weekly scheduled basis. All portable toilets must be secured to the ground to prevent tipping of the unit and one unit at each park must be ADA compliant.
11. Provide maintenance, to include supplies, and cleaning of the new restroom facilities to be constructed at Golden Eagle Park and Desmond “Corky” Corcoran Park as described in Parts A-2 and A-3 of the Bid Form.
12. In accordance with the Advance Funding Agreement for Voluntary Maintenance by a Local Government (On-System) between the Texas Department of Transportation and the Town of Horizon City, the maintenance on the **Hike and Bike Path and landscaped areas** within the northern portion of the Horizon Boulevard right-of-way (but not the entire state of Texas right-of-way) must be maintained in accordance with State standards and conform to the following requirements:
- a. Furnish all labor, equipment, materials, and incidentals to provide for maintenance activities on the Hike and Bike Path:

Hardscape, Landscape and Plant Maintenance

For the work of plant maintenance, all reasonable means shall be employed to preserve the plants and vegetative material existing within the landscaped areas and along the Hike and Bike Path in a healthy and vigorous growing condition.

The following maintenance services shall be performed monthly:

 - (1) Plant bed and basin maintenance including shaping, weed control and mulch layer.
 - (2) Plant repair, removal, and replacement as directed by the Public Works Director.
 - (3) Insect, disease, and animal control.
 - (4) Fertilizing.
 - (5) Mowing and trimming.

- (6) Restaking, reguying, rebracing and/or removal of staking, guying, and racing.
 - (7) Pruning.
 - (8) Removal of litter, debris, and weeds within ten feet of the trail measured from the northern and southern edges of the trail.
 - (9) Litter pick-up: remove bagged litter the same day it is collected and dispose in accordance with the requirements in Paragraph 6 under Section J.
- b. Before beginning the maintenance on the landscaped areas and the Hike and Bike Path, Contractor shall meet with the Public Works Director to verify location of all utilities within project area. Utility considerations shall include, but not limited to, the following: gas, water, electricity, fiber optics, telephone, signals, lighting, CTMS, sanitary sewer, etc.

The following tasks are *in addition to* duties listed above, but *are also included among* the Contractor's **Basic Services**. Mowing, based on the frequency as specified below, shall be at a consistent depth of 1.5-inches in Bermuda grass or ryegrass turf areas, and at a depth of 3.0-inches in areas with native grass species. Note: the rates of water application given below are applicable to established turf areas; as may be required, greater amounts of water will be applied to the newly installed or distressed sod areas until the turf is rooted or regains strength.

In preparing the work schedules, the Contractor shall incorporate the following specific requirements, which vary depending on the season of the year as listed below:

January

- 1) Adjust watering duration to achieve a rate of application of **0.25-inches** per week in all turf areas. (To achieve sufficient depth of water penetration, watering should be spaced two-weeks apart and thus be at a rate of 0.5-inches per watering).
- 2) Mow turf areas at all parks **once** during the month and trim edges of turf as appropriate to maintain a neat appearance.
- 3) Mow natural areas **once** during the month to maintain a neat appearance.

February

- 4) Near the middle of the month, adjust watering duration to increase the rate of application to **0.75-inches** per week in all turf areas. Together with the increase in the water rate, increase the frequency of watering to once-per-week.
- 5) Adjust watering schedule to restrict the timing of irrigation to the morning hours between 6:00 a.m. and 10:00 a.m., or evening hours between 8:00 p.m. and midnight. (*Note: This watering schedule applies during the months of February through September and is required during the months of February and March due to high afternoon wind speeds and during the months of April through September to minimize evaporation*).
- 6) Mow turf areas at all parks **once** during the month. Trim edges of turf as appropriate to maintain a neat appearance.
- 7) Mow natural areas **once** during the month to maintain a neat appearance.

March

- 8) Adjust watering duration to achieve a rate of application of **1.0-inch** per week in all turf areas or at the discretion of the licensed irrigator and reported to the Public Works Director.
- 9) Aerate soil in all active play fields (baseball field and soccer field) prior to the application of fertilizer. (Contractor may employ deep tine, slitting, needle tines or hollow core method).
- 10) Fill low spots and scrape low spots on the baseball and soccer fields.
- 11) Late in the month, apply a slow-release nitrogenous fertilizer with an N-P₂O₅-K₂O ratio of 1:0:0 at a minimum of one and one-half (1.5) pounds of nitrogen per 1,000 square feet on all turf areas. Manually alter the irrigation system to apply water immediately following the application of fertilizer. Broadcast application of fertilizer is not allowed during high winds.
- 12) Mow turf areas at all parks **twice** during the month, at least two weeks apart and trim edges of turf as appropriate to maintain a neat appearance.
- 13) Mow natural areas **twice** during the month to maintain a neat appearance.

April

- 14) Adjust watering duration to achieve a rate of application of **1.0-inch** per week in all turf areas. or at the discretion of the licensed irrigator and reported to the Public Works Director.
- 15) Inspect the depth of sand, and wood chips in playground areas to determine whether such materials have a minimum 8-inch depth, report if additional material is required. Upon authorization by city's staff, provide the City with necessary added material; spread such material to achieve the required minimum 8-inch depth.
- 16) Fertilize all trees with appropriate organic fertilizers (e.g. cottonseed meal, bone meal, manure and chicken litter) at a rate of 0.2 pounds per 100 square feet for young or recently planted trees, and at a rate of 0.1 pounds per 100 square feet for mature trees. Note: fertilizer shall be scattered over the ground surface, but not in direct contact with the tree trunk, up to the 'drip line' of the trees and heavily water trees following the application of fertilizer.
- 17) Apply a 'post-emergent' herbicide to non-turf areas (e.g. chad/screening-surfaced walking paths). Note: application of such herbicide shall generally be limited to early morning hours when wind speeds are low, but application, at any hour of the day, is not allowed during high winds. Herbicides will not be applied during times when school-aged children are present.
- 18) Mow the baseball fields and soccer field **weekly**, at least seven-days apart.
- 19) Mow all other turf areas at all parks **twice** during the month, at least two weeks apart and trim edges of turf as appropriate to maintain a neat appearance.
- 20) Mow natural areas **twice** during the month to maintain a neat appearance.

May

- 21) Adjust watering duration to achieve a rate of application of **1.5-inches** per week in all turf areas. or at the discretion of the licensed irrigator and reported to the Public Works Director.
- 22) Evaluate all turf areas for evidence of weed infestation and report to the Public Works Director recommending application of an appropriate selective herbicide. (Note: Such application, if authorized, will not be allowed under the “additional services” portion of this Contract).
- 23) Seed bare or ‘thinning’ turf areas with ‘NuMex Sahara’ Bermuda grass (*Cynodondactylon*) at a rate of one (1) pound per 1,000 square feet. Note: Seeding is not allowed when nighttime temperatures are above 68° F and mowing schedules should be adjusted ensuring that no mowing of seeded areas occurs for 30-days following the application of seeds. In addition, germination of seed shall be a determining factor for mowing.
- 24) Rake baseball infield surfaces and remove any weeds; resurface and compact infield, including pitcher’s mound, as appropriate; inspect the home plate and base bags and recommend repairs or replacement as appropriate.
- 25) Inspect all lighting to ensure its operability. (*Note: The Contractor shall notify the Public Works Director of any problems with exterior lighting, but the Contractor shall not be responsible for the repair of damaged electrical equipment or the replacement of lights under this Contract.*)
- 26) Mow the baseball fields and soccer field **twice weekly**, (except as noted above).
- 27) Mow all other turf areas at all parks **weekly** during the month, (except as noted above), at least seven-days apart and trim edges of turf as appropriate to maintain a neat appearance.
- 28) Mow natural areas **twice** during the month to maintain a neat appearance.

June

- 29) Adjust watering duration to achieve a rate of application of **1.5-inches** per week in all turf areas or at the discretion of the licensed irrigator and reported to the Public Works Director.
- 30) Apply a slow-release nitrogenous fertilizer with an N–P₂O₅–K₂O ratio of 1:0:0 at a minimum of one and one-half (1.5) pounds of nitrogen per 1,000 square feet on all turf areas. Manually alter the irrigation system to apply water immediately following the application of fertilizer. Broadcast application of fertilizer is not allowed during high winds and fertilizer application should precede the onset of annual summer rains.
- 31) Inspect all lighting to ensure its operability. (*Note: The Contractor shall notify the Public Works Director of any problems with exterior lighting, but the Contractor shall not be responsible for the repair of damaged electrical equipment or the replacement of lights under this Contract.*)
- 32) Rake baseball infield surfaces and remove any weeds by hand; inspect the home plate and base bags and recommend repairs or replacement as appropriate.
- 33) Mow the baseball fields and soccer field **twice weekly**.
- 34) Mow all other turf areas at all parks **weekly** during the month, at least seven-days apart and trim edges of turf as appropriate to maintain a neat appearance.

- 35) Mow natural areas **twice** during the month to maintain a neat appearance.

July

- 36) Adjust watering duration to achieve a rate of application of **1.25-inches** per week in all turf areas. or at the discretion of the licensed irrigator and reported to the Public Works Director.
- 37) Inspect all lighting to ensure its operability. (*Note: The Contractor shall notify the Public Works Director of any problems with exterior lighting, but the Contractor shall not be responsible for the repair of damaged electrical equipment or the replacement of lights under this Contract*).
- 38) Rake baseball infield surfaces and remove any weeds by hand; inspect the home plate and base bags and recommend repairs or replacement as appropriate.
- 39) Remove weed vegetation from non-turf areas. (Note: Certain weed types, especially tumbleweeds, may not be treated with herbicides once fully matured. Weeding shall be undertaken before annual weeds have formed seeds).
- 40) Mow the baseball fields and soccer field **twice weekly**.
- 41) Mow all other turf areas at all parks **weekly** during the month, at least seven-days apart and trim edges of turf as appropriate to maintain a neat appearance.
- 42) Mow natural areas **twice** during the month to maintain a neat appearance.

August

- 43) Adjust watering duration to achieve a rate of application of **1.25-inches** per week in all turf areas or at the discretion of the licensed irrigator and reported to the Public Works Director.
- 44) Inspect all lighting to ensure its operability. (*Note: The Contractor shall notify the Public Works Director of any problems with exterior lighting, but the Contractor shall not be responsible for the repair of damaged electrical equipment or the replacement of lights under this Contract*).
- 45) Rake baseball infield surfaces and remove any weeds; inspect the home plate and base bags and recommend repairs or replacement as appropriate.
- 46) Mow the baseball fields and soccer field **twice weekly**.
- 47) Mow all other turf areas at all parks **weekly** during the month, at least seven-days apart and trim edges of turf as appropriate to maintain a neat appearance.
- 48) Mow natural areas **twice** during the month to maintain a neat appearance.

September

- 49) Adjust watering duration to achieve a rate of application of **1.0-inch** per week in all turf areas or at the discretion of the licensed irrigator and reported to the Public Works Director.
- 50) Early in the month, apply a balanced fertilizer with an N–P₂O₅–K₂O ratio of 3:1:2 at a minimum of three-quarter (0.75) pounds of nitrogen and one-half (0.5) pound of potash (K₂O) per 1,000 square feet on all turf areas. Manually alter the irrigation system to apply water immediately following the application of fertilizer. Broadcast application of fertilizer is not allowed during high winds.

- 51) Mow turf areas (baseball fields and soccer field included) at all parks **weekly** during the month, at least seven-days apart and trim edges of turf as appropriate to maintain a neat appearance.
- 52) Mow natural areas **twice** during the month to maintain a neat appearance.

October

- 53) Adjust watering duration to achieve a rate of application of **0.5-inches** per week in all turf areas or at the discretion of the licensed irrigator and reported to the Public Works Director.
- 54) Adjust water schedule as appropriate. (*Note: the timing of irrigation need not be restricted to morning or evening hours during the months of October through January.*)
- 55) Report results of second semi-annual inspection of all play equipment and picnic facilities to ensure their operability and usability and the current conditions to the Public Works Director and give special attention to evidence of damage or any conditions that could present a safety hazard.
- 56) Over-seed all sports and open fields at with perennial ryegrass (*Lolium Perenne*) at a rate of three (3) pounds per 1,000 square feet. Note: Over-seeding should not be attempted until the Bermuda grass has gone dormant, (late in the month), and the mowing schedule should be interrupted such that no mowing occurs for a period of 30-days following the over-seeding. The following shall be followed:
 - a) OVERSEEDING
 - i) Mow existing Bermuda to 1".
 - ii) Broadcast seed and amendments only when wind velocity is below 5 mph. Evenly distribute seed by sowing equal quantities in each direction.
 - iii) Sow seed at rate recommended by seed supplier.
 - iv) Rake seed into Bermuda.
 - v) Water to ¼" depth, four times/ day through establishment.

b) MAINTENANCE:

The following maintenance will be accomplished from time of seeding until thirty days from date of seeding. When initial maintenance period does not fall within planting season, continue maintenance during next planting season or upon inspection by the Public Works Director or designee.

- i) Removal of all weeds and foreign vegetation of approved methods.
- ii) Watering of all seed to promote optimum growth conditions.
- iii) Re-fertilizing as specified by the Public Works Director or designee.
- iv) Mowing to an initial height of 2".
- v) Maintain and establish turf by watering, fertilizing, mowing, weeding, and replanting as required to establish health stand of turf. Regrade and replant bare or scalped areas to produce uniform turf.
- vi) Mow turf when blades reach 2" height. Repeat as necessary, never cutting more than 1/3 of grass height.

c) INSPECTION

At the time of Final Inspection by the Public Works Director or designee, all seeded areas will be mowed, edged, free from foreign vegetation, smoothly graded, uniform in color

and in vigorous state of growth. Turf will provide 95% coverage of all specified areas, with no bare spots and yellowed areas not exceeding 6" x 6", no scalped areas.

- 57) Mow turf areas at all parks **twice** during the month, at least two weeks apart and trim edges of turf as appropriate to maintain a neat appearance.
- 58) Mow natural areas **once** during the month to maintain a neat appearance.

November

- 59) Adjust watering duration to achieve a rate of application of **0.50-inches** per week in all turf areas or at the discretion of the licensed irrigator and reported to the Public Works Director.
- 60) Evaluate all park trees for necessary pruning. Necessary pruning, (e.g. removal of dead branches, removal of crowded or rubbing limbs, eliminating hazards, and increasing light and air penetration on the inside of the tree's crown), shall be undertaken with special emphasis on corrective pruning of young trees to ensure that they develop a strong structure and desirable form. Note: pruning of deciduous trees shall not be undertaken until the trees have lost their leaves.
- 61) Mow turf areas at all parks **once** during the month. Trim edges of turf as appropriate to maintain a neat appearance.
- 62) Mow natural areas **once** during the month to maintain a neat appearance.

December

- 63) Adjust watering duration to achieve a rate of application of **0.25-inches** per week in all turf areas. (To achieve sufficient depth of water penetration, watering should be spaced two-weeks apart and thus at a rate of 0.5-inches per watering.)
- 64) Mow turf areas at all parks **once** during the month. Trim edges of turf as appropriate to maintain a neat appearance.
- 65) Mow natural areas **once** during the month to maintain a neat appearance.

Section D-1
List of Ponding Areas

1. Benton & Ryderwood
2. Peter Noyes
3. Mel Cole
4. Ryderwood & Darrington
5. Golden Eagle/Orchid
6. Desert Ash/Desert Sage
7. Lago De Como/by the Subway
8. Desert Mesquite
9. Desert Sky Dr/Desert Silver
10. Rifton 1
11. Rifton 2
12. Rifton 3
13. Barrel Cactus & Texas Rainbow
14. Highweed
15. Rodman & Glenosa
16. Vista Shopping Center
17. Techelkamp
18. Brezo
19. Desert Sage/ Desert Mesquite
20. Hadley PL./Nita PL.
21. Desert Cloud
22. Lago Grande & Lago Azul
23. Thayer Pease # 1
24. Thayer Pease # 2
25. Golden Eagle & Bryce
26. Las Aguillas & Alcon
27. Weiermann
28. Desierto Bonito
29. Maravillas
30. Nazareno St
31. Rudy Kuefner Dr
32. Villa Allende/Escalera
33. Rancho Desierto Bello #5
34. Rancho Desierto Bello #8
35. Rancho Desierto Bello #10
36. West Eastlake Estates U-1 (Tobe Davis Dr.)
37. Industrial Park (Weaver Rd.)
38. Horizon Town center U-1 (Towncenter Dr.)
39. Darrington Widening (LTV Road pond)
40. Eastlake Extension Phase II #1
41. Eastlake Extension Phase II #2

- 42. Eastlake Extension Phase II #3
- 43. Eastlake Extension Phase II #4
- 44. Eastlake Extension Phase II #5
- 45. Eastlake Extension Phase II #6
- 46. Linear Pond on Golf Course behind Homestead Drive – Hand Raking the pea gravel material. This work shall be coordinated with the Horizon Regional Municipal Utility District as well.

Section E

SOLICITATION FORM

REQUIRED SPECIFICATIONS: Can you comply? Yes No

Basic Services:

Item No.	Park/Facility	Annual Cost for five (5) months of Year 1	Annual Cost (Cost per Year) for Years 2, 3, & 4	Total Cost of Columns 1 & 2 (Column 2 annual cost x 3)
1.	David Ortiz Park	\$2,250.00	\$6,750.00	\$22,500.00
2.	Horizon Town Center Park	\$3,500.00	\$8,400.00	\$28,700.00
3.	Ranchos Desierto Bello (RDB) Park	\$4,250.00	\$10,200.00	\$34,850.00
4.	Horizon Senior Center	\$900.00	\$2,700.00	\$9,000.00
5.	Hike & Bike Path, landscaped areas and amenities (Horizon Blvd.) to include 10 feet from northern and southern edges of the trail	\$6,250.00	\$15,000.00	\$51,250.00
6.	Hike & bike trail and open space between Darrington and Benton (next to First Baptist Church)	\$5,000.00	\$12,000.00	\$41,000.00
7.	Open space, parkways and sidewalks on Ryderwood (between Darrington and Horizon Heights)	\$3,500.00	\$7,800.00	\$26,900.00
8.	Hike & Bike Trail and Parkway along pond at Ryderwood and Benton	\$2,500.00	\$6,000.00	\$20,500.00
9.	Town Hall	\$2,700.00	\$8,100.00	\$27,000.00
10.	Police & Courts Building area	\$2,700.00	\$8,100.00	\$27,000.00
11.	Ponding areas*	\$20,000.00	\$22,000.00	\$86,000.00
12.	Roadway medians, parkways, curbs and gutters, sidewalks	\$40,000.00	\$96,000.00	\$328,000.00
	Total Part A-1	\$93,550.00	\$203,050.00	\$702,700.00

***NOTE:** The annual cost proposal for the ponding areas will only include the required work for cleaning and maintaining each of the 46 ponds one time per year. Proposer will submit a separate proposal under Part B for additional pond cleaning services, in the event that one or more ponding areas require cleaning more frequently than one time per year or for any additional ponding areas that may be added during the term of the agreement.

Part A-2

	Column 1	Column 2	
--	----------	----------	--

Item No.	Facility	Annual Cost for six (5) months of year 1	Annual Cost (cost per year) for years 2, 3, & 4	Total Cost of Columns 1 & 2 (Column 2 annual cost x 3)
1.	Golden Eagle Park	\$4250.00	\$10,200.00	\$34,850.00
2.	Horizon Mesa Park	\$3,250.00	\$3,250.00	\$13,000.00
	Total Part A-2	\$7,500.00	\$13,450.00	\$47,850.00

***NOTE:** The two parks listed above will be under construction at time that the contract commences. It is anticipated that both will be open to the public on or about August 1, 2020. The contract will include four months of maintenance responsibility in Year One for both parks. Both parks will be maintained for the remainder of the contract.

Part A3:

Item No.	Facility	Column 1 Annual Cost for seven (7) months of year 2	Column 2 Annual Cost (cost per year) for years 3 & 4	Total Cost of Columns 1 & 2 (Column 2 annual cost x 2)
1.	Desmond "Corky" Corcoran Park	\$6,300.00	\$10,800.00	\$27,900.00

***NOTE:** The park listed above will be under construction starting in August of 2020. It is anticipated that it will be open to the public by June 2021. The contract will include three months of maintenance responsibility in Year One for this park and 9 months of maintenance responsibility in Year 2. The park will be maintained for all of Year 3.

Part A, Basic Services, combined total:

	Annual Cost (totals)	Total Contract Cost (Total Column Costs for Parts A1, A-2, and A-3)
Total Part A-1	\$93,550.00	\$702,700.00
Total Part A-2	\$7,500.00	\$47,850.00
Total Part A-3	\$6,300.00	\$27,900.00
Combined total, Basic Services	\$107,350.00	\$778,450.00

Other services, as requested by the City, that are of a similar nature and scope as those services listed in E through K below and require the use of unskilled labor may be requested by the City to be performed at the rates set forth under J below: (**Note:** both parties shall agree in writing through their designated representative that the requested services that will be performed and charged under J are of the appropriate nature and scope under this section and an estimated cost shall be prepared by Vendor and approved by authorized City staff before proceeding with the services). Additional Services shall be completed by additional contractor personnel and shall not divert personnel dedicated to the work to be completed under the Basic Services of the awarded contract.

The following tasks shall be performed on an as-needed basis at all **City Parks** or as specifically approved by the Public Works Director or his designee.

- A. Replace damaged sprinkler heads that are beyond repair. Note: All irrigation spray head sprinklers shall be replaced with the same model Rain Bird® spray head sprinklers as the original damaged sprinkler, or with spray heads of equal value and operational characteristics. The Public Works Director shall approve any substitution of a different brand or different model spray head prior to installation.

Unit Cost: \$ 20.00 each.

- B. De-thatch turf areas at City's direction.

Unit Cost: \$ \$30 per 1,000 square feet.

- C. Apply selective herbicide to weed-ridden turf areas.

Unit Cost: \$ 3.25 per 1,000 square feet.

- D. Provide and plant trees where and when required to replace dead or diseased trees. Note: tree replacement shall be by the same tree species, and new trees shall have a minimum three-inch caliper, a straight trunk, well-balanced crown, and intact leader. The Public Works Director may approve a substitution of a different tree species **prior** to purchase and planting.

Unit Cost: \$ 200.00 each.

- E. Additional trash and debris pickup before and/or after special events:

Unit Cost: Golden Eagle Park \$350.00 per pick up.

Unit Cost: Horizon Mesa Park \$150.00 per pick up.

Unit Cost: Corky Park \$350.00 per pick up.

Unit Cost: David Ortiz Park \$100.00 per pick up.

Unit Cost: RDB Park \$225.00 per pick up.

Unit Cost: Horizon Town Center Park \$150.00 per pick up.

Unit Cost: Senior Center \$100.00 per pick up.

Unit Cost: Town Hall \$150.00 per pick up

F. Replace damaged backboards and basketball hoops:

Unit Cost: \$ \$950.00 each

G. Replace damaged or missing basketball nets:

Unit Cost: \$ \$20.00 each

H. Replace baseball home plate:

Unit Cost: \$ \$200.00 each

I. Replace baseball base bags:

Unit Cost: \$ \$200.00 each

J. Additional pond cleaning services. (Note: prior to commencing any work under this category, the Public Works Director and the contractor will meet to establish the scope of the work to be undertaken for each pond. Any equipment needed for such work will be paid as bid under Item K, part C.)

\$ \$17.50 Labor rates per hour, per employee.

K. Backflow Preventer Testing and Reporting:

Unit Cost: \$ \$300.00 each

L. Part A: LABOR FOR OTHER SERVICES NOT REQUIRING SKILLED OR SPECIALLY TRAINED OR LICENSED PERSONNEL UNDER THIS SECTION.

Item

No.	Labor Rates	Per. Hour
1. Regular Working Hours	\$ <u>\$17.50</u>	/Hour
2. Emergency / After hours / Weekends / Holiday	\$ <u>\$22.00</u>	/Hour

Part B: MATERIAL COSTS FOR REPAIRS AND ITEMS UTILIZED IN THE PROVISION OF OTHER SERVICES UNDER THIS SECTION (that are not part of unit pricing as shown on the original invoice for the material).

Item

No.	Material Costs	(%) Percentage Markup
1. Percentage Markup For Material Costs		<u>8</u> % Markup

Part C: EQUIPMENT OPERATIONS FOR EQUIPMENT NEEDED FOR THE OTHER SERVICES UNDER THIS SECTION.

Item

No.	EQUIPMENT COSTS	Per. Hour
1. Identify Type of Equipment	\$ Cost/Hour	

Zero Turn Mower	\$ 20.00 /Hour
Weed Eater	\$ 5.00 /Hour
Chainsaw	\$ 5.00 /Hour
Walk behind Shredder	\$ 15.00 /Hour
	\$ /Hour

EXCEPTIONS
Not Applicable / No Exceptions

Section F

PROPOSAL SUMMARY

Basic Services, 3 Year 5 Month Contract:

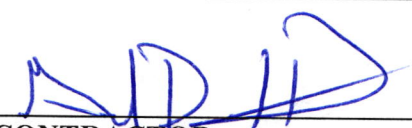
Total Proposal \$778,450.00
(In Figures)

Total Proposal Seven hundred seventy-eight thousand four hundred fifty dollars and zero cents
(In Words)

Addendum Receipt

Receipt is hereby acknowledged of the following addenda to the contract documents:

Addendum No. 1 dated <u>7-15-20</u>	Received <u>7-15-20</u>
Addendum No. 2 dated <u>7-16-20</u>	Received <u>7-16-20</u>
Addendum No. 3 dated <u>7-20-20 B.G.</u>	Received <u>7-20-20 B.G.</u>
Addendum No. 4 dated _____	Received _____
Addendum No. 5 dated _____	Received _____



CONTRACTOR

Gabriel De La Paz
BY

CEO
TITLE

**Seal and Authorization
(if a corporation)**

ATTEST:

506 Griner St Del Rio TX 78840
ADDRESS

SECRETARY

830 765-5152
TELEPHONE

Section G

PROPOSER INFORMATION SHEET/SIGNATURES

Company Name	De La Paz Cleaning & Rental Services, LLC
Address	506 Griner ST. Bldg 1
City, State, Zip	Del Rio, TX, 78840
Phone Number	830-422-2811
Fax Number	830-422-2894
Email Address	gabriel@dipservices.net
Tax Identification Number	47-1621345
Signature of Authorized Agent	
Printed Name of Authorized Agent	Gabriel De La Paz
Title	CEO
Date	07/17/2020

If the Proposer is a Corporation, the following Certificate should be executed:

I, _____, certify that I am the _____ Secretary of the corporation named as Proposer hereinabove; that _____, who signed the foregoing proposal on behalf of the Proposer was then _____ of said corporation; that said proposal was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

Corporate Secretary Signature and Corporate Seal

____ DBA certificate attached (if required)

RESPONSIBILITY CHECK LIST

EQUIPMENT, PERSONNEL AND RESPONSIBILITY DETERMINATION

(Proposer must provide and/or identify the following as applicable)

NOTE: Failure to provide the following documents will deem the proposal non-responsive.

1. Submit a list of primary equipment the bidder intends to use in the execution of this contract to include quantity, brand, type, and model year.

Submitted – YES NO

2. Submit the number of personnel it employs or will employ who will be working within Horizon City to fulfill the contract requirements.

Number of Full Time Personnel ---12

Number of Part Time Personnel ----4

3A. If a publicly held organization, submit financial statements for the last two (2) fiscal years as described above under Financial Capacity Determination.

Submitted – YES NO

OR

3B. If a privately held organization, submit balance sheets and statement of income for the last two years certified by an Independent Certified Public Accountant.

Submitted – YES NO

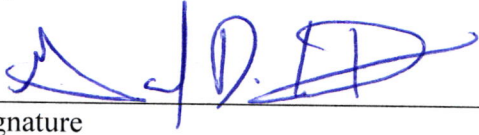
If the Proposer cannot provide Certified documents listed in 3B above, then provide a letter requesting a waiver for this requirement and 1) provide the balance sheets for the last two years, 2) provide the name of the Bank(s) or financial institutions the Proposer uses for its business transactions, 3) provide the line of credit it has with the Bank/financial institution, if applicable, and 4) provide the Income Tax returns for the last two years with Profit Loss statements if available.

Section I

STATE OF TEXAS)
)
COUNTY OF EL PASO)

CERTIFICATION OF NONCOLLUSION

The Proposer, being sworn, deposes and says, De La Paz Cleaning & Rental Service LLC, the contractor submitting this proposal and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of free competitive proposing in connection with this proposal or with any City official.

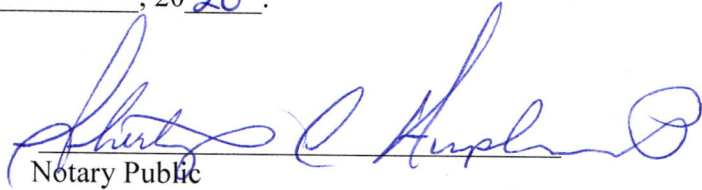


Signature

CEO

Title

SUBSCRIBED AND SWORN to before me by Gabriel De la Paz
on this 17 day of July, 2020.



Notary Public



04-19-2023

My Commission Expires

Section J

CONTRACT CLAUSES

1. Term

The contract will become effective on August 1, 2020 or the date the City Council awards the contract, whichever comes later, and terminate on December 31, 2023 unless the City exercises its option to extend the contract as indicated on the original contract.

If no option to extend the agreement exists or the City chooses to not exercise the option to extend the contract, and the City has not obtained another service contractor by the expiration date of the contract, the City at its discretion, may extend the contract on a month-to-month basis not to exceed six (6) months until such time as a new contract is awarded.

OPTION TO EXTEND THE TERM OF THE AGREEMENT:

The City at its sole discretion, may exercise any option to extend the term of the agreement, by giving the Contractor written notice within the time period noted on the selected option:

Contractor offers the City the option of extending the term of the contract for:

 One (1) additional year at the same unit prices, if the option is exercised prior to the expiration of the original term of the Contract.

Two 1-year options to extend at the same unit prices, if the option is exercised prior to the expiration of the original term of the Contract.

 NO OPTION OFFERED

2. Consideration

A. The Contractor will submit invoices to the City on the 25th day of each month for services furnished between that date and the period covering the prior month's invoice, to include the costs for the basic services under the contract and the costs for all other provided services, as allowed.

B. Invoices will be itemized. The City will compensate the Contractor for **Additional Services**, as listed in the Scope of Work attached to this Contract, based on the Unit Costs identified therein.

C. Invoices shall only cover work that was performed during the billing period. Should an area not require maintenance for any reason, the invoice shall be adjusted accordingly.

D. Invoices will reflect the Solicitation Number and the Purchase Order Number.

E. Do not include Federal Tax, State Tax, or City Tax. The City will furnish a tax exemption certificate upon request.

24. Notices

All notices provided for herein shall be sufficient if sent by certified or registered mail, return receipt requested, postage fully prepaid, addressed to the proper party at the following addresses:

City: Town of Horizon City
Attention: Public Works Director
Copy: City Clerk
14999 Darrington Road
Horizon City, Texas 79928

Contractor: DLP Services, LLC
Attn: Gabriel De La Paz
506 Griner St.
Del Rio, Texas 78840

Alternatively, to such other addresses as the parties may designate to each other in writing from time-to-time.

25. Texas Tort Claims Act

This Contractor expressly agrees that, in all things relating to this Agreement, the City is performing a governmental function, as defined by the Texas Tort Claims Act. The Contractor further expressly agrees that every act or omission of the City, which, in any way, pertains to or arises out of this Agreement falls within the definition of a governmental function.

TOWN OF HORIZON CITY
SOCIAL MEDIA POLICY

Introduction

Given the multitude of concerns (legal, political, and ethical) raised by social networking (e.g. Facebook, Instagram, Snapchat, LinkedIn, Twitter, etc.) and sites where information and videos can be posted or shared (e.g. networking, blogging, journaling, instant messaging, and video posting sites) this Social Media Policy (“Policy”) establishes prudent and acceptable practices regarding the use of the Internet by City officials and employees.

Purpose

The City has established a City website and social media accounts in order to communicate to the public, to inform and relay official City Content. The City has a legitimate government interest in effective, efficient, and consistent communications with the public. The City also strives to have a productive workplace. Certain activities on the part of its personnel may become a problem if such activities could:

- (a) impair the work of any City official or employee; create a harassing, demeaning, or hostile work environment; or
- (b) disrupt the smooth and orderly flow of work; or harm the goodwill and reputation of the City among its citizens or in the community.

For these reasons, the following guidelines apply in their use of Social Media, while both on and off duty and the use of Social Media, by employees on and off duty and by appointed or elected officials (hereafter “ City officials” or “officials”), must not interfere with or conflict with their duties or performance, reflect negatively on the Town of Horizon City, or violate any City policy.

The intent of this policy is to regulate the creation and distribution of information concerning the City, its employees, City officials and citizens through electronic and Social Media to the full extent allowed by law. Social media sites of the City are not intended to operate as a traditional open public forum as there are other ample open forums for purposes of expressing opinions and views. Protecting the City’s reputation and ensuring that a person’s communications with people outside the City not only reflects positively on the person as an individual, but also as a representative of the City.

Personal use of the Internet is a privilege and carries responsibilities requiring ethical and responsible use. While every person has the right of free speech under the First Amendment to the United States Constitution, not all speech by a public employee or official falls within the protection of the First Amendment. Employees and City officials may comment on issues of general or public concern (as opposed to personal grievances) so long as the comments do not disrupt the workforce, interfere with important working relationships or efficient workflow, undermine public confidence in the City or violate the Texas Open Meetings Act. Nothing in this policy shall be interpreted or applied in such a manner as to unlawfully infringe upon a city employee’s or official’s recognized rights under the First Amendment **and** nothing is intended by this policy to interfere with employees speaking on matters

of public concern as private citizens, if no undue disruption to City operation results or may result. While any comments must be evaluated on a case by case basis, this policy establishes general guidelines for city employees and officials.

Social Media

The City may monitor the access, use and postings to the Internet, including postings made from personal computers and other electronic devices, to ensure compliance with City policies, support the performance of investigations, assist management of information systems, and for all other lawful purposes. The City expects all city employees and officials to follow the guidelines contained in this policy when posting information on the Internet, regardless if it is done during or after work hours.

The policy covers all Internet sites, including but not limited to social media, networking, blogging, journaling, instant messaging and video posting sites, as well as City owned electronic networks or devices (collectively referred to as “Social Media” or the “Internet”), and as specifically stated, personal electronic devices.

Use of City Equipment

No use of any Social Media is considered private or confidential even if it is password protected or otherwise restricted. Any person using a city-owned computer, cell phone, or other Internet-equipped electronic device (hereafter “City’s electronic resources”) has no expectation of privacy in the use of these resources. The City reserves the right to access, intercept, monitor and review all information accessed, posted, sent, stored, printed, or received through its communication systems or electronic resources at any time.

Use of Personal Equipment

Employees and city officials are strongly discouraged from creating or maintaining any City records or information on personal electronic resources and devices. The City prohibits using personal electronic resources and devices for purposes of texting concerning City business.

Employees and city officials are reminded that all records and information concerning City business that are created or maintained on personal electronic resources and devices is considered to be a City record. As such, it is subject to disclosure under the Public Information Act and must be retained in accordance with the City’s records retention schedule. Violations of these obligations are criminal offenses.

Other City Policies/Ordinances Apply

This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior and the City’s Internet and email use policy, and applicable provisions of the Horizon City Municipal Code and Ordinances. Violations of this Social Media Policy will constitute “Prohibited Conduct” under the Town of Horizon City Employee Policy Manual. In addition, certain actions,

such as the release of confidential information, can constitute a criminal offense or be a violation of the Open Meetings Act or the Public Information Act.

In addition, city employees and officials should consult the City's Ethics Ordinance, Article 1.04 of the Horizon City Municipal Code, to ensure that communications and use of Social Media is appropriate in accordance with all ethical obligations. For city officials, the City Council may take any actions available in accordance with the law, including public reprimand or censure.

In following the below guidelines, city employees and officials are encouraged to act responsibly on and off duty and to exercise good judgment when using social media.

Individual supervisors or city officials do not have authority to make exceptions to these guidelines.

Employee Guidelines

- Any discussion or posting of public information on the Internet, must comply with the City's guidelines (as listed herein), regardless of where the posting is conducted, in accordance with state and federal law on the use of communications by city employees, including but not limited to the Public Information Act and the Open Meetings Act. Keep postings factual and accurate. Understand that postings are widely accessible, not retractable, and retained or referenced for a long period of time, so consider content carefully.
- If a mistake is made, admit to it and post a correction as soon as possible. Reply to comments in a timely manner, when a response is appropriate. When disagreeing with others' opinions or providing comments, be sure that the comments are meaningful, respectful and relevant to the topic.
- Posting of information of a personal nature on the Internet by employees is prohibited during work hours. Employees are not permitted to engage in social networking of a personal nature while using any of the City's electronic resources including posting any comments or material that promote or endorse a political campaign or candidates.
- Never disclose any confidential information concerning another employee or official of the City in any posting.
- Never disclose personal or confidential information about a City resident or customer in any posting.
- Never disclose any confidential information concerning a current or proposed economic development project in any posting.
- Do not provide information or documents regarding City business in response to a posting questioning such business or seeking information or City records. All requests for City information or documents must be processed in accordance with the City's policy on processing requests under the Public Information Act.
- Employees must abide by all federal and state law as well as City policies with regard to information posted and transmitted through the Internet.
- If the employee's personal social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee's alone and not reflective of the City's views.

- Respect co-workers and the City. Do not post any information and/or pictures on the Internet which may defame, embarrass, insult, demean, or damage the reputation of the City or its employees.
- Do not put anything on social media that would constitute a violation of the City's harassment policy.
- Do not post any pornographic pictures of any type in any manner that could identify you as an employee of the City.
- Do not post pictures of yourself or others containing images of City Uniforms or insignia, City logos, City equipment or City worksites, unless you are posting them on an official City website as part of your job duties and in conformance to the existing policies.
- Do not post information protected by a copyright or trademark on City Social Media site unless the City receives written permission of the owner of the copyright or trademark for the posting.
- Do not permit or fail to remove postings violating this policy even when placed by others on your personal social media sites. Recognize that postings, even if done off premise, could have an adverse effect on the City's legitimate business interests.
- Any Social Media presence on behalf of the City or representing the City or any City Department must be requested by the associated department head. The requesting department head as well as the employee assigned to create and monitor said Social Media presence shall be held responsible for all content appearing on the requested Social Media sites.
- Employees are encouraged to report to Human Resources any potential violations of this Policy or any other improprieties they may observe in the use of any social media by city employees and officials, as such actions serve to protect the image of the City.

Guidelines for City Officials

- Postings of City documents and information on the Internet, must comply with the City's guidelines (as listed herein), regardless of where the posting is conducted, in accordance with state and federal law on the use of communications by city officials, including but not limited to the Public Information Act and the Open Meetings Act.
- Due to Open Meetings requirements, city officials are prohibited from participating in postings or discussion threads on City Social Media sites created and maintained by the City. The City's Social Media sites do NOT meet the requirements of an online message board under Section 551.006, Texas Govt Code.
- Do not engage in social networking of a personal or political nature while using any of the City's electronic resources, including posting any comments or material that promote or endorse a political campaign or candidates, or constitute political advertising under § 253.003, Texas Election Code.
- Never disclose any confidential information concerning an employee or other official of the City in any posting.
- Never disclose personal or confidential information about a City resident or customer in any posting.
- Never disclose any confidential information concerning a current or proposed economic development project in any posting.

- While officials may respond to constituent's questions, do not provide official information or documents regarding City business in response to a posting questioning such business or seeking information or City records. All requests for City documents and records must be processed in accordance with the City's policy on processing requests under the Public Information Act.
- Abide by all applicable City policies with regard to information posted and transmitted through the Internet.
- If the official's personal social networking includes any information related to the City, the person must make it clear to the readers that the views expressed are the official's alone and not reflective of the City's views.
- Respect employees, city officials and the City. Do not post any information and/or pictures on the Internet which may defame, embarrass, insult, demean, or damage the reputation of the City or its employees or city officials.
- Do not put anything on social media sites, that would constitute a violation of the City's harassment policy.
- Do not post any pornographic pictures of any type which could identify you as an official of the City as doing so would embarrass the City and damage the reputation of the City.
- Do not post pictures of yourself or others containing images of City Uniforms or insignia, City logos, City equipment or City worksites, unless you are posting them on an official City website as part of your official duties and in conformance to the existing policies.
- Do not permit or fail to remove postings violating this policy even when placed by others on your personal social media sites. Recognize that postings, even if done off premise, could have an adverse effect on the City's legitimate business interests.

City Use of Social Media

The Town of Horizon City encourages the use of Social Media to further the goals of the City and the missions of its departments when and where appropriate. It also supports the use of Social Media to reach broader audiences and to strengthen the connection between City government and the community. Accordingly, the City may from time to time use Social Media to distribute information and photos that are relevant, timely, and informative. Whenever possible, links should direct users back to the City's official website for in-depth information, forms, documents, or on-line services necessary to conduct business with the City.

Only designated City employees will be allowed to post or distribute information on the City's Social Media sites. Department Heads will approve designated employees. The city clerk shall monitor content of each Social Media site to ensure adherence to appropriate use, message, and branding consistency as outlined in the City's Social Media Policies. The city clerk will notify the mayor and appropriate department head in the event of possible misuse of any City Social Media accounts. All designated employees shall ensure that all required City notices regarding the purpose of the Social Media site and the terms of use of that site are placed and maintained on the site.

As a general rule Social Media may be used to communicate the following to the public:

- Event announcements and reminders
- Updates on issues such as ordinances or actions by the City Council
- Road construction and repairs and traffic detours
- Photos of community events and City projects
- Emergency information
- Information about City facilities and services
- Illustrate the beauty of Horizon City and the surrounding area

Corrections

Erroneous information, either posted or distributed, needs to be corrected as soon as possible. Serious errors are to be brought to the attention of the city clerk upon discovery.

User Comments

Users and visitors to City Social Media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communications between the City departments and the public, and that posted comments will be monitored. Any comment posted on a City Social Media site by a member of the public is not an opinion of the City. While the City recognizes the right of the public to criticize the City and its public officials when criticism concerns performance of public duties, the City reserves the right to remove inappropriate comments and comments which violate this Policy or applicable law, which may include but are not limited to:

- Comments not related to the post for which they are made, is off topic or is not within the scope of responsibility of the Town of Horizon City (or the specific departmental page)
- Abusive, profane or vulgar language or content
- Comments which reflect personal attacks about the character or personality of a person or insults of any kind
- Solicitations of commerce or endorsements of products, services, organizations or other entities
- Comments containing personal identifying information or sensitive personal information
- Sexual content or links to sexual content
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regards to public assistance, national origin, physical or mental disability, or sexual orientation.
- Comments which refer to or encourage illegal activity or which incite violence
- Information that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership of property or infringes on a copyright or patent
- Comments that promote or endorse a political campaign or candidates

Persons may be banned from the City's Social Media accounts if, after appropriate warning and removal of posts, they continue to act contrary to these rules.

Records Retention

Internet sites contain communications sent to or received by the City and its employees and officials, and such communications are therefore public records subject to the Texas Public Information Act. Retention requirements apply regardless of the form of the record. The City shall endeavor to preserve these records pursuant to the City's records retention schedule for the required retention period in a format which preserves the integrity of the original record and is accessible. Additionally, comments or postings that are removed from a Social Media site shall also be retained as required by law and the records retention schedule.

Data Ownership and Copyright Policy on City Social Media Sites/Accounts

The City retains the rights to all text, photographs, graphics of any kind and other content found on City Social Media Sites that was produced by the City. All social media communications or messages composed, sent, or received on City equipment in an official capacity are the property of the City. The City maintains the sole property rights to any image, video or audio captured while a City Employee is representing the City in any capacity even if disseminated over City Social Media Sites whether the dissemination is authorized or unauthorized unless a release of those property rights has been specifically granted.

Use of City Seal or Logo

Any use of the City Seal or Logo, including the use of Police Department badges, patches or insignia is prohibited without the express written permission of the City.

Disclaimer

Under this Policy, the City disavows, and is not responsible for any sites, posts, opinions, or content not coordinated through and approved by the city clerk. If city employees or officials post data purporting to be on behalf of the City while using a Social Media site without the prior approval of the city clerk, the City is not responsible for said posted content, such content is not to be construed as reflecting the views or opinions of the Mayor, City Council, appointed city officials or City staff. The absence of explicit reference herein to a particular site does not limit the extent of the application of this Policy. If any City employee is uncertain, he/she must consult their supervisor before proceeding. If any City official is uncertain, he/she must seek to obtain guidance by contacting the city clerk.

Limitation on Liability of City

The City strives to post accurate and relevant content but does not guarantee the accuracy of any information posted on City Social Media sites and assumes no liability for damages resulting from reliance on any inaccuracies. The City does not warrant that City Social Media sites will be uninterrupted, permanent or error free.

The City’s Social Media Sites should not be considered by investors determining whether to invest or continue to invest in the City’s debt offerings; information regarding the City’s financial position is available upon request to the City.

****This Social Media Policy May Be Revised At Any Time By Action of the City Council****

Acknowledgement of Receipt of Social Media Policy

I have received my copy of the Town of Horizon City’s Social Media Policy and I have read and understand the information contained herein. I further acknowledge that if an employee, disciplinary action may result if I violate this policy and this action may include termination.

Date: _____

Name (Print): _____

Signature: _____

If Applicable:

Acknowledgement of Requirements for Posting on the City’s Website or Social Media Site

I acknowledge that I have been authorized to edit, post or alter content of the City’s website or a City Social Media site. I agree that I will comply with any training or other requirements, policies or restrictions regarding the editing, posting or altering of any content on the City’s website or a City Social Media site.

Date: _____

Name (Print): _____

Signature: _____

MEMORANDUM



TO: Mayor Mendoza and City Council Members
FROM: Police Chief Michael McConnell
DATE: July 20, 2020
RE: Resetting the 2020 Fireworks Display Date

History

COVID-19 caused the cancellation of the annual Independence Day celebration on July 4, 2020. City Council approved moving the fireworks display to August 29, 2020, as an option. We now understand that the August 29, 2020 date will not work because of the continuance of the pandemic and social gathering rules along with no vaccine for COVID-19.

Proposal

I have discussed possible options with our fireworks provider (Big Dog Pyro), and they have agreed to cancel this year's display and allow us to roll over the \$12,500 that we have already paid into that program for a rescheduled date in 2021. Please see the below-listed details, which vary depending on the future date city council chooses.

I propose moving the fireworks display to one of the three dates below.

1. Friday, July 2, 2021 - No additional fee. Full credit for the previous payment. We will still owe \$12,500 due 15 days prior to the show.
2. **Saturday, July 3, 2021 - \$7.5k Fee. Full Credit of Previous Payment. We will still owe \$12,500, plus the \$7,500 fee due 15 days prior to the show.**
3. Sunday, July 4, 2021 - No additional fee. Full credit for the previous payment. We will still owe \$12,500 due 15 days prior to the show.

Discussion and Action: On a recommendation to change the date of the annual fireworks display from August 29, 2020, to July, _____, 2021, and allowing the Mayor to negotiate and execute an amended contract. (Mayor Mendoza/Chief McConnell)

Chief Michael McConnell

From: Carolina Moody Bear <carolina@bigdogpyro.com>
Sent: Monday, July 20, 2020 12:47 PM
To: Chief Michael McConnell
Subject: Rescheduling Your July 4th Show

Hi Chief McConnell,

Thank you for your patience as I figure out different date options for you guys and what the additional fee would be in order for us to reschedule your fireworks display to the July 4th weekend in 2021.

Please see options available below...

Friday, July 2nd, 2021 - No Fee. Full Credit of Previous Payment.

Saturday, July 3rd, 2021 - \$7.5k Fee. Full Credit of Previous Payment.

Sunday, July 4th, 2021 - No Fee. Full Credit of Previous Payment.

If you could let me know ASAP as to which date you'd like for next year, I'll go ahead and put a hold on it for you.

Thank you again!

Carolina

Carolina Moody Bear / Owner
carolina@bigdogpyro.com / Office: (512) 710-7976



bigdogpyro.com

MEMORANDUM



TO: Mayor Mendoza and City Council Members

FROM: Police Chief Michael McConnell

DATE: July 24, 2020

RE: Public Safety Hazard Duty Pay

History

Since March 13, 2020, the COVID-19 pandemic has required modifying work schedules and response procedures to keep our employees safe while still providing 24/7 emergency services within our community. Early in the process, I noted that there was a need to differentiate between essential employees and those who can work at home. I developed a plan and executed that plan with the goal of being able to maintain a 24/7 emergency response (in the event of a departmental infection) while still maintaining a level of safety for our employees. During that time, I did explore the possibility of hazardous duty pay for police officers, but there were no funds available.

Now that the CARES funds have become available to the city, there is a provision in that funding stream to pay additional costs for salaries of public safety officers in terms of hazard duty pay. The specific language in the act permits hazard duty pay for public safety officials, among others, in response to the COVID-19 pandemic. It is my observation that our police officers continue to provide policing services to the community, many times coming into very close contact with individuals who may potentially have the virus. Beyond the normal level of risk police officers encounter, having the added concern of potential exposure adds to the level of risk.

Because the CARES act covers such additional costs¹, it is my recommendation that police officers be granted hazard duty pay of three dollars per hour (\$3.00) for each hour worked, until the CARES funds or equivalent program funds are no longer available for hazard pay, or the program is terminated.

¹ <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

4. Financial Focus

Robert Cortinas

Coronavirus Relief Funds

- Original Federal Guidance:
 - Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
 - Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
 - Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

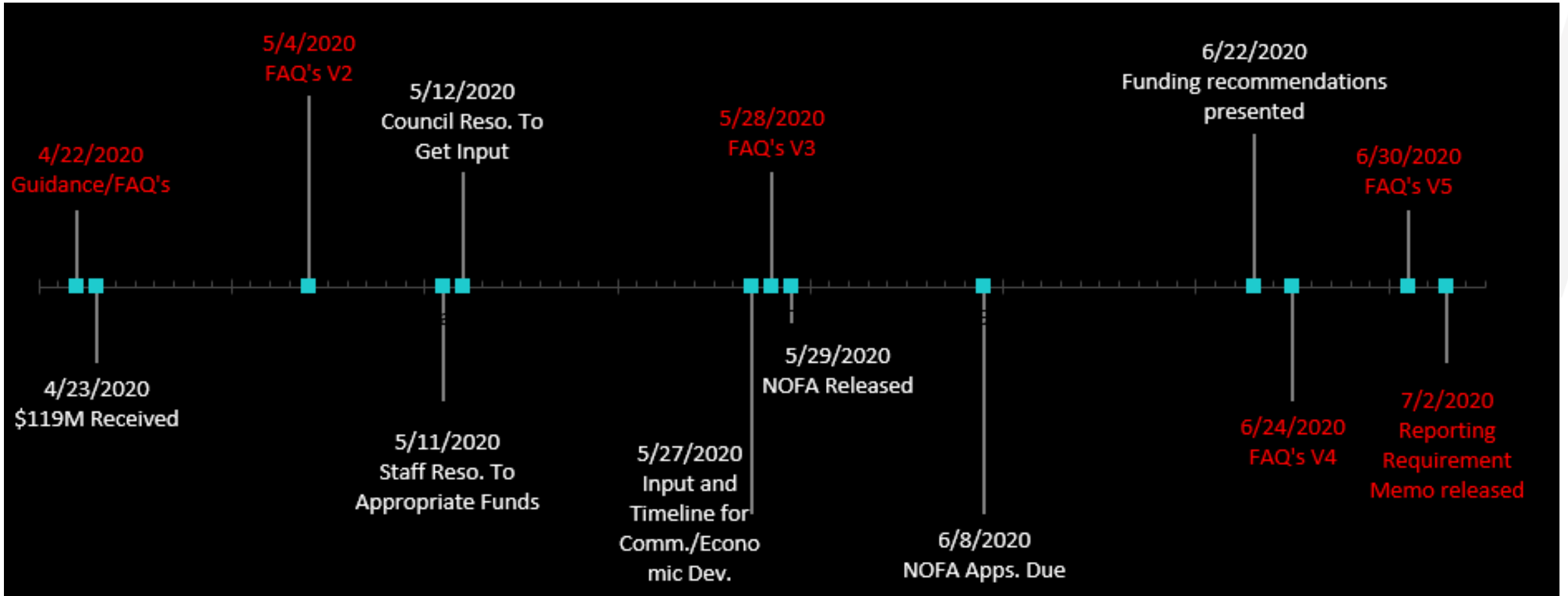
Coronavirus Relief Funds

- Since April 22:
 - Several FAQ's have been provided
 - Additional Guidance has also been provided
 - Recently, Reporting and Record Retention requirements were provided

City Internal Control Processes

- Created specific grant manual for CRF
 - Deadlines
 - Internal reporting requirements
 - Audit and grant administration review
- Training for all City finance staff
- Established “Project Request Form” process

Chronology of Events



Office of Inspector General

Reporting and Record Retention Requirements

- Treasury OIG is developing a reporting portal to be operational September 1, 2020
- Interim reporting for the period March 1 through June 30
 - Due no later than July 17, 2020
 - “Costs incurred” reported by broad categories
 - Information will be into portal once operational



Interim Report (Mar 1 – Jun 30)

<u>Category of Spending</u>	<u>Amount</u>
Transferred to other governments	\$0.00
Payroll for public health and safety employees	\$46,269.87
Budgeted personnel and services diverted to a substantially different use	\$0.00
Improvements to telework capabilities of public employees	\$4,157.08
Medical expenses	\$35,622.55
Public health expenses	\$51,386.31
Distance learning	\$0.00
Economic support	\$0.00
Expenses associated with the issuance of tax anticipation notes	\$0.00
All items not listed above	<u>\$0.00</u>
Total	\$137,435.81



Coronavirus Relief Funds

- Initial Guidance was very limited, every recipient proceeded with caution (six different FAQ's released since April)
- Implemented additional internal controls for compliance and monitoring
- Comprehensive input from stakeholders prior to application process
- Access to other Federal and State grants, including FEMA
- Some programs will require real estate acquisition
- Constant monitoring and communication involved with expending funds

Internal Project Request Forms

- Internal control process established in May to:
 - Ensure expenditure eligibility
 - Provide documentation for reporting purposes (includes necessary information to be submitted Quarterly to Office of Inspector General)
- As of July 16:
 - 68 Projects processed and approved
 - \$103,889,606 processed and approved
- July 24 - Internal deadline to process ⁷⁰and approve remaining project forms

5. Community Vulnerabilities + Human Services

Nicole Ferrini

Community Vulnerabilities + Human Services

Our team is focused on supporting the most vulnerable El Pasoans as we navigate through the impacts of the COVID-19 crisis. This pandemic has exacerbated deep challenges that already existed in our community including **housing affordability, utility cost burden, access to food and the individual financial stability of El Pasoans.**

We are charged with equitably deploying relief programs and support to ensure **an inclusive and resilient recovery** that makes our community ultimately stronger and more prepared than ever before.



Community Partnerships



Social Services



Philanthropy





Resources Focused on Community



Program / Subrecipient	In Progress	Executed
Rental Assistance: Under One Roof	X	
Rental Assistance: Project Bravo		X
Mortgage Assistance: GECU	X	
Utility Assistance: El Paso Water	X	
Utility Assistance: Project Amistad	X	
Rapid Rehousing: Opportunity Center	X	
Rapid Rehousing: Project VIDA	X	
Food Security: El Pasoans Fighting Hunger	X	
Childcare: YWCA	X	
Domestic Violence + Abuse Prevention: CASFV		X
Domestic Violence + Abuse Prevention: CASA	X	
Domestic Violence + Abuse Prevention: EPCGC	X	
Community Assistance Fund: EP Comm. Foundation		X
Digital Access Expansion: EP Public Libraries	X	

Food Security

- ❖ The EPFH Food Bank has been distributing 13million lbs of food per month
- ❖ The Food Bank and the emergency and mobile pantries are serving over 8,000 families per day
- ❖ EPFH has invested over \$13M in purchasing local foods during the pandemic
- ❖ National Guard assignment ended as of July, creating an increased need for manpower
- ❖ Ongoing Financial Insecurity and uncertainty regarding ongoing benefits has caused additional strain and increased need
- ❖ EPFH expects current demand last 6-18 months
- ❖ EPFH currently has a one month of food inventory on hand
- ❖ Home delivery program has reached 1,200 deliveries/week



Food Security Sustainability Team



Purpose:

Identify immediate and long-term solutions to food access ensuring food security, funding and infrastructure across the El Paso Community.

Mission:

Facilitate access to information, to maximize nutrition program access, and explore creative partnerships to maximize resources that lessen the burden that COVID 19 has posed on food access in our community. Additionally enhancing disaster preparedness by ensuring appropriate systems and infrastructure are in place to provide for the emergency needs of vulnerable El Pasoans during a crisis.

Participating Partners

- ❖ EPFH Food Bank
- ❖ El Paso Community Foundation
- ❖ Paso del Norte Health Foundation
- ❖ Sun City Hunger relief Coalition
- ❖ Opportunity Center for the Homeless
- ❖ Salvation Army
- ❖ United Way
- ❖ Kelly Memorial
- ❖ Mission El Paso
- ❖ Workforce Solutions Borderplex
- ❖ UTEP
- ❖ UT Health
- ❖ YISD
- ❖ City of El Paso
- ❖ El Paso County

Building a Recovery Strategy

- ❖ Establish a central repository of food system resources
- ❖ Identify systemic best practices from successful comparable cities
- ❖ Establish economic impacts of the food bank and the food system as a whole
- ❖ Establish metrics to evaluate current investments in the food system
- ❖ Provide recommendations for future investment in the food system
- ❖ Identify potential funding sources to deploy strategies

Homeless Solutions Team

Purpose:

Provide recommendations for transition from the Delta Site emergency shelter while developing a **permanent community crisis response plan** for displaced populations.

Mission:

Create systemic solutions for homelessness in our community that have been exacerbated by the pandemic. Leverage lessons learned and unprecedented collaborative effort to collectively identify resources needed to better prepare our community for emergency response as well as enhance capacity to move forward on identified community goals addressing homelessness.

CFT Opportunity Statement

Develop a Navigation System to facilitate multiple services for El Paso's at-risk population and households experiencing homelessness focused around a centralized hub linked to multiple virtual and physical nodes.

Key Customer Requirements

- ❖ Client, needs, service, client eligibility
- ❖ Effective referrals, wrap around services, safety
- ❖ List services that will be offered then we can define eligibility
- ❖ Surge capabilities for emergencies and unique cultural community situations

Core Challenges

- ❖ Lack of Community Crisis Response Plan + Surge Capacity
- ❖ Capacity for Data Collection and Analysis
- ❖ Community wide referral system Capacity

Guiding Principles

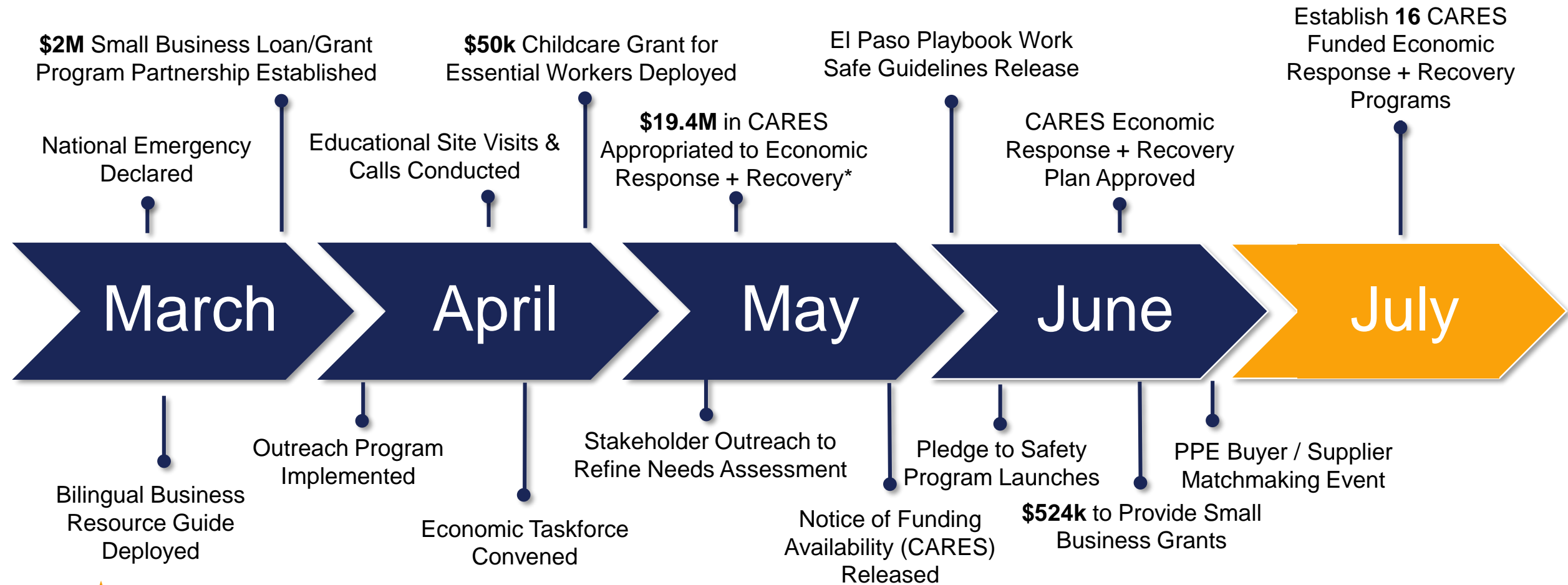
- ❖ Transparency + Inclusion
- ❖ Accreditation Standards
- ❖ Professional Grade Training
- ❖ Evidence Based Decision Making
- ❖ Resilience
- ❖ Collaboration, Engagement and Education

6. Economic Recovery

Jessica Herrera



Actions for Rapid Response



*\$1 million in CARES funding originally allocated to Community Response and Recovery Programs targeting independent contractors has now been grouped with Economic Response and Recovery.

Resources Focused on Businesses

Over the last 3 months, our team has worked to deploy nearly **\$19.4 million** in assistance via **17 agreements** – an unprecedented task representing **double our annual volume** and a 20% increase to the number of agreements in our portfolio.

Outreach, engagement and alignment with other public entities, nonprofit business service providers and our community has been the priority.

The result is targeted assistance to businesses that need it the most.

Program / Subrecipient	Award	In Progress	Completed
Small Business Grants (Extension): LiftFund	523,800		X
Business Resource Clearinghouse: BBB	\$101,200	X	
Manufacturing Resource Clearinghouse: TMAC	55,000	X	
Small Business Grants (5 to < 20 FTEs): LiftFund	\$8,500,000	X	
Small Business Grants (1 to < 5 FTEs): Project Vida	\$2,500,000	X	
Small Business Grants (Independents): PeopleFund	\$2,500,000	X	
Small Business Consulting + Technical Assistance: Chamber	\$200,000	X	
Small Business Consulting + Technical Assistance: Hispanic Chamber	\$200,000	X	
“Buy Local (Safely) Marketing Campaign: BBB	\$170,000	X	
E-Commerce Platform Development: BBB	\$225,000	X	
E-Commerce Platform Development: Workforce Solutions	\$225,000	X	
E-Commerce + Digital Platform Training: Project Vida	\$100,000	X	
Work Safe Training for Businesses: UTHealth	\$100,000	X	
Downtown Sanitation Program: DMD	\$100,000	X	
Increased PPE + Safety Product Supply + Access: BioEPJ	\$400,000	X	
Workplace Safety Alteration Assistance: Project Vida	\$3,390,000	X	
Workplace Safety Alteration Assistance: DMD	\$90,000	X	



✓ **APPROPRIATE PPE**

I pledge to provide the appropriate PPE to employees and available for customers.

✓ **HAND SANITIZER**

I pledge to provide hand sanitizer to employees and customers.

✓ **COMPLY WITH REQUIREMENTS**

I pledge to comply with all State and Local requirements.

✓ **SOCIAL DISTANCE**

I pledge to facilitate social distancing for employees and customers/clients.

✓ **CLEANING PROTOCOLS**

I pledge to follow CDC cleaning protocols and regularly disinfect frequently touched surfaces and objects.

✓ **EMPLOYEE TRAINING**

I pledge to provide general COVID-19 prevention training for all employees.

✓ **SYMPTOMS CHECK**

I pledge to screen and/or temperature check employees for COVID-19 symptoms.

✓ **TECHNOLOGY**

I pledge to utilize technology where possible to reduce the spread of COVID-19 (i.e. contactless payment, online menus, online shopping).

✓ **BE RESPONSIVE TO CUSTOMER FEEDBACK**

I pledge to encourage customers to contact the business with any concerns they have.



For more information and resources for your business visit EPStrong.org

Pledge to Safety Program Overview

A **voluntary program** that asks El Paso-area businesses to commit to following nine safety protocols to prevent the spread of COVID-19 as our economy reopens.

- ❖ Program launched **June 8th**
- ❖ To date, **140 area businesses** have taken the pledge, a **40% increase** over last week!







7. Operations Focus

Cary Westin

Human Resources Updates

- ❖ Departments continue developing safety protocols for their staff and began disseminating
- ❖ Hired staff to prepare facilities to safely return employees to work
- ❖ HR is staffing the Contact Tracing Unit
 - 60+ individuals have been assigned to the unit
 - Additional efforts are being made to recruit Spanish Speaking Contact Tracers
 - The goal is to hire 150 Additional Contact Tracers.

Assessment of City Facilities for Return of Employees

Facilities and departmental staff have been conducting assessments of City facilities seeking opportunities for physical modifications that can help protect employees and the public



- ❖ Through these assessments action plans are devised for each respective work section that modifies and improves protection
- ❖ Common improvements are installation of plexiglass at reception areas, floor decals identifying separation requirements of maintaining social distancing, installing signage to limit the quantity of employees at elevators, copy machines, coffee stations and common areas, installation of hand sanitizer stands, window decals, etc.
- ❖ City Departments are developing their own respective employee safety plans relative to additional measures and processes for employees to adhere to that is unique to their services and operations



Progress on Back to Work Preparations

City 1

- ❖ Completed Installation of plexiglass in City Council Chambers at representatives' stations and reception and open seating office areas,
- ❖ Completed installation of signage limiting quantity of people allowed on elevators, copy machines and at coffee stations
- ❖ Installed additional hand sanitizers stands and dispensers – more to be added in Council Chambers
- ❖ Work in progress – Council Chambers - 70% complete pending all chair covers

City 2, 3 & 4

- ❖ Completed installations of plexiglass in reception and open seating office areas, signage, floor markings, and additional sanitizer dispensers
- ❖ Work in progress - fabricating and finalizing additional user department requests for more plexiglass, signage, dividers, etc.

Facilities where Assessments are completed – work in progress on producing and acquiring materials and installations

- ❖ Libraries
- ❖ Museums
- ❖ Fire Training Academy
- ❖ Health Administration Building
- ❖ Municipal Service Center - East
- ❖ Fire Maintenance Facility on 131 Cotton

Assessments and installations are ongoing until completion – prioritization based on amount of occupants and public traffic; the next locations are WIC Centers and Health Clinics and Parks facilities

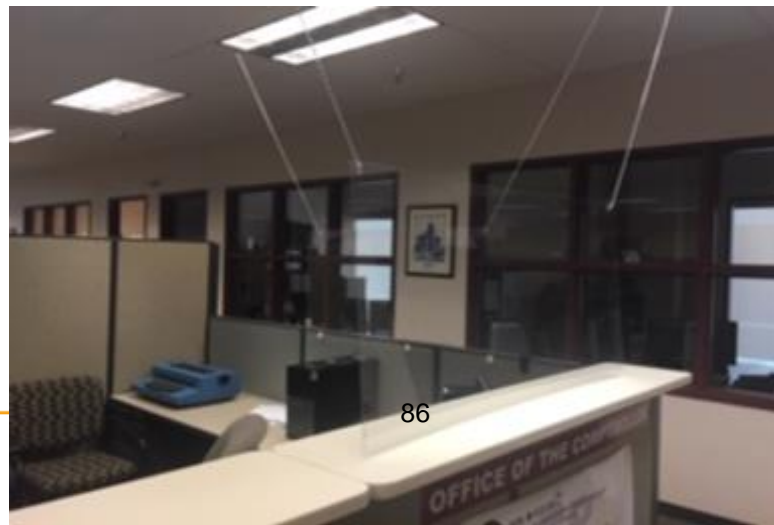
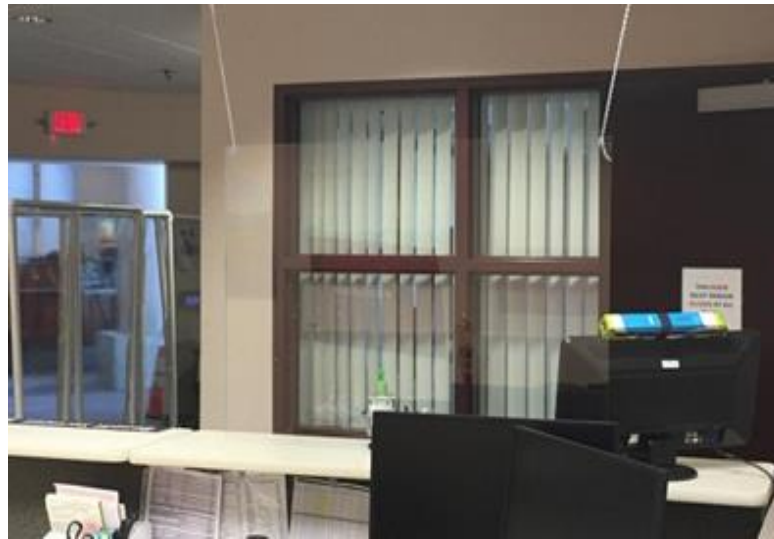
85

Over 2,256 individual spray bottles have been disseminated among field and public safety workers for disinfecting vehicles and 295 new hand sanitizer stations installed Citywide



Physical Safety Modifications at City Facilities

Upon completion of assessments, materials are procured, and modifications are implemented





Fogging/Sanitizing at City Facilities

Fogging and Sanitizing plans vary at different City facilities

- ❖ Some departments require fogging more than once daily and have been provided fogging equipment or have secured third party contractors; Police, Fire, and Municipal Court
- ❖ Facilities staff is fogging facilities daily at various locations; within the past week City 1, City 2, City 3, City 4, all MSC East buildings, MSC West, Delta Maintenance Facility (Streets and Park Maintenance), Main Library, Delta Parks, Westside Library, Doris Van Doren Library, Municipal Courts downtown and Northeast, and UPTT-MCAD, ESD-Pendale site have been fogged; Health Administration building is in queue for next few days
- ❖ As employees return to work the fogging plan will be more aggressive with City facilities categorized into two Tiers to address priorities; example City 4 is Tier 1 due to the One Stop Shop but some sites that see minimal public and employee traffic are at Tier 2

Example of a Department Safety Plan to Protect Employees

Street Maintenance Division Example

- ❖ Designated safety coordinators at each corral with a non-contact infrared thermometers for temperature checks as employees report to work
- ❖ Practice Social Distancing at common areas and when in line at the Kronos clocks.
- ❖ Assigning different reporting times to avoid congregating at time clocks and at common areas
- ❖ Swiping in/out – Designated areas have floor markings in six feet intervals designating where to stand
- ❖ Disinfecting of meeting rooms: tables, time clocks, computer work stations, and key boxes
- ❖ Disinfect of equipment: All equipment sprayed with disinfect at the end of work day
- ❖ Seating arrangement – Rearranged sitting with distancing and removing excess chairs
- ❖ Lunch Shifts – for some corrals divided crews into two shift: first shift 11:00 am – 12:00 pm and second shift 12:30 pm – 1:30 pm; breakroom areas are disinfected between shifts
- ❖ Hand sanitizers – Available on all equipment (4 oz. bottles), 2 dispenser available on meeting room and 1 dispenser on office (refills upon request)
- ❖ Face Masks required signage at meeting room entrances
- ❖ Constant reminder of social distance during morning muster at corrals



Mission

Deliver exceptional services to support a high quality of life and place for our community

Values

Integrity, **R**espect, **E**xcellence,
Accountability, **P**eople

Vision

Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government



Thank you!

**FY2021
BUDGET
WORKSHOP**

JULY 27, 2020

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Pat Randleel

CC: File

DATE: July 24, 2020

RE: 2021 PROPOSED OPERATING BUDGET

Attached for your review and discussion is the proposed 2021 Operating Budget. While the package includes the budgets for the Debt Service and Street Maintenance funds, most of the detail is in support of the General Fund which should be the primary focus of the discussions. Also included are budgets for the Transportation Reinvestment Zone (TRZ) fund and for the Special Event fund.

As a reminder, this is a first draft and subject to changes that may significantly affect the balanced budget presented here. Preliminary estimates were included for two key pieces. Final numbers for these pieces are still pending. These are:

1. 2021 allocation of inter-local agreements with the City of El Paso
2. TML property and liability insurance
3. Health insurance
4. Certified property values

The major assumptions in developing the General Fund budget were:

1. No tax rate increase
2. I & S rate includes the cost of debt service for the two Co's and the 2005 bond
3. Expenses
 - a. Non-payroll related expenses held to FY2020 levels
 - b. 3.0% across the board increase to salaries staggered for October, January and March
 - c. Assumed 3% increase in TML property and liability insurance
 - d. No increase to employee health benefit expenses assumed
 - e. New TMRS rate of 5.84% effective January 2021
 - f. Deferred scheduled vehicle replacement to 2022
 - g. Addition of three employees and related expenses
 - i. Finance – Purchasing Agent
 - ii. Police – Patrol Officer
 - iii. Building Services – Building Plans Examiner
4. Revenues
 - a. 4% increase to annualized FY2020 revenues for Sales taxes. For Franchise fees, most are the same as the FY2020 budget. An additional amount was added for the electrical franchise for a full year of the increase in fee percentage from 2.0% to 3.5%.
 - b. ESD revenues per agreement based on estimated average cost of a dispatcher
 - c. Building permits – Used FY2018 amounts
 - d. Citations and Fines – Used FY2019 amounts
 - e. Miscellaneous revenues – Combination of FY2019 actuals and FY2020 budget

The overall operating expenses increased by 4.28% or \$441.174 over the FY2019 Budget. On fund by fund basis, the General Fund (M & O) increased by 2.21% or \$162,857; the Debt Service Fund increased by 2.86% or \$51,470; the Street Fund increased by 12.22% or \$122,000; the TRZ Fund increased by 111.46% or \$110,347 and the Special Event Fund decreased by 15.28% or \$(5,500).

It should be noted that the Street Fund Capital project included for FY2021 will require use of the fund balance or the reserve for this fund. I am estimating a fund balance at the end of FY2020 of \$1.4 million.

As stated, the primary focus of the workshop is to review the General Fund (Maintenance and Operations) budget. To that end, highlighted below are the major items contributing to the 4.28% increase in the proposed budget. Please let me know if you have questions prior to the workshop.

GENERAL FUND INCREASE - 2021 BUDGET		
1	2020 M & O Budget as Approved	7,184,845
2	Amendments	200,000
3	Revised 2019 M & O Budget	<u>7,384,845</u>
	Add:	
4	Merit Increase	78,094
5	Additional Employees	117,268
6	Reduction to transfers and contingencies	(156,500)
7	Additional Overtime	1,462
8	Elite Ambulance Service	94,856
9	County Transit Services	36,000
10	Net effect of other changes	(8,323)
11	Subtotal Additional Expenses	<u>162,857</u>
12	Total Proposed Expenses	<u><u>7,547,702</u></u>

TOWN OF HORIZON CITY OPERATING BUDGET 2021

**Revenues and Expenditures
October 2020 through September 2021**

**WORKSHOP JULY 27, 2020
RUBEN MENDOZA, MAYOR**

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2021 OPERATING BUDGET

The 2021 Operating Budget reflects the Town Council's goal to continue to provide for the consistent improvement of service to the people of Horizon City. The budget reflects efficiency in providing for the health, safety and well-being of the Town's citizens. Town operations continue to reflect the necessary expenditures for a growing community while focusing on productivity, safety and customer service.

There continues to be a need for additional employees to fill gaps in the expertise needed to serve a diverse population and diverse needs. Three FTE's (Full Time Equivalents) are proposed as additions to the staffing levels. These proposed FTE's include the positions of Police Patrol Officer, Building Plans Examiner and Purchasing Agent. Continuing to look to the future, if the Town continues to grow, needs can be seen for additional Police Officers, a Facilities/Fleet Manager and additional clerical support.

The budget includes an across the board 3.0% increase in salaries for all employees. An additional 2.0% increase was included for some collective bargaining employees in accordance with the Collective Bargaining Agreement (CBA). The Town continues total funding all health benefits for its employees and continues its contribution to the Texas Municipal Retirement System (TMRS) at 6.01% for the first quarter and 5.84% for the rest of the year. The TMRS rate is determined for each entity based on actuarial studies.

The Town has deferred Phase 4 of the five-year phase-in process of converting its owned fleet to a leased fleet. The vehicles on the schedule to be replaced in FY2021, will not be replaced until FY2022. Currently there are 22 under lease. The plan calls for replacement of an additional six vehicles in Phase 4 and four vehicles in Phase 5. This process began in FY2018 as a way to maximize the use of what would normally be capital funds.

The budget considers that the Town will continue to sponsor the July holiday event and some small clean up event. These costs are captured in the Special Events Fund.

The Town's Debt Service expenditures include principal and interest payments for the 2019 Certificates of Obligation, the 2005 Bond issue and the 2014 Certificates of Obligation.

The Street Maintenance Fund expenditures include plans to resurface portions of several of the older streets, while the Transportation Reinvestment Zone Fund expenditures are dedicated to repaying the Town's portion of the costs for Eastlake Phase 2 construction.

Included in this document, although not part of the Operating Budget, are the Economic Development Corporation's approved budget for FY2021 and the proposed Capital Improvement Program through 2023.

As shown below, the overall budget for operating expenditures increased by 4.28% or \$441,174 over the 2020 Budget. On a fund by fund basis, the General Fund (M & O) increased by 2.21% or \$162,857; the Debt Service Fund increased by 2.86% or \$51,470; the Street Fund increased by 12.22% or \$122,000. The Transportation Reinvestment Zone fund increased by 111.46% or \$110,347. The Special Event fund decreased by 15.28% or \$(5,500).

**TOWN OF HORIZON CITY
2021 OPERATING BUDGET**

Description	2020	2021	Increase	Percent
<u>Revenues</u>				
General Fund	7,384,845	7,547,702	162,857	2.21%
Debt Service Fund	1,801,637	1,853,107	51,470	2.86%
Street Fund	998,000	1,120,000	122,000	12.22%
Transportation Reinvestment Zone Fund	99,001	209,348	110,347	111.46%
Special Event Fund	36,000	30,500	(5,500)	-15.28%
Total	10,319,483	10,760,657	441,174	4.28%
<u>Expenditures</u>				
General Fund	7,384,845	7,547,702	162,857	2.21%
Debt Service Fund	1,801,637	1,853,107	51,470	2.86%
Street Fund	998,000	1,120,000	122,000	12.22%
Transportation Reinvestment Zone Fund	99,001	209,348	110,347	111.46%
Special Event Fund	36,000	30,500	(5,500)	-15.28%
Total Expenditures	10,319,483	10,760,657	441,174	4.28%
Excess Revenue	-	-	-	

Property values have increased by 7.62 or \$67,084,043 based on the preliminary valuations. The average home value has also increased by \$1,192. The property tax revenue raised from the \$35,499,366 of new property added to the tax roll this year is \$211,342. Due to the increase in property values, the effective tax rate for the budget year is \$0.601188. The proposed rate of \$0.595340 is a 0.79% decrease over the effective rate. The rollback rate is \$0.601188.

**TOWN OF HORIZON CITY
PROPERTY VALUATION AND TAX RATES**

Description	2020	2021	Increase	Percent
Property Valuation	880,882,947	947,966,990	67,084,043	7.62%
Property Tax Rates				
Maintenance & Operation	0.390814	0.399541	0.008728	2.23%
Debt Service	0.204526	0.195799	(0.008727)	-4.27%
Total	<u>0.595340</u>	<u>0.595340</u>	<u>0.000000</u>	<u>0.00%</u>
Total Property Taxes	5,244,249	5,640,627	396,378	7.56%
Effective Rate	0.488055	0.600100	0.112045	22.96%
Rollback Rate	0.596839	0.601188	0.004349	0.73%
Proposed Rate over Effective Rate				-0.79%
Proposed Rate over Rollback Rate				-0.97%

<u>Average Home</u>	\$	120,646	\$	121,838	\$	1,192
	\$	718.25	\$	725.35	\$	7.10
<u>Low</u>						
\$70,000	\$	416.74	\$	416.74	\$	0.00
<u>High</u>						
\$300,000	\$	1,786.02	\$	1,786.02	\$	0.00

Taxes received from new property:	
Added property	\$35,499,366
Taxes	\$211,342

General Fund

The General Fund includes the expenditures for daily operations and for routine equipment purchases whose costs are above the \$2,500 capitalization minimum. The increase of \$162,857 is the net effect of salary increases; adding positions in Public Safety, Building Services and Financial Services; full benefits for the additional positions; various County of El Paso services net of reductions to contingencies and transfers to other funds. Some of the expenditures are also income neutral in that contributions from the Emergency Services Districts No. 1 and 2 of \$113,894 and \$354,338 respectively, cover the expenditures for providing services to these entities.

The table below shows the revenues by function and the expenditures by department along with the anticipated increases or decreases of each function or department.

**TOWN OF HORIZON CITY
GENERAL FUND SUMMARY
BUDGET 2020-2021**

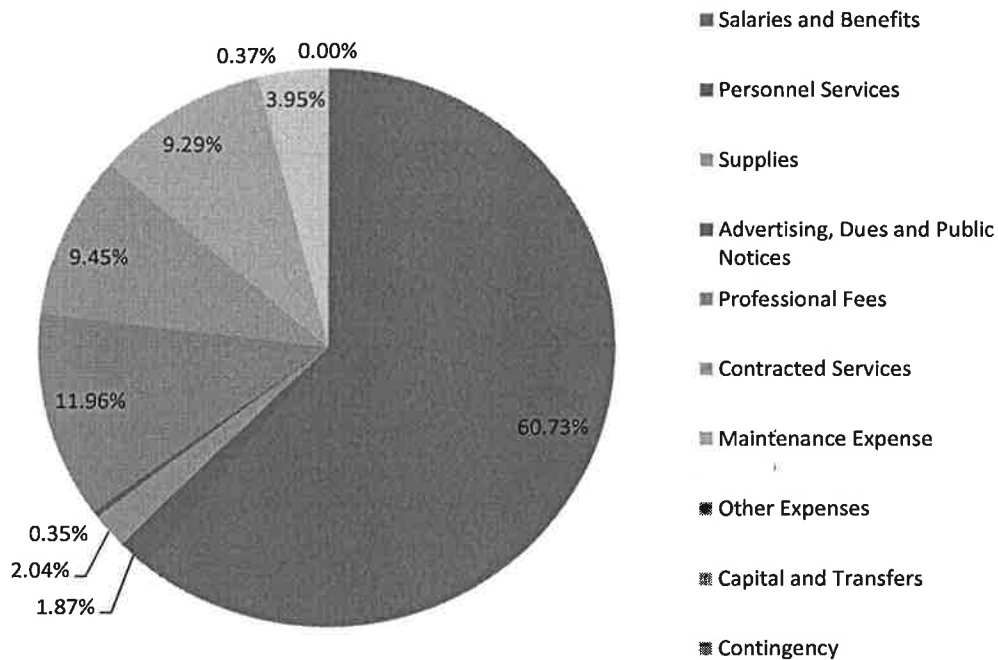
Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)	Percentage
General Fund					
<u>Revenues</u>					
Property Taxes	3,114,495	3,442,612	3,787,520	344,908	10.02%
Sales Taxes	1,567,813	1,602,541	1,894,710	292,169	18.23%
Franchise Fees	408,427	538,002	510,906	(27,095)	-5.04%
Building and Inspection Fees	818,633	795,389	569,200	(226,189)	-28.44%
Citations and Fees	243,156	247,323	243,073	(4,250)	-1.72%
Other Income	1,050,012	681,764	482,292	(199,471)	-29.26%
Interest Income	87,319	77,214	60,000	(17,214)	-22.29%
Total Revenue	7,289,855	7,384,845	7,547,702	162,857	2.21%
<u>Expenditures</u>					
Administration	537,946	624,715	687,135	62,420	9.99%
Public Service	323,246	446,552	593,621	147,069	32.93%
Building Services	354,733	343,560	387,914	44,354	12.91%
Streets	455,397	482,729	514,865	32,136	6.66%
Public Safety-Police	2,450,885	2,171,948	2,170,761	(1,187)	-0.05%
Municipal Court	240,972	279,493	300,363	20,870	7.47%
Parks	326,335	549,759	561,734	11,976	2.18%
Planning	419,019	385,859	328,516	(57,343)	-14.86%
Code Enforcement	176,082	253,498	242,333	(11,165)	-4.40%
Storm Water Management	40,260	65,100	65,400	300	0.46%
Financial Services	738,250	589,389	456,138	(133,252)	-22.61%
Public Safety-Dispatch	776,748	848,269	867,179	18,909	2.23%
Executive	41,326	50,839	47,260	(3,579)	-7.04%
Information Technology	237,618	293,134	324,483	31,349	10.69%
Contingency	-	-	-	-	-
Total Expenditures	7,118,817	7,384,845	7,547,702	162,857	2.21%
Excess Revenue	171,037	-	-	-	-
Property Valuation	840,027,802	880,882,947	947,966,990	67,084,043	7.62%
Proposed Tax Rate	0.366035	0.390814	0.399541	0.008728	2.23%

The next table takes a different look at the expenditures – a functional look. As might be expected, Salaries and Benefits are the largest part of the Maintenance and Operations budget at 60.73%.

**TOWN OF HORIZON CITY
GENERAL FUND EXPENDITURE SUMMARY BY FUNCTION
BUDGET 2020-2021**

Line No.	Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)	Percentage
1	Salaries and Benefits	3,782,465	4,385,781	4,583,361	197,580	4.51%
2	Personnel Services	92,031	129,530	140,812	11,282	8.71%
3	Supplies	100,327	186,189	154,135	(32,054)	-17.22%
4	Advertising, Dues and Public Notices	43,742	28,000	26,469	(1,531)	-5.47%
5	Professional Fees	684,469	909,564	903,041	(6,523)	-0.72%
6	Contracted Services	377,495	501,990	712,890	210,900	42.01%
7	Maintenance Expense	600,622	765,298	701,271	(64,027)	-8.37%
8	Other Expenses	22,697	37,400	27,650	(9,750)	-26.07%
9	Capital and Transfers	1,414,969	441,093	298,073	(143,020)	-32.42%
10	Contingency	-	-	-	-	-
11	Total	7,118,817	7,384,845	7,547,702	162,857	2.21%

Percentage of Budget by Function



Revenues

Revenues have six major categories – Property Taxes, Sales Taxes, Franchise Fees, Building and Inspection Fees, Citations and Fees, and Other Income. In general, estimates for **non-property tax** revenues were estimated based on some version of annualized FY2020 actual revenue amounts with some exceptions. Following are explanations of the increases or decreases to the major categories. Total Revenues increased by \$162,857 or 2.21%

Property taxes increased by 10.02% or \$344,908 due to the increase in property values and the M & O property tax rate. The M & O rate increased by \$0.008728 or 2.23%

Sales taxes increased by 18.23% or \$292,169. This estimate was derived by using a formula that applied a 4.0% growth rate to the annualized actual FY2020 receipts.

Franchise Fees decreased by 5.04% or \$(27,095). Most of the fees were kept flat with the FY2020 budget. The Electric franchise fees, with FY2019 as a basis, were increased by an additional amount for the renewal of the franchise agreement which included an increase in percentage from 2.0% to 3.25%.

Building and Inspection Fees decreased by 28.44% or \$(226,189). Upon discussion with the Building Official and Planning Director, it was decided to use amount from the FY2018 actuals. Anticipated building has not fully occurred and we chose to follow a conservative path.

Citations and Fees decreased by 1.72% or \$(73,637). Activity for FY2019 was and FY2020 appears to be following a trend of being under budget. The amounts were determined by using FY2019 actual amounts.

Other Income decreased 29.26% or \$(199,471). This is primarily because the budget is not including any use of reserve funds as was done in FY20120.

Interest Income decreased by 22.29% or \$17,214. This is a result of the decline in interest rates.

**TOWN OF HORIZON CITY
GENERAL FUND REVENUES
BUDGET 2020-2021**

Description	FY2019 Actuals	Revised	FY2021 Budget	Increase/ (Decrease)	Percentage
		FY2020 Budget			
Property Taxes	3,114,495	3,442,612	3,787,520	344,908	10.02%
Sales Taxes	1,567,813	1,602,541	1,894,710	292,169	18.23%
Franchise Fees	408,427	538,002	510,906	(27,095)	-5.04%
Building and Inspection Fees	818,633	795,389	569,200	(226,189)	-28.44%
Citations and Fees	243,156	247,323	243,073	(4,250)	-1.72%
Other Income	1,050,012	681,764	482,292	(199,471)	-29.26%
Interest Income	87,319	77,214	60,000	(17,214)	-22.29%
Total Revenue	7,289,855	7,384,845	7,547,702	162,857	2.21%
Taxable Values	840,027,802	880,882,947	947,966,990	67,084,043	
Maintenance & Operations Rate	0.366035	0.390814	0.399541	0.008728	2.23%

Administration

Administration includes City Clerk, Human Resources, Records Management and Janitorial. The department is increasing its overall budget by 62,420 or 9.99%. This department carries the responsibility of budgeting for the facilities, the telephone system, the City Attorney and elections, which altogether, make up a large portion of this budget.

The increase is the net effect of increased costs for payroll, payroll related expenses, some maintenance expenses, elections and building rent offset by the reduction in professional services, capital expenses and supplies.

The increase in payroll costs are a direct effect of merit increases, additional longevity and including the FY2020 new position for a full year.

**TOWN OF HORIZON CITY
ADMINISTRATION
BUDGET 2020-2021**

Fund	Dept	Acct	Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)
01	501	5010	Salaries	130,071.16	169,557.25	185,588.50	16,031.25
01	501	5030	Payroll Taxes	9,496.91	12,971.13	14,197.52	1,226.39
01	501	5040	Retirement Benefits	7,713.12	10,190.39	10,921.21	730.82
01	501	5050	Group Health	16,913.68	22,357.25	22,138.40	(218.85)
01	501	5060	Uniforms, Safety Equip, Supplies	202.50	300.00	300.00	-
01	501	5070	Training	1,014.00	1,500.00	2,000.00	500.00
01	501	5080	Travel	1,116.94	3,000.00	4,000.00	1,000.00
01	501	5090	Unemployment Taxes-Texas	27.00	36.00	576.00	540.00
01	501	5200	City Attorney	106,459.72	170,000.00	150,000.00	(20,000.00)
01	501	5210	Janitorial Supplies	4,022.46	4,500.00	4,500.00	-
01	501	5220	Materials & Supplies	912.37	1,000.00	1,000.00	-
01	501	5240	Postage	3,164.31	5,000.00	4,000.00	(1,000.00)
01	501	5250	Office Supplies	1,520.24	3,000.00	3,000.00	-
01	501	5260	Furniture & Equipment < \$2,500	2,936.44	5,000.00	2,000.00	(3,000.00)
01	501	5270	Employee Candidate Testing	-	60.00	60.00	-
01	501	5280	Codification Services	395.00	2,000.00	2,000.00	-
01	501	5310	Advertising & Public Notices	5,440.94	5,000.00	5,000.00	-
01	501	5320	Dues	9,931.58	10,000.00	10,000.00	-
01	501	5330	Publications & Subscriptions	97.00	500.00	500.00	-
01	501	5350	Insurance - Workmen's Comp	316.70	619.72	1,603.55	983.83
01	501	5410	Contract Labor	1,091.39	3,000.00	3,000.00	-
01	501	5500	Maintenance - Surfaces	140.28	3,500.00	3,500.00	-
01	501	5510	Electricity	24,647.58	22,000.00	25,000.00	3,000.00
01	501	5520	Gas - Natural	1,647.78	2,000.00	2,000.00	-
01	501	5530	Gasoline, Oil	305.88	500.00	500.00	-
01	501	5540	Maintenance - Bldg	6,271.20	23,000.00	23,000.00	-
01	501	5550	Maintenance - Equipment	4,340.91	2,500.00	4,500.00	2,000.00
01	501	5570	Waste Disposal	2,864.80	3,000.00	3,000.00	-
01	501	5571	Water	1,932.73	1,788.00	2,000.00	212.00
01	501	5580	Maintenance - Computers	-	500.00	-	(500.00)
01	501	5590	Telephone & Communications	47,664.72	18,000.00	35,000.00	17,000.00
01	501	5610	Rents - Equipment	16,755.00	16,000.00	16,000.00	-
01	501	5620	Rents - Building	69,973.10	70,335.00	80,400.00	10,065.00
01	501	5630	Storage Rental	1,432.60	1,800.00	2,000.00	200.00
01	501	5710	Miscellaneous Expense	19.77	200.00	200.00	-
01	501	5720	Public Relations	3.50	1,500.00	1,500.00	-
01	501	5740	Election Expense	27,135.77	-	51,649.82	51,649.82
01	501	5790	Employee Appreciation	6,301.75	8,500.00	10,500.00	2,000.00
			Total M & O	514,280.83	604,714.74	687,134.99	82,420.25
01	507	6010	Capital	23,664.91	20,000.00	-	(20,000.00)
			Total	537,945.74	624,714.74	687,134.99	62,420.25
			Percentage Increase				9.99%

Public Service

This department is set up to capture the costs for the Oz Glaze Senior Center and the various inter-local agreements the Town has with the City of Paso, the County of El Paso and other agencies providing quality of life services. Most of the expenses are obligations to others and are therefore not controllable.

The department is increasing its overall budget by \$147,069 or 32.93%. This is primarily due to costs associated with interlocal agreements with the County of El Paso for various services, the City of El Paso for health services and the ambulance service with Elite Ambulance. There are some minor decreases to the maintenance expenditures for the Oz Glaze Senior Center and charges for the Animal Shelter based on actual activity.

**TOWN OF HORIZON CITY
PUBLIC SERVICE
BUDGET 2020-2021**

Fund	Dept	Acct	Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)
01	502	5100	Health Services Contract	125,055.00	144,681.00	167,396.00	22,715.00
01	502	5101	Environmental Services Contract	31,636.00	32,251.00	32,897.00	646.00
01	502	5102	Animal Shelter Contract	80,739.00	90,824.00	84,000.00	(6,824.00)
01	502	5103	Animal Control Field Services	49,391.76	49,392.00	49,392.00	-
01	502	5104	Ambulance Service	16,875.00	30,000.00	124,856.00	94,856.00
01	502	5105	Mass Transit	-	88,000.00	124,000.00	36,000.00
01	502	5220	Materials & Supplies	-	500.00	250.00	(250.00)
01	502	5500	Maintenance - Surfaces	-	500.00	500.00	-
01	502	5510	Electricity	3,788.49	3,600.00	3,400.00	(200.00)
01	502	5520	Gas - Natural	986.24	864.00	960.00	96.00
01	502	5540	Maintenance - Bldg	4,803.65	1,500.00	1,500.00	-
01	502	5550	Maintenance - Equipment	35.85	500.00	250.00	(250.00)
01	502	5570	Waste Disposal	867.00	860.00	940.00	80.00
01	502	5571	Water	762.79	780.00	780.00	-
01	502	5590	Telephone & Communications	1,805.20	1,800.00	2,000.00	200.00
01	502	5650	Maintenance - Rockwalls and Fencing	-	500.00	500.00	-
			Total M & O	<u>316,745.98</u>	<u>446,552.00</u>	<u>593,621.00</u>	<u>147,069.00</u>
			Capital	6,500.00	-	-	-
			Total	<u>323,245.98</u>	<u>446,552.00</u>	<u>593,621.00</u>	<u>147,069.00</u>
			Percentage Increase				32.93%

Building Services

Building Services is responsible for all permitting, licensing, and inspection services for vertical construction and repairs. The department is increasing its overall budget by \$44,354 or 12.91%. This is the net effect of increases in payroll, payroll related costs and training costs offset by a reduction in the estimated cost of contract labor.

The increase in payroll costs are a direct effect of the merit increase, additional longevity and the addition of one FTE. The department wishes to add a Building Plans Examiner. This is to enhance the building permit approval process. The budget assumes employment begins in December of 2020.

**TOWN OF HORIZON CITY
BUILDING SERVICES
BUDGET 2020-2021**

Fund	Dept	Acct	Description	FY2019	Revised	FY2021	Increase/
				Actuals	FY2020 Budget	Budget	(Decrease)
01	503	5010	Salaries	206,969.40	223,871.03	258,949.94	35,078.91
01	503	5020	Overtime	38.86	-	500.00	500.00
01	503	5030	Payroll Taxes	14,042.32	17,126.13	19,847.92	2,721.79
01	503	5040	Retirement Benefits	12,275.45	13,454.65	15,259.67	1,805.02
01	503	5050	Group Health	24,811.23	27,946.57	32,558.90	4,612.33
01	503	5060	Uniforms, Safety Equip, Supplies	792.86	1,200.00	1,500.00	300.00
01	503	5070	Training	4,098.00	4,000.00	4,800.00	800.00
01	503	5080	Travel	3,233.91	4,400.00	5,500.00	1,100.00
01	503	5090	Unemployment Taxes-Texas	60.02	45.00	864.00	819.00
01	503	5220	Materials & Supplies	901.28	1,000.00	1,000.00	-
01	503	5250	Office Supplies	1,262.31	2,000.00	2,500.00	500.00
01	503	5260	Furniture & Equipment < \$2,500	1,402.35	1,000.00	1,000.00	-
01	503	5270	Employee Candidate Testing	225.50	125.00	125.00	-
01	503	5320	Dues	456.94	1,000.00	1,100.00	100.00
01	503	5330	Publications & Subscriptions	380.45	1,000.00	2,000.00	1,000.00
01	503	5350	Insurance - Workmen's Comp	990.76	1,514.64	1,441.88	(72.76)
01	503	5410	Contract Labor	8,520.75	18,000.00	17,000.00	(1,000.00)
01	503	5530	Gasoline, Oil	1,095.11	5,000.00	2,000.00	(3,000.00)
01	503	5540	Maintenance - Bldg	179.69	1,000.00	1,000.00	-
01	503	5550	Maintenance - Equipment	453.39	250.00	250.00	-
01	503	5560	Maintenance - Vehicles	1,175.47	2,500.00	2,500.00	-
01	503	5571	Water	408.08	853.00	853.00	-
01	503	5590	Telephone & Communications	2,535.34	2,600.00	2,600.00	-
01	503	5710	Miscellaneous Expense	-	400.00	400.00	-
01	503	5710	Public Relations	152.63	250.00	250.00	-
01	503	5790	Employee Appreciation	-	100.00	100.00	-
01	503	5850	Vehicle Lease	-	12,923.76	-	(12,923.76)
			Total M & O	286,462.10	343,559.78	375,900.31	32,340.53
01	503	6243	Capital	68,271.01	-	12,013.68	12,013.68
			Total	354,733.11	343,559.78	387,913.99	44,354.21
			Percentage Increase				12.91%

Streets

Streets is responsible for the maintenance of city roadways and facilities and oversees all public works projects. The department is increasing its overall budget by \$32,136 or 6.66%. This is the net effect of increased payroll, payroll related costs, vehicle lease expense and capital equipment.

The increase in payroll costs are a direct effect of merit increases, additional certifications earned and additional longevity.

This department added two vehicles in FY2020 through the Enterprise leasing agreement. The budget increase is a result of a full year's lease expense for those vehicles.

Planned purchases of equipment include a crack sealing machine.

**TOWN OF HORIZON CITY
STREETS
BUDGET 2020-2021**

Fund	Dept	Acct	Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)
01	504	5010	Salaries	201,172.36	217,573.31	226,610.18	9,036.86
01	504	5020	Overtime	963.13	1,500.00	1,500.00	-
01	504	5030	Payroll Taxes	14,736.31	16,759.11	17,450.43	691.32
01	504	5040	Retirement Benefits	11,986.52	13,166.31	13,423.49	257.18
01	504	5050	Group Health	26,023.69	27,946.57	27,848.20	(98.37)
01	504	5060	Uniforms, Safety Equip, Supplies	1,786.29	1,500.00	1,500.00	-
01	504	5070	Training	714.90	2,500.00	2,500.00	-
01	504	5080	Travel	-	1,500.00	1,500.00	-
01	504	5090	Unemployment Taxes-Texas	155.93	45.00	720.00	675.00
01	504	5220	Materials & Supplies	5,261.76	3,500.00	3,500.00	-
01	504	5230	Street Signs	1,457.62	1,500.00	1,500.00	-
01	504	5250	Office Supplies	389.86	700.00	700.00	-
01	504	5260	Furniture & Equipment < \$2,500	5,168.16	10,500.00	10,500.00	-
01	504	5270	Employee Candidate Testing	54.50	125.00	125.00	-
01	504	5320	Dues	707.67	700.00	700.00	-
01	504	5330	Publications & Subscriptions	-	100.00	100.00	-
01	504	5350	Insurance - Workmen's Comp	11,918.86	18,010.45	12,792.42	(5,218.03)
01	504	5410	Contract Labor	13,484.29	30,000.00	29,000.00	(1,000.00)
01	504	5500	Maintenance - Surfaces	6,395.00	3,600.00	3,600.00	-
01	504	5510	Electricity	51,317.16	60,000.00	60,000.00	-
01	504	5530	Gasoline, Oil	5,758.81	4,000.00	4,000.00	-
01	504	5540	Maintenance - Bldg	-	1,000.00	1,000.00	-
01	504	5550	Maintenance - Equipment	5,967.24	4,000.00	4,000.00	-
01	504	5560	Maintenance - Vehicles	4,310.50	5,000.00	5,000.00	-
01	504	5570	Waste Disposal	5,379.30	2,300.00	4,000.00	1,700.00
01	504	5571	Water	381.15	920.00	920.00	-
01	504	5590	Telephone & Communications	3,341.54	4,000.00	4,000.00	-
01	504	5610	Rents - Equipment	582.77	1,000.00	1,000.00	-
01	504	5630	Storage Rental	2,004.00	1,716.00	1,716.00	-
01	504	5640	Software Licensing & Maintenance Fees	-	400.00	400.00	-
01	504	5650	Maintenance - Rockwalls and Fencing	1,040.00	3,000.00	3,000.00	-
01	504	5710	Miscellaneous Expense	61.84	500.00	500.00	-
01	504	5850	Vehicle Lease	-	20,667.72	-	(20,667.72)
			Total M & O	<u>382,521.16</u>	<u>459,729.47</u>	<u>445,105.72</u>	<u>(14,623.76)</u>
01	507	6034	Capital	72,875.66	23,000.00	69,759.64	46,759.64
			Total	<u>455,396.82</u>	<u>482,729.47</u>	<u>514,865.36</u>	<u>32,135.88</u>
			Percentage Increase				6.66%

Public Safety-Police

The Public Safety budget incorporates the day-to-day operations of the police department. Included in this budget are costs for police officer salaries, overtime, uniforms, equipment, telephone, training, office supplies, vehicle, and building maintenance, storage leasing, and public relations activities. The department is decreasing its overall budget by \$1,187 or .05%. This is the net effect of increases in payroll, offset by reductions in various expenses.

The increase in payroll costs are a direct effect of the merit increase, additional longevity and the addition of one FTE. The department wishes to add a Patrol Officer. The budget assumes employment begins in January 2021.

**TOWN OF HORIZON CITY
PUBLIC SAFETY - POLICE
BUDGET 2020-2021**

Fund	Dept	Acct	Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)
01	505	5010	Salaries	1,130,021.90	1,317,081.83	1,358,144.40	41,062.57
01	505	5020	Overtime	76,421.44	73,000.00	71,543.36	(1,456.64)
01	505	5030	Payroll Taxes	89,304.33	106,341.26	109,898.96	3,557.70
01	505	5040	Retirement Benefits	72,162.06	83,543.92	84,534.17	990.25
01	505	5050	Group Health	138,719.56	162,090.09	149,737.87	(12,352.22)
01	505	5060	Uniforms, Safety Equip, Supplies	45,533.01	30,000.00	32,086.80	2,086.80
01	505	5070	Training	4,005.00	8,100.00	12,799.92	4,699.92
01	505	5080	Travel	4,674.21	9,000.00	10,000.00	1,000.00
01	505	5090	Unemployment Taxes-Texas	530.22	261.00	4,176.00	3,915.00
01	505	5220	Materials & Supplies	15,887.90	9,000.00	12,000.00	3,000.00
01	505	5250	Office Supplies	4,521.91	9,000.00	6,985.00	(2,015.00)
01	505	5260	Furniture & Equipment < \$2,500	19,842.95	30,740.00	25,000.00	(5,740.00)
01	505	5270	Employee Candidate Testing	1,691.00	1,500.00	1,500.00	-
01	505	5310	Advertising & Public Notices	-	100.00	100.00	-
01	505	5320	Dues	2,526.00	3,000.00	1,538.90	(1,461.10)
01	505	5330	Publications & Subscriptions	-	900.00	-	(900.00)
01	505	5350	Insurance - Workmen's Comp	29,106.14	48,426.88	43,564.45	(4,862.43)
01	505	5410	Contract Labor	160.00	300.00	300.00	-
01	505	5530	Gasoline, Oil	44,733.37	36,000.00	40,200.00	4,200.00
01	505	5540	Maintenance - Bldg	2,282.48	3,000.00	3,000.00	-
01	505	5550	Maintenance - Equipment	7,306.99	6,000.00	6,000.00	-
01	505	5560	Maintenance - Vehicles	42,007.62	23,000.00	25,000.00	2,000.00
01	505	5571	Water	2,412.30	2,316.00	2,316.00	-
01	505	5580	Maintenance - Computers	-	-	-	-
01	505	5590	Telephone & Communications	17,716.53	11,200.00	18,383.28	7,183.28
01	505	5610	Rents - Equipment	-	1,000.00	1,000.00	-
01	505	5612	Rents - Equipment NNO	1,320.00	2,000.00	2,000.00	-
01	505	5630	Storage Rental	2,070.63	1,200.00	2,100.00	900.00
01	505	5640	Software Licensing & Maintenance Fees	13,055.53	11,723.00	12,604.96	881.96
01	505	5710	Miscellaneous Expense	45.90	500.04	100.00	(400.04)
01	505	5720	Public Relations	2,624.18	2,500.00	2,500.00	-
01	505	5721	Movies in the Park	4,049.00	4,500.00	4,500.00	-
01	505	5722	National Night Out	1,371.00	1,500.00	1,500.00	-
01	505	5723	Christmas Parade	1,195.00	1,300.00	1,300.00	-
01	505	5750	HC Explorers	716.46	1,000.00	1,000.00	-
01	505	5780	Crime Victims Expense	3,000.00	3,000.00	3,000.00	-
01	505	5790	Employee Appreciation	-	200.00	400.00	200.00
01	505	5850	Vehicle Lease	0.95	110,430.58	-	(110,430.58)
			Total M & O	1,781,015.57	2,114,754.60	2,050,814.07	(63,940.53)
01	507	6025	Capital	669,869.76	57,193.00	119,947.00	62,754.00
			Total	2,450,885.33	2,171,947.60	2,170,761.07	(1,186.53)
			Percentage Increase				-0.05%

Municipal Court

The department is responsible for assessing and collecting fines and fees related to violations of state and city laws and ordinances. The department is increasing its overall budget by \$20,870 or 7.47%. This is the net effect of increases in payroll and payroll related expenses slightly offset by the reduction in the cost of supplies.

The increase in payroll costs are a direct effect of the merit increase and additional longevity, as well as a full year for the Juvenile Case Manager.

TOWN OF HORIZON CITY
MUNICIPAL COURT
BUDGET 2020-2021

Fund	Dept	Acct	Description	FY2019	Revised	FY2021	Increase/
				Actuals	FY2020 Budget	Budget	(Decrease)
01	506	5010	Salaries	129,190.60	150,569.90	168,533.06	17,963.16
01	506	5030	Payroll Taxes	11,915.03	15,030.87	16,335.28	1,304.41
01	506	5040	Retirement Benefits	10,161.23	11,808.56	12,566.30	757.74
01	506	5050	Group Health	27,723.26	27,946.57	33,207.60	5,261.03
01	506	5070	Training	649.00	1,500.00	1,500.00	-
01	506	5080	Travel	1,861.64	3,500.00	3,500.00	-
01	506	5090	Unemployment Taxes-Texas	45.00	45.00	864.00	819.00
01	506	5110	Judge - Contracted	42,161.42	45,912.00	45,000.00	(912.00)
01	506	5120	Visiting Judge - Contracted	3,080.00	3,000.00	3,000.00	-
01	506	5190	Translator - Contracted	1,655.00	1,500.00	1,500.00	-
01	506	5220	Materials & Supplies	347.07	200.00	500.00	300.00
01	506	5250	Office Supplies	1,888.20	3,500.00	3,500.00	-
01	506	5260	Furniture & Equipment < \$2,500	1,730.86	4,500.00	500.00	(4,000.00)
01	506	5320	Dues	-	200.00	112.00	(88.00)
01	506	5330	Publications & Subscriptions	286.00	300.00	300.00	-
01	506	5350	Insurance - Workmen's Comp	416.37	665.08	644.87	(20.21)
01	506	5550	Maintenance - Equipment	215	215.00	500.00	285.00
01	506	5590	Telephone & Communications	2444.69	1,750.00	2,500.00	750.00
01	506	5640	Software Licensing & Maintenance Fees	2496.72	2,500.00	2,500.00	-
01	506	5700	Bank Charges	2661.04	4,500.00	3,000.00	(1,500.00)
01	506	5710	Miscellaneous Expense	-	100.00	-	(100.00)
01	506	5790	Employee Appreciation	44.00	250.00	300.00	50.00
			Total M & O	240,972.13	279,492.98	300,363.10	20,870.12
01	507	6050	Capital	-	-	-	-
			Total	240,972.13	279,492.98	300,363.10	20,870.12
			Percentage Increase				7.47%

Parks

The department is responsible for managing the care, maintenance and use of the Town's parks. The department is increasing its overall budget by \$11,976 or 2.18%. This is the net effect of increased maintenance costs offset by a slight reduction in capital costs.

With the upgrade of the three existing parks, there will be increases in the cost of water and electricity.

TOWN OF HORIZON CITY
PARKS
BUDGET 2020-2021

Fund	Dept	Acct	Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)
01	508	5010	Salaries	-	34,000.00	38,657.69	4,657.69
01	508	5030	Payroll Taxes	-	3,519.00	2,957.31	(561.69)
01	508	5040	Retirement Benefits	-	2,764.60	2,275.00	(489.60)
01	508	5050	Group Health	-	5,589.31	5,593.00	3.69
01	508	5060	Uniforms, Safety Equip, Supplies	-	300.00	300.00	-
01	508	5070	Training	-	1,800.00	1,800.00	-
01	508	5080	Travel	-	2,000.00	2,000.00	-
01	508	5090	Unemployment Taxes-Texas	-	9.00	144.00	135.00
01	508	5150	Park Maintenance - Contracted	239,719.00	350,000.00	350,000.00	-
01	508	5220	Materials & Supplies	1,727.61	4,000.00	4,000.00	-
01	508	5250	Office Supplies	-	500.00	500.00	-
01	508	5260	Furniture & Equipment < \$2,500	-	4,500.00	4,500.00	-
01	508	5270	Employee Candidate Testing	-	60.00	60.00	-
01	508	5350	Insurance - Workmen's Comp	-	368.02	247.41	(120.61)
01	508	5410	Contract Labor	1,183.34	1,500.00	1,500.00	-
01	508	5500	Maintenance -Surfaces	8,501.08	8,000.00	8,000.00	-
01	508	5510	Electricity	7,360.57	10,000.00	15,000.00	5,000.00
01	508	5530	Gasoline, Oil	-	1,000.00	1,000.00	-
01	508	5550	Maintenance - Equipment	9,266.13	11,000.00	11,000.00	-
01	508	5570	Waste Disposal	1,888.26	1,800.00	1,800.00	-
01	508	5571	Water	55,939.01	50,000.00	60,000.00	10,000.00
01	508	5590	Telephone & Communications	-	600.00	600.00	-
01	508	5610	Rents - Equipment	-	800.00	800.00	-
01	508	5650	Maintenance - Rockwalls and Fencing	750.00	6,000.00	6,000.00	-
01	508	5850	Vehicle Lease	-	4,648.70	-	(4,648.70)
			Total M & O	326,335.00	504,758.62	518,734.42	13,975.79
01	507	6028	Capital	-	45,000.00	43,000.00	(2,000.00)
			Total	326,335.00	549,758.62	561,734.42	11,975.79
			Percentage				2.18%

Planning

Planning is responsible for all land use applications and oversees the Capital Improvement Program and other major City development projects. The department is decreasing its overall budget by \$(57,543) or 14.86%. This is the net effect of increases in contract labor expenses offset by a reduction in capital expenses.

The increase in contract labor costs are related to a planned shared cost agreement with the County of El Paso.

The capital costs are related to the update of the Town's Comprehensive Plan. The contract with Parkhill, Smith and Cooper for the Plan has been completed.

TOWN OF HORIZON CITY
PLANNING
BUDGET 2020-2021

Fund	Dept	Acct	Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)
01	509	5010	Salaries	124,104.69	169,636.75	173,094.45	3,457.70
01	509	5030	Payroll Taxes	9,321.29	12,977.21	13,241.73	264.52
01	509	5040	Retirement Benefits	7,359.40	10,195.17	10,186.19	(8.98)
01	509	5050	Group Health	11,499.92	16,767.94	16,779.00	11.06
01	509	5060	Uniforms, Safety Equip, Supplies	100.00	200.00	300.00	100.00
01	509	5070	Training	1,235.00	2,000.00	2,000.00	-
01	509	5080	Travel	2,135.34	4,500.00	4,500.00	-
01	509	5090	Unemployment Taxes-Texas	18.00	27.00	432.00	405.00
01	509	5160	City Engineer - Contracted	41,500.00	40,000.00	35,000.00	(5,000.00)
01	509	5220	Materials & Supplies	105.59	500.00	500.00	-
01	509	5250	Office Supplies	427.54	1,000.00	1,000.00	-
01	509	5260	Furniture & Equipment < \$2,500	129.00	1,000.00	1,000.00	-
01	509	5270	Employee Candidate Testing	-	60.00	60.00	-
01	509	5320	Dues	639.00	1,200.00	1,200.00	-
01	509	5330	Publications & Subscriptions	-	300.00	300.00	-
01	509	5350	Insurance - Workmen's Comp	302.14	595.42	522.75	(72.68)
01	509	5410	Contract Labor	47,808.67	27,000.00	56,000.00	29,000.00
01	509	5530	Gasoline, Oil	1,518.57	2,000.00	1,500.00	(500.00)
01	509	5550	Maintenance - Equipment	427.26	1,000.00	1,000.00	-
01	509	5590	Telephone & Communications	757.75	1,100.00	2,500.00	1,400.00
01	509	5610	Rents - Equipment	-	-	1,000.00	1,000.00
01	509	5640	Software Licensing & Maintenance Fees	2,866.35	5,000.00	4,000.00	(1,000.00)
01	509	5710	Miscellaneous Expense	133.83	200.00	200.00	-
01	509	5720	Public Relations	1,194.80	2,000.00	2,000.00	-
01	509	5790	Employee Appreciation	66.00	200.00	200.00	-
			Total M & O	253,650.14	299,459.49	328,516.11	29,056.61
01	507	6070	Capital	165,368.58	86,400.00	-	(86,400.00)
			Total	419,018.72	385,859.49	328,516.11	(57,343.39)
			Percentage Increase				-14.86%

Code Enforcement

Code Enforcement is responsible for enforcing the City's regulations. The department is decreasing its overall budget by \$(11,166) or 4.40%. This is the net effect of decreases in payroll and payroll related costs, offset by slight increase in capital costs.

The decrease in payroll costs are due to the loss of a senior employee who was replaced by an entry level employee.

The department will be continuing a vector control program, thus the need for additional supplies.

**TOWN OF HORIZON CITY
CODE ENFORCEMENT
BUDGET 2020-2021**

Fund	Dept	Acct	Description	FY2019	Revised	FY2021	Increase/
				Actuals	FY2020 Budget	Budget	(Decrease)
01	510	5010	Salaries	129,952.44	139,456.78	137,689.69	(1,767)
01	510	5020	Overtime	37.57	1,750.00	1,600.00	(150)
01	510	5030	Payroll Taxes	9,291.15	10,802.32	10,655.66	(147)
01	510	5040	Retirement Benefits	7,708.22	8,486.53	8,196.57	(290)
01	510	5050	Group Health	17,322.46	22,357.25	22,138.40	(219)
01	510	5060	Uniforms, Safety Equip, Supplies	938.95	2,000.00	2,300.00	300
01	510	5070	Training	139.00	2,500.00	2,500.00	-
01	510	5080	Travel	150.20	4,500.00	4,500.00	-
01	510	5090	Unemployment Taxes-Texas	36.00	36.00	576.00	540
01	510	5220	Materials & Supplies	156.53	8,300.00	10,000.00	1,700
01	510	5250	Office Supplies	930.24	2,000.00	2,500.00	500
01	510	5260	Furniture & Equipment < \$2,500	-	2,500.00	2,500.00	-
01	510	5270	Employee Candidate Testing	-	300.00	300.00	-
01	510	5320	Dues	566.94	600.00	600.00	-
01	510	5330	Publications & Subscriptions	-	300.00	300.00	-
01	510	5350	Insurance - Workmen's Comp	637.65	962.44	773.55	(189)
01	510	5410	Contract Labor	760.00	11,600.00	11,600.00	-
01	510	5530	Gasoline, Oil	4,005.32	5,000.00	5,000.00	-
01	510	5550	Maintenance - Equipment	151.13	1,000.00	1,000.00	-
01	510	5560	Maintenance - Vehicles	463.77	5,000.00	2,500.00	(2,500)
01	510	5590	Telephone & Communications	2,834.54	2,850.00	2,850.00	-
01	510	5710	Miscellaneous Expense	-	300.00	300.00	-
01	510	5720	Public Relations	-	1,000.00	1,000.00	-
01	510	5790	Employee Appreciation	-	100.00	100.00	-
01	510	5850	Vehicle Lease	-	9,297.00	-	(9,297)
			Total M & O	176,082.11	242,998.32	231,479.87	(11,518.45)
01	510	6027	Capital	-	10,500.00	10,853.00	353.00
			Total	176,082.11	253,498.32	242,332.87	(11,165.45)
			Percentage Increase				-4.40%

Storm Water

The department's expenses are programmed for the inspections related to the Town of Horizon City's Stormwater and construction requirements. It is also involved in the administration and enforcement of the Texas Pollution Discharge Elimination System (TPDES) and Municipal Separate Storm Sewer System (MS4) Permit.

The department is increasing its overall budget by \$300 or 0.46%. This is primarily due to the planned increase in supplies.

**TOWN OF HORIZON CITY
STORM WATER
BUDGET 2020-2021**

Fund	Dept	Acct	Description	Revised		Increase/ (Decrease)	
				FY2019 Actuals	FY2020 Budget		FY2021 Budget
01	511	5070	Training	3,766.64	1,800.00	1,800.00	-
01	511	5080	Travel	-	2,000.00	2,000.00	-
01	511	5220	Materials & Supplies	180.86	300.00	300.00	-
01	511	5250	Office Supplies	-	-	300.00	300.00
01	511	5310	Advertising & Public Notices	660.00	600.00	700.00	100.00
01	511	5320	Dues	500.00	500.00	500.00	-
01	511	5330	Publications & Subscriptions	-	500.00	500.00	-
01	511	5410	Contract Labor	21,500.00	30,000.00	30,000.00	-
01	511	5500	Maintenance - Surfaces	8,790.00	6,000.00	6,000.00	-
01	511	5610	Rents - Equipment	1,526.98	2,900.00	2,900.00	-
01	511	5650	Maintenance - Rockwalls and Fencing	936.00	8,000.00	8,000.00	-
01	511	5710	Miscellaneous Expense	-	500.00	400.00	(100.00)
01	511	5760	Interest & Penalties	2,400.00	-	-	-
			Total M & O	40,260.48	53,100.00	53,400.00	300.00
01	507	6021	Capital	-	12,000.00	12,000.00	-
			Total	40,260.48	65,100.00	65,400.00	300.00
			Percentage Increase				0.46%

Financial Services

Financial Services is responsible for all the accounting and financial activities of the Town including Accounts Payable, Accounts Receivable, Payroll Processing, Banking and Investments. The budget for this department is increasing expenditures by \$133,252 or 22.61%. This is due to an increase in payroll and payroll related expenses offset by the reduction in the cost of software maintenance, contingencies and planned transfers of funds from the General Fund to other funds.

Payroll increases are the result of merit increases, additional longevity and the addition of one FTE. The department wishes to add a Purchasing Agent. This is to improve on

purchasing policies and best practices. The budget assumes employment begins in December of 2020.

There is only one planned transfer of funds. This is to go to the Special Event fund in the amount of \$30,500 to ensure that adequate funds are available for the July event and a city-wide clean up event.

TOWN OF HORIZON CITY
FINANCIAL SERVICES
BUDGET 2020-2021

Fund	Dept	Acct	Description	FY2019	Revised	FY2021	Increase/
				Actuals	FY2020 Budget	Budget	(Decrease)
01	521	5010	Salaries	125,779.48	140,968.31	176,426.18	35,457.87
01	521	5030	Payroll Taxes	9,468.72	10,784.08	13,519.55	2,735.47
01	521	5040	Retirement Benefits	7,476.36	8,472.20	10,390.65	1,918.45
01	521	5050	Group Health	15,343.18	17,767.94	22,237.62	4,469.68
01	521	5060	Uniforms, Safety Equip, Supplies	208.84	250.00	250.00	-
01	521	5070	Training	150.00	2,000.00	2,000.00	-
01	521	5080	Travel	-	1,500.00	1,500.00	-
01	521	5090	Unemployment Taxes-Texas	137.78	36.00	720.00	684.00
01	521	5180	Appraisal Fees - Contracted	37,082.15	55,442.00	67,490.00	12,048.00
01	521	5220	Materials & Supplies	61.35	100.00	100.00	-
01	521	5250	Office Supplies	1,057.69	1,500.00	1,500.00	-
01	521	5260	Furniture & Equipment < \$2,500	3,531.54	500.00	500.00	-
01	521	5270	Employee Candidate Testing	54.50	-	60.00	60.00
01	521	5320	Dues	400.75	400.00	600.00	200.00
01	521	5340	Insurance - Property	36,699.00	37,344.00	43,679.00	6,335.00
01	521	5350	Insurance - Workmen's Comp	315.55	494.80	533.71	38.91
01	521	5360	Insurance - Liability	31,429.00	33,320.00	28,962.00	(4,358.00)
01	521	5370	Insurance - Bond	996.00	1,000.00	1,000.00	-
01	521	5410	Contract Labor	3,500.00	14,000.00	3,500.00	(10,500.00)
01	521	5420	Audit Fees	34,858.29	35,000.00	36,000.00	1,000.00
01	521	5430	Tax Collection Fees	5,999.84	6,400.00	6,209.00	(191.00)
01	521	5470	Collection Services	(30.00)	-	-	-
01	521	5530	Gasoline, Oil	205.56	200.00	200.00	-
01	521	5550	Maintenance - Equipment	1,034.52	1,100.00	1,100.00	-
01	521	5580	Maintenance - Computers	-	150.00	-	(150.00)
01	521	5590	Telephone & Communications	427.33	760.00	1,060.00	300.00
01	521	5640	Software Licensing & Maintenance	3,059.95	19,000.00	-	(19,000.00)
01	521	5700	Bank Charges	8,688.79	6,300.00	5,200.00	(1,100.00)
01	521	5710	Miscellaneous Expense	60.90	100.00	100.00	-
01	521	5760	Interest & Penalties	400.36	600.00	600.00	-
01	521	5790	Employee Appreciation	33.00	100.00	100.00	-
01	521	5820	Bad Debt Expense	1,400.00	6,800.00	100.00	(6,700.00)
			Total M & O	<u>329,830.43</u>	<u>402,389.33</u>	<u>425,637.71</u>	<u>23,248.38</u>
01	507	6700	Transfers Out	407,274.12	125,000.00	30,500.00	(94,500.00)
01	507	6800	General Contingency	-	62,000.00	-	(62,000.00)
01	507	6020	Capital	1,145.45	-	-	-
			Total	<u>738,250.00</u>	<u>589,389.33</u>	<u>456,137.71</u>	<u>(133,251.62)</u>
			Percentage Increase				-22.61%

Public Safety-Dispatch

This Department handles emergency and non-emergency calls for the Horizon City Police Department. Its primary purpose is to dispatch Police, Fire and Medical services to where needed. The Department works in conjunction with Emergency Services District 1, Emergency Services District 2 and Elite Ambulance.

The department is increasing its overall budget by \$18,909 or 2.23%. This is the net effect of increases in payroll and payroll related expenses, offset by a reduction in the cost of health benefits and some other costs.

The increase in payroll costs is a direct effect of the merit increase, additional overtime and additional longevity.

TOWN OF HORIZON CITY
PUBLIC SAFETY - DISPATCH
BUDGET 2020-2021

Fund	Dept	Acct	Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)
01	525	5010	Salaries	557,856.37	608,602.65	625,984.03	17,381.38
01	525	5020	Overtime	38,340.26	38,000.00	39,900.00	1,900.00
01	525	5030	Payroll Taxes	44,957.89	49,465.10	50,963.08	1,497.98
01	525	5040	Retirement Benefits	35,372.45	38,860.82	39,207.61	346.79
01	525	5050	Group Health	86,150.44	95,018.33	90,235.92	(4,782.41)
01	525	5060	Uniforms, Safety Equip, Supplies	807.88	2,000.00	1,200.00	(800.00)
01	525	5070	Training	540.00	1,000.00	1,000.00	-
01	525	5080	Travel	-	1,000.00	1,660.00	660.00
01	525	5090	Unemployment Taxes-Texas	165.88	153.00	2,448.00	2,295.00
01	525	5220	Materials & Supplies	1,937.80	800.00	1,000.00	200.00
01	525	5250	Office Supplies	1,389.04	1,600.00	1,600.00	-
01	525	5260	Furniture & Equipment < \$2,500	542.99	1,600.00	1,600.00	-
01	525	5270	Employee Candidate Testing	1,168.50	1,000.00	750.00	(250.00)
01	525	5320	Dues	308.25	800.00	318.00	(482.00)
01	525	5330	Publications & Subscriptions	-	-	-	-
01	525	5350	Insurance - Workmen's Comp	1,468.09	2,269.57	2,011.88	(257.69)
01	525	5530	Gasoline & Oil	585.73	500.00	500.00	-
01	525	5550	Maintenance - Equipment	-	200.00	200.00	-
01	525	5590	Telephone & Communications	300.00	300.00	600.00	300.00
01	525	5640	Software Licensing & Maintenance Fees	4,806.90	4,800.00	5,400.00	600.00
01	525	5710	Miscellaneous Expense	-	100.00	100.00	-
01	525	5720	Public Relations	-	-	-	-
01	525	5790	Employee Appreciation	50.00	200.00	500.00	300.00
			Total M & O	<u>776,748.47</u>	<u>848,269.47</u>	<u>867,178.51</u>	<u>18,909.04</u>
			Capital	-	-	-	-
			Total	<u>776,748.47</u>	<u>848,269.47</u>	<u>867,178.51</u>	<u>18,909.04</u>
			Percentage Increase				2.23%

Executive

This budget, for the Mayor and Council, is decreasing by \$(3,579) or 7.04%. This is the net effect of decreasing professional fees and maintenance expenses.

The maintenance cost decreases apply to software expenses. These costs were moved to the Information Technology department. The professional fees included the Council's stipends which are budgeted according to actuals.

TOWN OF HORIZON CITY
EXECUTIVE
BUDGET 2020-2021

Fund	Dept	Acct	Description	FY2019	Revised	FY2021	Increase/
				Actuals	FY2020 Budget	Budget	(Decrease)
01	531	5010	Salaries	18,069.29	18,000.00	18,000.00	-
01	531	5030	Payroll Taxes	1,382.26	1,377.00	1,377.00	-
01	531	5060	Uniforms, Safety Equip, Supplies	-	800.00	800.00	-
01	531	5070	Training	530.00	1,000.00	1,000.00	-
01	531	5080	Travel	2,002.56	2,000.00	2,000.00	-
01	531	5090	Unemployment Taxes-Texas	9.00	9.00	144.00	135.00
01	531	5260	Materials & Supplies	631.74	500.00	500.00	-
01	531	5250	Office Supplies	138.99	200.00	300.00	100.00
01	531	5260	Furniture & Equipment < \$2,500	1,781.08	500.00	500.00	-
01	531	5350	Insurance - Workmen's Comp	176.14	253.00	238.86	(14.14)
01	531	5590	Telephone & Communications	2,544.53	4,100.00	4,100.00	-
01	531	5640	Software Licensing & Maintenance	900.00	900.00	-	(900.00)
01	531	5710	Miscellaneous Expense	-	100.00	100.00	-
01	531	5720	Public Relations	535.44	100.00	200.00	100.00
01	531	5770	Council Member Stipends	12,625.00	21,000.00	18,000.00	(3,000.00)
			Total M & O	41,326.03	50,839.00	47,259.86	(3,579.14)
			Capital	-	-	-	-
			Total	41,326.03	50,839.00	47,259.86	(3,579.14)
			Percentage Increase				-7.04%

Information Technology

This department is responsible for the city's IT hardware and software. It also oversees the security, network, and infrastructure of the city's organization.

The budget for this department is increasing by \$31,349 or 10.69%. This is due to the transfer of additional citywide IT costs to this department offset by a reduction in both non-capital and capital equipment. Cost were transferred from Administration, Financial Services and Public Safety. This is a continuing effort to quantify and understand our costs of computerization and technology better.

**TOWN OF HORIZON CITY
INFORMATION TECHNOLOGY
BUDGET 2020-2021**

Fund	Dept	Acct	Description	FY2019	Revised	FY2021	Increase/
				Actuals	FY2020 Budget	Budget	(Decrease)
01	541	5010	Salaries	60,248.00	63,096.00	64,990.00	1,894.00
01	541	5030	Payroll Taxes	4,583.08	4,826.84	4,971.74	144.90
01	541	5040	Retirement Benefits	3,572.81	3,792.07	3,825.16	33.09
01	541	5050	Group Health	5,134.37	5,589.31	5,593.00	3.69
01	541	5060	Uniforms, Safety Equip, Supplies	-	750.00	250.00	(500.00)
01	541	5070	Training	-	6,000.00	6,725.00	725.00
01	541	5080	Travel	-	3,000.00	-	(3,000.00)
01	541	5090	Unemployment Taxes-Texas	129.46	9.00	144.00	135.00
01	541	5170	Network Support - Contracted	90,150.00	78,000.00	81,000.00	3,000.00
01	541	5220	Materials & Supplies	2,199.53	4,500.00	4,500.00	-
01	541	5250	Office Supplies	408.50	500.00	500.00	-
01	541	5270	Employee Candidate Testing	-	-	-	-
01	541	5260	Furniture & Equipment < \$2,500	9,710.97	53,149.00	30,500.00	(22,649.00)
01	541	5350	Insurance - Workmen's Comp	175.46	221.47	196.27	(25.20)
01	541	5410	Contract Labor	-	4,000.00	3,000.00	(1,000.00)
01	541	5530	Gasoline, Oil	-	1,000.00	200.00	(800.00)
01	541	5550	Maintenance - Equipment	-	-	1,500.00	1,500.00
01	541	5590	Telephone & Communications	633.05	1,400.00	579.24	(820.76)
01	541	5640	Software Licensing & Maintenance Fees	60,672.32	63,000.00	115,708.31	52,708.31
01	541	5710	Miscellaneous Expense	-	300.00	300.00	-
			Total M & O	<u>237,617.55</u>	<u>293,133.69</u>	<u>324,482.71</u>	<u>31,349.02</u>
01	507	6050	Capital	-	-	-	-
			Total	<u>237,617.55</u>	<u>293,133.69</u>	<u>324,482.71</u>	<u>31,349.02</u>
			Percentage Increase				10.69%

Debt Service Fund

The Debt Service Fund includes the expenditures necessary to meet the annual principal and interest payments on all outstanding debt. For FY2021, this will include service amounts for the \$750 thousand 2005 Bond Issue held by Bank of America, the \$15 million 2014 Certificates of Obligation (CO's) and the \$13 million 2019 Certificates of Obligation. The total service amount is \$1,853,107. This is an increase of \$51,470 or 2.86%. This includes \$1,010,163 of interest payments and \$840,000 of principal payments.

Because of the increase in debt service one would expect the debt service rate to increase. However, because of the increase in property valuation, the debt service property tax rate decreases only \$0.008727 from \$0.204526 to \$0.195799 per \$100 of valuation.

TOWN OF HORIZON CITY								
DEBT SERVICE								
BUDGET 2020-2021								
				Revised				
Fund Dept Acct	Description	FY2019 Actuals	FY2020 Budget	FY2021 Budget	Increase/ (Decrease)	Percentage		
Revenues								
08 400 4010	Current Year Taxes	1,098,977	1,801,637	1,853,107	51,470			
08 400 4100	Delinquent Taxes	1,967	-	-	-			
08 400 4420	Interest Income	15,757	-	-	-			
08 400 4530	Bond Proceeds	13,246,005	-	-	-			
Revenue Total:		14,362,706	1,801,637	1,853,107	51,470	2.86%		
Expenditures								
08 507 5700	Bank Charges	60	120	120	-			
08 507 6200	Bond Interest	18,391	17,183	15,800	(1,383)			
08 507 6210	Bond Principal	30,000	35,000	35,000	-			
08 507 6500	2014 Certificates of Obligation - Principal	465,000	485,000	505,000	20,000			
08 507 6510	2014 Certificates of Obligation - Interest	541,463	522,863	503,463	(19,400)			
08 507 6520	2019 Certificates of Obligation - Principal		155,000	300,000	145,000			
08 507 6530	2019 Certificates of Obligation -Interest		583,648	490,900	(92,748)			
08 507 6600	Bond Insurance Premium	1,273	2,224	2,224	-			
08 507 6610	Bond Counsel Fees and Expenses	30,250	-	-	-			
08 507 6620	Bond Issuance Costs	177,808	-	-	-			
08 507 6630	Agent Fee	550	600	600	-			
08 507 6700	Transfers Out	13,007,000	-	-	-			
Expenditure Total:		14,271,794	1,801,637	1,853,107	51,470	2.86%		
Excess Revenue		90,913	-	-	-			
Taxable Values		840,027,802	840,027,802	947,966,990	107,939,188	12.85%		
Debt Service Rate		0.125721	0.204526	0.195799	(0.008727)	-6.94%		

Street Maintenance Fund

The Street Maintenance Fund is for maintenance of Pre-2011 existing streets. Revenues result from a 0.25% sales tax, as determined by a voter referendum, which renewed in May of 2017. The estimated revenue is \$466,036 which is a 4.0% increase over FY2020 annualized revenues. The budget includes \$1,120,000 of expenditures. This is a \$122,000 or 12.22% increase from the FY2020 Budget.

It should be noted that the Street Fund budget shows the use of some of the surplus from prior years. The Capital project included for FY2021 will be mostly funded from the fund balance or reserve for this fund. The fund balance at the end of FY2020 is estimated to be \$1.5 million.

**TOWN OF HORIZON CITY
STREET FUND
BUDGET 2020-2021**

Fund	Dept	Acct	Description	FY2019 Actuals	Revised FY2020 Budget	FY2021 Budget	Increase/ (Decrease)	Percentage
Revenues								
06	400	4040	Street Fund Sales Taxes	384,504	393,262	466,036	72,773	
06	400	4420	Interest Income	17,553	-	-	-	
06	400	4600	Prior Year Fund Surplus	-	604,738	653,964	49,227	
Revenue Total:				402,057	998,000	1,120,000	122,000	12.22%
Expenditures								
06	504	5140	Street Maintenance Contract	8,390	-	-	-	
06	504	5160	City Engineer	-	45,000	45,000	-	
06	504	5220	Materials & Supplies	26	-	-	-	
06	504	5230	Street Signs	5,387	15,000	15,000	-	
06	504	5290	Street Lights	8,985	12,000	12,000	-	
06	504	5410	Contract Labor	3,932	20,000	20,000	-	
06	504	5500	Maintenance Surfaces	13,959	18,000	18,000	-	
06	504	5550	Maintenance - Equipment	2,711	3,000	3,000	-	
06	504	5610	Rents - Equipment	-	5,000	5,000	-	
06	504	5710	Miscellaneous Expense	-	2,000	2,000	-	
06	507	6330	Engineer- Construction Development and Supervision	9,097	73,000	100,000	27,000	
06	507	6340	Construction-Contracted	43,990	800,000	750,000	(50,000)	
06	507	6350	Capital Projects - Project Management	273	5,000	150,000	145,000	
Expenditure Total:				96,751	998,000	1,120,000	122,000	12.22%
Excess Revenue				305,305	-	-	-	

Transportation Reinvestment Zone Fund

The Zone was established to help fund road improvement projects. The project for which this fund was established (Eastlake Phase 2) was completed in 2018. El Paso Central Appraisal District has certified a capture value of \$37,960,924. Revenues related to the capture value will be recorded in this fund and used for payments on the Town's obligated portion (22.7%) of the construction costs. The Town is to make its second payment to the Camino Real Regional Mobility Authority (CRRMA) in May of FY2021.

The state Tax Code restricts the amount of the capture value that can be used for calculating the associated revenue. Therefore, the budget includes \$35,164,519 as the basis for the calculation of revenue. Using the full proposed tax rate of \$0.595340, the budget revenues for this fund are \$209,348. This entire amount can become the payment to the CRRMA even though the first installment payment due is only \$ \$60,097.

**TOWN OF HORIZON CITY
TRANSPORTATION REINVESTMENT ZONE FUND
BUDGET 2020-2021**

Fund Dept Acct	Description	FY2019 Actuals	Revised		Increase/ (Decrease)	Percentage
			FY2020 Budget	FY2021 Budget		
Revenues						
13 400 4010	Current Year Taxes	24,682	99,001	209,348	110,347	
13 400 4420	Interest Income	1,186	-	-	-	
13 400 4430	Miscellaneous	1,154	-	-	-	
13 400 4440	Proceeds from Loan	6,124	-	-	-	
13 400 4570	Transfers from Other Funds	15,006	-	-	-	
Revenue Total:		48,152	99,001	209,348	110,347	111.46%
Expenditures						
13 504 5410	Contract Labor	6,124	-	-	-	
13 507 6060	Transportation Reinvestment Zone	-	99,001	209,348	110,347	
Expenditure Total:		6,124	99,001	209,348	110,347	100.00%
Excess Revenue		42,028	-	-	-	
Taxable Values		5,019,116	16,629,296	35,164,519	18,535,223	
TRZ Rate		0.491756	0.595340	0.595340	-	

Special Event Fund

The majority of the budgeted expense is for the July event which have been reasonably estimated using actual activity. Town staff believes that the citizens have come to expect the July event. A small amount has been budgeted for a city wide clean up event. This is a decrease of \$5,500 or 15.28% from the FY2020 budget.

It is not anticipated that there will be any donations of funds for these events. Therefore, a transfer from the General Fund will provide the funding for the expenses in this fund.

TOWN OF HORIZON CITY
SPECIAL EVENT FUND
BUDGET 2020-2021

Fund Dept Acct	Description	FY2019 Actuals	Revised	FY2021 Budget	Increase/ (Decrease)	Percentage
			FY2020 Budget			
Revenues						
12 400 4410	Donations	10,700	11,000	-	(11,000)	
12 400 4420	Interest Income	2	-	-	-	
12 400 4570	Transfers from Other Funds	20,000	25,000	30,500	5,500	
Revenue Total:		30,702	36,000	30,500	(5,500)	-15.28%
Expenditures						
12 501 5724	Special Events (KHB)	204	1,000	500	(500)	
12 502 5724	Special Events (Holiday)	-	5,000		(5,000)	
12 505 5724	Special Events (Independence)	31,158	30,000	30,000	-	
Expenditure Total:		31,362	36,000	30,500	(5,500)	-15.28%
Excess Revenue		(660)	-	-	-	

ECONOMIC DEVELOPMENT FUND

The Economic Development Fund is designated to be used to foster economic growth in the City. It is self-funded by 0.25% sales tax as determined by a voter referendum. The budget includes \$466,036 of revenue and planned expenditures of \$484,517. The revenue from sales taxes is based on a 4% increase over FY2020 annualized revenue. The budget is also including the use of reserve funds in the amount of \$18,481. The funds are to be held for use as determined by the Economic Development Corporation Board and approved by the City Council. Current planning includes efforts in Horizon City to attract new investment, retain and expand businesses, and support a collaborative project with the University of Texas at El Paso to create and operate a business incubator.

**TOWN OF HORIZON CITY
ECONOMIC DEVELOPMENT CORPORATION
BUDGET 2020-2021**

Fund	Dept	Acct	Description	Revised		FY2021 Budget	Increase/ (Decrease)	Percentage
				FY2019 Actuals	FY2020 Budget			
Revenues								
07	400	4050	Economic Development Fund SalesTaxes	384,504	393,262	466,036	72,773	
07	400	4420	Interest Income	21,641	-	-	-	
07	400	4600	Prior Year Fund Surplus	-	-	18,481	18,481	
Revenue Total:				406,145	393,262	484,517	91,254	23.20%
Expenditures								
07	501	5010	Salaries	87,514	105,275	123,941	18,665	
07	501	5030	Payroll Taxes	6,741	8,054	9,527	1,474	
07	501	5040	Retirement Benefits	5,225	6,327	7,329	1,002	
07	501	5050	Group Health	5,856	11,179	11,069	(109)	
07	501	5070	Training	2,945	3,800	3,980	180	
07	501	5080	Travel	9,787	13,500	13,466	(34)	
07	501	5090	Unemployment Taxes - Texas	243	65	56	(9)	
07	501	5200	City Attorney	13,358	16,042	16,363	321	
07	501	5210	Janitorial Supplies	604	1,000	1,050	50	
07	501	5220	Materials & Supplies	190	1,000	1,300	300	
07	501	5240	Postage	-	200	200	-	
07	501	5250	Office Supplies	765	1,000	1,100	100	
07	501	5260	Furniture & Equipment < \$2,500	192	7,500	7,700	200	
07	501	5270	Employee Candidate Testing	-	158	-	(158)	
07	501	5320	Dues	1,100	2,000	2,450	450	
07	501	5330	Publications & Subscriptions	-	234	260	26	
07	501	5350	Insurance - Workmen's Comp	213	370	376	7	
07	501	5360	Insurance - Liability	339	346	-	(346)	
07	501	5410	Contract Labor	24,213	25,676	44,650	18,974	
07	501	5510	Electricity	295	1,200	1,250	50	
07	501	5520	Gas - Natural	-	1,050	1,075	25	
07	501	5530	Gasoline, Oil	-	-	300	300	
07	501	5540	Maintenance - Bldg	360	2,000	2,500	500	
07	501	5550	Maintenance - Equipment	-	500	550	50	
07	501	5590	Telephone & Communications	600	6,450	7,050	600	
07	501	5620	Rents - Building	7,001	14,000	14,400	400	
07	501	5630	Storage Rental	3,040	3,832	3,800	(32)	
07	501	5640	Software Licensing & Maintenance Fees	1,513	2,325	2,926	601	
07	501	5700	Bank Charges	104	-	-	-	
07	501	5710	Miscellaneous Expense	36	600	650	50	
07	501	5720	Public Relations	7,546	10,000	15,200	5,200	
07	501	5735	Investor Relations	639	3,000	3,000	-	
Subtotal Operating Expenditures				180,419	248,681	297,517	48,836	
07	507	7010	Projects - EDC					
			Accelerator	14,898	50,000	28,800	(21,200)	
			Summit Plastic Molding	-	25,000	-	(25,000)	
			Transit Oriented Development	8,000	-	55,000	55,000	
			Alliance for Regional Military Support	-	-	10,000	10,000	
			Polar Services	-	-	46,667	46,667	
			Additional Projects	-	69,581	46,533	(23,048)	
Subtotal Project Expenditures				22,898	144,581	187,000	42,419	
Expenditure Total:				203,316	393,262	484,517	91,254	23.20%
Excess Revenue				202,828	-	-	-	

CAPITAL IMPROVEMENT PROGRAM

The 2014-2016 Capital Improvement Program was approved by the Town Council on February 1, 2014 in the amount of \$45,073,650. The projects included in the program consist of street and right-of-way improvements and drainage improvements. The projects were selected as high priority and high need projects.

Funding for the projects included Certificates of Obligation, Transportation Reinvestment Zone #1 funds, Surface Transportation Program funds and Coordinated Border Infrastructure (CBI) funds. These last two categories are federal funds available through the Metropolitan Planning Organization.

On May 27, 2014 the Town Council approved the issuance of \$15 million of Certificates of Obligation to fund the majority of the projects. The two larger projects are joint projects with the Regional Mobility Authority and the Texas Department of Transportation. Only a portion of the funding for these projects will come from the Certificate of Obligation with the balance coming from the reinvestment and federal funds.

On May 15, 2018, Council approved the 2018 CIP which included approximately \$13 million for Parks and Recreation Facility improvements and approximately \$12 million for the design and construction of a new Municipal Campus to house Police, Municipal Court and Administrative facilities. On May 14, 2019, Town Council approved the issuance of \$13,246,005 of certificates of obligation to fund the Parks and Recreation Facilities Improvements.

As required, the plan has been updated and reflects activity for the years 2021-2023. Approval of the update is expected to occur on September 15, 2020.

OTHER INFORMATION

MCCONNELL

Department (CC) Summary

01-505 - Public Safety

Previous Department (CC)	01-505 - Public Safety	Budget Year	2021
Division	Public Safety	Accounting Reference	01-505
Department	505 - Police	Approved	No
Stage	Council Review	Manager	Manuel Rico (mrico)

Comments

The police department currently consists of the following positions: (1) Police Chief, (1) Assistant Police Chief, (2) Lieutenants, (4)

Description

The Public Safety budget incorporates the day-to-day operations of the police department. Included in this budget are costs for

Justification

As our community continues to grow, so also does our need to provide timely and responsive police services. We desire to get to

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5010-Salaries	Decreased	0.53 %	1,317,082	1,310,114
5020-Overtime	Decreased	5.66 %	73,000	68,869
5030-Payroll Taxes	Decreased	0.30 %	106,341	106,020
5040-Retirement Benefits	Decreased	2.39 %	83,544	81,550
5050-Group Health	Decreased	11.07 %	162,090	144,145
5060-Uniforms, Safety Equip, Supplies	Increased	6.96 %	30,000	32,087
5070-Training	Increased	58.02 %	8,100	12,800
5080-Travel	Increased	11.11 %	9,000	10,000
5090-Unemployment Taxes-Texas	Increased	1,444.83 %	261	4,032
5220-Materials & Supplies	Increased	33.33 %	9,000	12,000
5250-Office Supplies	Decreased	22.22 %	9,000	7,000
5260-Furniture & Equipment < \$2,500	Decreased	18.67 %	30,740	25,000
5270-Employee Candidate Testing	Unchanged	0.00 %	1,500	1,500
5310-Advertising & Public Notices	Unchanged	0.00 %	100	100
5320-Dues	Decreased	48.70 %	3,000	1,539
5330-Publications & Subscriptions	Not used this year		900	-
5350-Insurance - Workmen's Comp	Decreased	13.40 %	48,427	41,940
5410-Contract Labor	Unchanged	0.00 %	300	300
5530-Gasoline, Oil	Increased	11.67 %	36,000	40,200
5540-Maintenance - Bldg	Unchanged	0.00 %	3,000	3,000
5550-Maintenance - Equipment	Unchanged	0.00 %	6,000	6,000
5560-Maintenance - Vehicles	Increased	8.70 %	23,000	25,000
5571-Water	Unchanged	0.00 %	2,316	2,316
5590-Telephone & Communications	Increased	64.14 %	11,200	18,383
5610-Rents - Equipment	Unchanged	0.00 %	1,000	1,000
5612-Rents - NNO	Unchanged	0.00 %	2,000	2,000
5630-Storage Rental	Increased	75.00 %	1,200	2,100
5640-Software Licensing & Maintenance Fees	Increased	7.52 %	11,723	12,605
5710-Miscellaneous Expense	Decreased	80.00 %	500	100
5720-Public Relations	Unchanged	0.00 %	2,500	2,500
5721-Movies in the Park	Unchanged	0.00 %	4,500	4,500
5722-National Night Out	Unchanged	0.00 %	1,500	1,500
5723-Christmas Parade	Unchanged	0.00 %	1,300	1,300
5750-HC Explorers	Unchanged	0.00 %	1,000	1,000
5780-Crime Victims Expense	Unchanged	0.00 %	3,000	3,000
5790-Employee Appreciation	Increased	100.00 %	200	400
5850-Vehicle Lease	Not used this year		110,431	-
Total Expenses		6.09 %	2,114,755	1,985,900

Department (CC) Summary

01-505 - Public Safety

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	1,310,114	1,327,886	1,330,553	1,332,809	1,335,065
5020-Overtime	68,869	69,537	69,537	69,537	69,537
5030-Payroll Taxes	106,020	107,431	107,635	107,807	107,980
5040-Retirement Benefits	81,550	82,012	82,168	82,300	82,432
5050-Group Health	144,145	145,293	145,293	145,293	145,293
5060-Uniforms, Safety Equip,	32,087	35,766	35,087	35,087	35,087
5070-Training	12,800	10,000	10,000	10,000	10,000
5080-Travel	10,000	10,000	10,000	10,000	10,000
5090-Unemployment Taxes-Texas	4,032	4,032	4,032	4,032	4,032
5220-Materials & Supplies	12,000	12,120	12,241	12,364	12,487
5250-Office Supplies	7,000	7,000	7,000	7,000	7,000
5260-Furniture & Equipment <	25,000	25,000	25,000	25,000	25,000
5270-Employee Candidate Testing	1,500	1,500	1,500	1,500	1,500
5310-Advertising & Public Notices	100	100	100	100	100
5320-Dues	1,539	1,539	1,539	1,539	1,539
5350-Insurance - Workmen's Comp	41,940	42,528	42,611	42,681	42,750
5410-Contract Labor	300	300	300	300	300
5530-Gasoline, Oil	40,200	44,200	44,200	44,200	44,200
5540-Maintenance - Bldg	3,000	3,000	3,000	3,000	3,000
5550-Maintenance - Equipment	6,000	6,000	6,000	6,000	6,000
5560-Maintenance - Vehicles	25,000	23,000	23,000	23,000	23,000
5571-Water	2,316	2,316	2,316	2,316	2,316
5590-Telephone & Communications	18,383	18,383	18,383	18,383	18,383
5610-Rents - Equipment	1,000	1,000	1,000	1,000	1,000
5612-Rents - NNO	2,000	2,000	2,000	2,000	2,000
5630-Storage Rental	2,100	2,100	-	-	-
5640-Software Licensing &	12,605	12,539	12,635	12,732	12,832
5710-Miscellaneous Expense	100	100	100	100	100
5720-Public Relations	2,500	2,500	2,500	2,500	2,500
5721-Movies in the Park	4,500	4,500	4,500	4,500	4,500
5722-National Night Out	1,500	1,500	1,500	1,500	1,500
5723-Christmas Parade	1,300	1,300	1,300	1,300	1,300
5750-HC Explorers	1,000	1,000	1,000	1,000	1,000
5780-Crime Victims Expense	3,000	3,000	3,000	3,000	3,000
5790-Employee Appreciation	400	400	400	400	400
Total Expenses	1,985,900	2,010,883	2,011,430	2,014,280	2,017,133
% Increase		1.26%	0.03%	0.14%	0.14%
Net Total	(1,985,900)	(2,010,883)	(2,011,430)	(2,014,280)	(2,017,133)

Department (CC) Summary

01-505 - Public Safety

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			1,310,114
5020-Overtime			68,869
5030-Payroll Taxes			106,020
5040-Retirement Benefits			81,550
5050-Group Health			144,145
5090-Unemployment Taxes-Texas			4,032
5350-Insurance - Workmen's Comp			41,940
Total			1,756,670
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies		-	
5060-Uniforms, Safety Equip, Supplies	9 mm Glock	450	
5060-Uniforms, Safety Equip, Supplies	Complete Uniform and equipment for 2 new replacements	3,000	
5060-Uniforms, Safety Equip, Supplies	Honor Guard Equipment	1,000	
5060-Uniforms, Safety Equip, Supplies	Needed uniforms and equipment for officers through	2,000	
5060-Uniforms, Safety Equip, Supplies	Officers Protective Vests	2,037	
5060-Uniforms, Safety Equip, Supplies	Tactical Response Equipment	3,000	
5060-Uniforms, Safety Equip, Supplies	Tasers with warranty, 50 Training Cartridges, 50 L	8,750	
5060-Uniforms, Safety Equip, Supplies	Uniform allowance in accordance with the CBA for 2	11,850	
			32,087
5070-Training	Assistant Chiefs training at ASU for CPM.	2,800	
5070-Training	Police Officer Training	10,000	
			12,800
5080-Travel	Flight, Hotel, Car rental for training's		10,000
5270-Employee Candidate Testing	Testing for both reserve and full-time police offi		1,500
5790-Employee Appreciation			400
Total			56,787
53 - Supplies			
5220-Materials & Supplies	materials & supplies for the department in order		12,000
5250-Office Supplies	Everyday office supplies the officers and admin		7,000
5260-Furniture & Equipment < \$2,500			25,000
Total			44,000
54 - Advertising, Dues, and Public Notices			
5310-Advertising & Public Notices	Department Public Notices		100
5320-Dues		-	
5320-Dues	Texas Police Chiefs - Best Practice Program	1,200	
5320-Dues	Texas Police Chiefs - Membership	339	
			1,539
5330-Publications & Subscriptions			-
Total			1,639
55 - Professional Fees			
5410-Contract Labor			300
5780-Crime Victims Expense			3,000
Total			3,300

Department (CC) Summary

01-505 - Public Safety

Objects	Comments	Object Subtotals	2021 Budget
57 - Maintenance Expenses			
5530-Gasoline, Oil		4,200	
5530-Gasoline, Oil	Gasoline for the police units marked and unmarked	36,000	
			40,200
5540-Maintenance - Bldg			3,000
5550-Maintenance - Equipment			6,000
5560-Maintenance - Vehicles	Maintenance on vehicles we keep for another year or more		25,000
5571-Water			2,316
5580-Maintenance - Computers			-
5590-Telephone & Communications		2,700	
5590-Telephone & Communications	AT&T Fax	1,682	
5590-Telephone & Communications	AT&T Mobility	11,301	
5590-Telephone & Communications	Cellphone Stipends	2,700	
			18,383
5610-Rents - Equipment			1,000
5612-Rents - NNO			2,000
5630-Storage Rental	National Storage		2,100
5640-Software Licensing & Maintenance Fees	Grammarly	300	
5640-Software Licensing & Maintenance Fees	Nuance (Dragon) Software - Recurring	1,701	
5640-Software Licensing & Maintenance Fees	Maintenance & Nuance Dragon	648	
5640-Software Licensing & Maintenance Fees	Management Center - Recurring		
5640-Software Licensing & Maintenance Fees	Police One Academy Software Subscription (LEXIPOL)	3,471	
5640-Software Licensing & Maintenance Fees	Survey Monkey	435	
5640-Software Licensing & Maintenance Fees	TCLEDDS	705	
5640-Software Licensing & Maintenance Fees	Thomson Reuters - West	4,000	
5640-Software Licensing & Maintenance Fees	WatchGuard	995	
5640-Software Licensing & Maintenance Fees	WatchGuard Evidence Library	150	
5640-Software Licensing & Maintenance Fees	Xpediter Technology	200	
			12,605
5850-Vehicle Lease			-
Total			112,604
58 - Other Expenses			
5710-Miscellaneous Expense			100
5720-Public Relations			2,500
5721-Movies in the Park			4,500
5722-National Night Out			1,500
5723-Christmas Parade			1,300
5750-HC Explorers			1,000
Total			10,900
Total Expenses			1,985,900
Net Total			(1,985,900)

Department (CC) Summary

01-507-05 - Capital Costs-Police

Previous Department (CC)	01-507-05 - Capital Costs-Police	Budget Year	2021
Division	Public Safety	Accounting Reference	01-507-05
Department	507-05 - Capital Costs-Police	Approved	No
Stage	Council Review	Manager	Mike McConnell

Comments

Please refer to the specific line-item notes for budget item specifics.

Description

Capital costs associated with the police department.

Justification

The items in this capital police budget are necessary to continue our ability to effectively respond to crime scenes, to process crime

Budget Prior Year Comparison

Object Expenses	Changes	Percent Change	2020 Amount	2021 Amount
6025-Equipment - Public Safety	Decreased	83.81 %	43,578	7,054
6045-Computers and Related Equipment - Public	Not used this year		7,615	-
6055-Software - Public Safety	Not used this year		6,000	-
6245-Capital Lease Interest - Public Safety	New this year		-	21,351
6255-Capital Lease Principal - Public Safety	New this year		-	91,542
Total Expenses		109.72 %	57,193	119,947

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
6025-Equipment - Public Safety	7,054	120,000	90,000	-	-
6245-Capital Lease Interest - Public Safety	21,351	29,325	35,544	35,544	35,544
6255-Capital Lease Principal - Public Safety	91,542	128,298	156,967	156,967	156,967
Total Expenses	119,947	277,622	282,511	192,511	192,511
% Increase		131.45%	1.76%	(31.86%)	0.00%
Net Total	(119,947)	(277,622)	(282,511)	(192,511)	(192,511)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
59 - Structures and Improvements			
6015-Improvements - Public Safety			-
Total			-
60 - Equipment			
6025-Equipment - Public Safety			-
6025-Equipment - Public Safety	Professional Photography Kit-Shipping included	3,159	
6025-Equipment - Public Safety	Sirchie Forensic Alternative Light Source Kit - Sh	3,895	
6025-Equipment - Public Safety	Vehicle Upfitting Costs @ \$30,000 per unit	-	
			7,054
6045-Computers and Related Equipment - Public Safety			-
6055-Software - Public Safety			-
Total			7,054
62 - Debt Service			
6245-Capital Lease Interest - Public Safety	Enterprise Leasing		21,351
6255-Capital Lease Principal - Public Safety	Enterprise Leasing		91,542
Total			112,893
Total Expenses			119,947
Net Total			(119,947)

Department (CC) Summary

01-525 - Public Safety Dispatch

Previous Department (CC) 01-525 - Public Safety Dispatch
Division Public Safety
Department 525 - Dispatch
Stage Council Review

Budget Year 2021
Accounting Reference 01-525
Approved No
Manager Elva Ramos (eramos)

Comments

1 Communications Manager

Description

This Department handles emergency and non emergency calls for the Horizon City Police Department It's primary purpose is to

Justification

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5010-Salaries	Increased	2.86 %	608,603	625,984
5020-Overtime	Increased	5.00 %	38,000	39,900
5030-Payroll Taxes	Increased	3.03 %	49,465	50,963
5040-Retirement Benefits	Increased	0.89 %	38,861	39,208
5050-Group Health	Decreased	5.03 %	95,018	90,236
5060-Uniforms, Safety Equip, Supplies	Decreased	40.00 %	2,000	1,200
5070-Training	Unchanged	0.00 %	1,000	1,000
5080-Travel	Increased	66.00 %	1,000	1,660
5090-Unemployment Taxes-Texas	Increased	1,500.00 %	153	2,448
5220-Materials & Supplies	Increased	25.00 %	800	1,000
5250-Office Supplies	Unchanged	0.00 %	1,600	1,600
5260-Furniture & Equipment < \$2,500	Unchanged	0.00 %	1,600	1,600
5270-Employee Candidate Testing	Decreased	25.00 %	1,000	750
5320-Dues	Decreased	60.25 %	800	318
5350-Insurance - Workmen's Comp	Decreased	11.35 %	2,270	2,012
5530-Gasoline, Oil	Unchanged	0.00 %	500	500
5550-Maintenance - Equipment	Unchanged	0.00 %	200	200
5590-Telephone & Communications	Increased	100.00 %	300	600
5640-Software Licensing & Maintenance Fees	Increased	12.50 %	4,800	5,400
5710-Miscellaneous Expense	Unchanged	0.00 %	100	100
5790-Employee Appreciation	Increased	150.00 %	200	500
Total Expenses		2.23 %	848,269	867,179

Department (CC) Summary

01-525 - Public Safety Dispatch

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	625,984	626,752	627,520	628,288	629,056
5020-Overtime	39,900	39,900	39,900	39,900	39,900
5030-Payroll Taxes	50,963	51,022	51,081	51,139	51,198
5040-Retirement Benefits	39,208	38,950	38,995	39,040	39,085
5050-Group Health	90,236	90,236	90,236	90,236	90,236
5060-Uniforms, Safety Equip, Supplies	1,200	1,400	1,600	1,800	2,000
5070-Training	1,000	1,400	1,400	1,400	1,400
5080-Travel	1,660	2,470	2,470	2,470	2,470
5090-Unemployment Taxes-Texas	2,448	2,448	2,448	2,448	2,448
5220-Materials & Supplies	1,000	1,000	1,000	1,000	1,000
5250-Office Supplies	1,600	1,800	1,800	1,900	1,900
5260-Furniture & Equipment < \$2,500	1,600	3,300	1,600	1,600	1,600
5270-Employee Candidate Testing	750	750	750	750	750
5320-Dues	318	318	318	318	318
5350-Insurance - Workmen's Comp	2,012	2,014	2,017	2,019	2,021
5530-Gasoline, Oil	500	560	560	580	580
5550-Maintenance - Equipment	200	200	200	200	200
5590-Telephone & Communications	600	600	600	600	600
5640-Software Licensing &	5,400	40,400	40,400	40,400	40,400
5710-Miscellaneous Expense	100	100	100	100	100
5790-Employee Appreciation	500	500	500	500	500
Total Expenses	867,179	906,120	905,494	906,688	907,762
% Increase		4.49%	(0.07%)	0.13%	0.12%
Net Total	(867,179)	(906,120)	(905,494)	(906,688)	(907,762)

Department (CC) Summary

01-525 - Public Safety Dispatch

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			625,984
5020-Overtime			39,900
5030-Payroll Taxes			50,963
5040-Retirement Benefits			39,208
5050-Group Health			90,236
5090-Unemployment Taxes-Texas			2,448
5350-Insurance - Workmen's Comp			2,012
Total			850,751
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies			1,200
5070-Training	Texas Criminal Justice Information Users Group	1,000	
5070-Training	Texas Criminal Justice Information Users Group	-	
	Con		1,000
5080-Travel			1,660
5270-Employee Candidate Testing			750
5790-Employee Appreciation			500
Total			5,110
53 - Supplies			
5220-Materials & Supplies			1,000
5250-Office Supplies			1,600
5260-Furniture & Equipment < \$2,500			1,600
Total			4,200
54 - Advertising, Dues, and Public			
5320-Dues			318
5330-Publications & Subscriptions			-
Total			318
57 - Maintenance Expenses			
5530-Gasoline, Oil			500
5550-Maintenance - Equipment			200
5580-Maintenance - Computers			-
5590-Telephone & Communications		300	
5590-Telephone & Communications	Cell Phone Stipends	300	
			600
5040-Software Licensing & Maintenance Fees	Motorola Solutions - Zero this year but in out yea	-	
5040-Software Licensing & Maintenance Fees	VistaCom - Voice Logging Recorder April Billing	5,400	
			5,400
Total			6,700
58 - Other Expenses			
5710-Miscellaneous Expense			100
5720-Public Relations			-
Total			100
Total Expenses			867,179
Net Total			(867,179)

Department (CC) Summary

01-541 - Information Technology

Previous Department (CC)	01-541 - Information Technology	Budget Year	2021
Division	Public Safety	Accounting Reference	01-541
Department	541 - Information Technology Services	Approved	No
Stage	Council Review	Manager	Josue Mendoza

Comments

This department has one 1 employee. The title of this employee is I.T. Specialist

Description

This department is responsible for the city's IT hardware and software. Oversees the security, network, and infrastructure of the city's

Justification

Increase in Department's expenses is due to the transfer of IT related costs (software) from Administration, Police and Finance.

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5010-Salaries	Increased	3.00 %	63,096	64,990
5030-Payroll Taxes	Increased	3.00 %	4,827	4,972
5040-Retirement Benefits	Increased	0.87 %	3,792	3,825
5050-Group Health	Increased	0.07 %	5,589	5,593
5060-Uniforms, Safety Equip, Supplies	Decreased	66.67 %	750	250
5070-Training	Increased	12.08 %	6,000	6,725
5080-Travel	Not used this year		3,000	-
5090-Unemployment Taxes-Texas	Increased	1,500.00 %	9	144
5170-Network Suppot - Contracted	Increased	3.85 %	78,000	81,000
5220-Materials & Supplies	Unchanged	0.00 %	4,500	4,500
5250-Office Supplies	Unchanged	0.00 %	500	500
5260-Furniture & Equipment < \$2,500	Decreased	42.61 %	53,149	30,500
5350-Insurance - Workmen's Comp	Decreased	11.38 %	221	196
5410-Contract Labor	Decreased	25.00 %	4,000	3,000
5530-Gasoline, Oil	Decreased	80.00 %	1,000	200
5550-Maintenance - Equipment	New this year		-	1,500
5590-Telephone & Communications	Decreased	58.63 %	1,400	579
5640-Software Licensing & Maintenance Fees	Increased	83.66 %	63,000	115,708
5710-Miscellaneous Expense	Unchanged	0.00 %	300	300
Total Expenses		10.69 %	293,134	324,483

Department (CC) Summary

01-541 - Information Technology

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	64,990	65,038	65,086	65,134	65,182
5030-Payroll Taxes	4,972	4,975	4,979	4,983	4,986
5040-Retirement Benefits	3,825	3,798	3,801	3,804	3,807
5050-Group Health	5,593	5,593	5,593	5,593	5,593
5060-Uniforms, Safety Equip,	250	250	250	250	250
5070-Training	6,725	6,860	6,997	7,137	7,279
5090-Unemployment Taxes-Texas	144	144	144	144	144
5170-Network Support - Contracted	81,000	82,620	84,272	85,958	87,677
5220-Materials & Supplies	4,500	4,590	4,682	4,775	4,871
5250-Office Supplies	500	500	500	500	500
5260-Furniture & Equipment <	30,500	144,600	31,712	32,336	32,973
5350-Insurance - Workmen's Comp	196	196	197	197	197
5410-Contract Labor	3,000	3,000	3,000	3,000	3,000
5530-Gasoline, Oil	200	200	200	200	200
5550-Maintenance - Equipment	1,500	1,500	1,500	1,500	1,500
5590-Telephone & Communications	579	579	579	579	579
5640-Software Licensing &	115,708	115,307	117,713	119,562	122,056
5710-Miscellaneous Expense	300	300	300	300	300
Total Expenses	324,483	440,051	331,505	335,952	341,095
% Increase		35.62%	(24.67%)	1.34%	1.53%
Net Total	(324,483)	(440,051)	(331,505)	(335,952)	(341,095)

Department (CC) Summary

01-541 - Information Technology

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			64,990
5030-Payroll Taxes			4,972
5040-Retirement Benefits			3,825
5050-Group Health			5,593
5090-Unemployment Taxes-Texas			144
5350-Insurance - Workmen's Comp			196
Total			79,720
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies		-	
5060-Uniforms, Safety Equip, Supplies	Safety glove, safety goggles, static desk mat	250	
			250
5070-Training		-	
5070-Training	Courses Test	1,200	
5070-Training	Tech Pass Certification	5,525	
			6,725
5080-Travel		-	
5270-Employee Candidate Testing		-	
Total			6,975
55 - Professional Fees			
5170-Network Support - Contracted	Net-Tech Cloud Services	51,000	
5170-Network Support - Contracted	Net-Tech Remote and onsite agreement	30,000	
			81,000
5410-Contract Labor			3,000
Total			84,000
53 - Supplies			
5220-Materials & Supplies	Tools and wiring.		4,500
5250-Office Supplies			500
5260-Furniture & Equipment < \$2,500		-	
5260-Furniture & Equipment < \$2,500	Computer equipment for Dispatch	500	
5260-Furniture & Equipment < \$2,500	Computer with monitor	7,500	
5260-Furniture & Equipment < \$2,500	Laptops (x5)	10,000	
5260-Furniture & Equipment < \$2,500	Nine (9) iPad's for City Council members- Includin	-	
5260-Furniture & Equipment < \$2,500	Office Printers (x4)	2,000	
5260-Furniture & Equipment < \$2,500	Power Supply, mouse, keyboards, monitors stands, v	10,500	
5260-Furniture & Equipment < \$2,500	Unforeseen expenses for the New Building - Replace	-	
			30,500
Total			35,500
54 - Advertising, Dues, and Public Notices			
5320-Dues			-
Total			-

Department (CC) Summary

01-541 - Information Technology

Objects	Comments	Object Subtotals	2021 Budget
57 - Maintenance Expenses			
5530-Gasoline, Oil			200
5550-Maintenance - Equipment			1,500
5590-Telephone & Communications	Verizon Wireless Cell Phone		579
5640-Software Licensing & Maintenance Fees		-	
5640-Software Licensing & Maintenance Fees	Barracuda - May 2020 to May 2021	3,750	
5640-Software Licensing & Maintenance Fees	Blackpoint Cyber 24/7 Breach Detection	2,880	
5640-Software Licensing & Maintenance Fees	BoardBook March 2020-April 2021	3,250	
5640-Software Licensing & Maintenance Fees	Brazos Maintenance 01/Jan/2020 to 31/Dec/2020	7,997	
5640-Software Licensing & Maintenance Fees	Digital Solution Website	420	
5640-Software Licensing & Maintenance Fees	Digital Solution Website Hosting January 2020	35	
5640-Software Licensing & Maintenance Fees	Duo Multi-Factor Authentication	3,072	
5640-Software Licensing & Maintenance Fees	Fabula-Tech USB over RDP license 5 users	1,250	
5640-Software Licensing & Maintenance Fees	Foxit-Phantom PDF editor \$160 per user/4	640	
5640-Software Licensing & Maintenance Fees	Grammarly	140	
5640-Software Licensing & Maintenance Fees	Laserfiche Software Annual Maintenance Fee	4,179	
5640-Software Licensing & Maintenance Fees	Microsoft 365 Business Premium/Microsoft Business	21,600	
5640-Software Licensing & Maintenance Fees	Microsoft Office Home and Business 2019	1,673	
5640-Software Licensing & Maintenance Fees	Miscellaneous Software / License Upgrade	1,334	
5640-Software Licensing & Maintenance Fees	Multi-Factor Authentication Yubikeys (Hardware Tok	3,600	
5640-Software Licensing & Maintenance Fees	Net- Tech July 2020 to July 2021	3,000	
5640-Software Licensing & Maintenance Fees	Net-Tech Subscription April 2020-2021	3,390	
5640-Software Licensing & Maintenance Fees	Proofpoint Spam Filter Additional Spam Filtering 1	2,160	
5640-Software Licensing & Maintenance Fees	Questica Annual Software Subscription	14,500	
5640-Software Licensing & Maintenance Fees	Questica Software Customization for longevity	400	
5640-Software Licensing & Maintenance Fees	SmartProcure Inc.	3,000	
5640-Software Licensing & Maintenance Fees	Splashtop SOS Annual Lic Renewal	200	
5640-Software Licensing & Maintenance Fees	Standard SSL Renewal	80	
5640-Software Licensing & Maintenance Fees	Tyler Tech Maintenance 01/FEB/2020; End 31/Jan/202	1,275	
5640-Software Licensing & Maintenance Fees	Tyler Tech Maintenance: Start 01/Jan/2020	30,810	
5640-Software Licensing & Maintenance Fees	Vimeo Premium Membership	900	
5640-Software Licensing & Maintenance Fees	WebEx Annual Subscription	173	
			115,708
Total			117,988
58 - Other Expenses			
5710-Miscellaneous Expense			300
Total			300
Total Expenses			324,483
Net Total			(324,483)

PADILLA

Department (CC) Summary

01-503 - Building Services

Previous Department (CC)	01-503 - Building Services	Budget Year	2021
Division	Development Services	Accounting Reference	01-503
Department	503 - Building Services	Approved	No
Stage	Council Review	Manager	Daniel Serrano (dserra)

Comments

Employees consist of:

Description

Building Services is responsible for all permitting, licensing, and inspection services for vertical construction and repairs.

Justification

No major increases are expected for the 2020-2021 fiscal year.

Budget Prior Year Comparison

Object Expenses	Changes	Percent Change	2020 Amount	2021 Amount
5010-Salaries	Increased	15.67 %	223,871	258,950
5020-Overtime	New this year		-	500
5030-Payroll Taxes	Increased	15.89 %	17,126	19,848
5040-Retirement Benefits	Increased	13.42 %	13,455	15,260
5050-Group Health	Increased	16.50 %	27,947	32,559
5060-Uniforms, Safety Equip, Supplies	Increased	25.00 %	1,200	1,500
5070-Training	Increased	20.00 %	4,000	4,800
5080-Travel	Increased	25.00 %	4,400	5,500
5090-Unemployment Taxes-Texas	Increased	1,820.00 %	45	864
5220-Materials & Supplies	Unchanged	0.00 %	1,000	1,000
5250-Office Supplies	Increased	25.00 %	2,000	2,500
5260-Furniture & Equipment < \$2,500	Unchanged	0.00 %	1,000	1,000
5270-Employee Candidate Testing	Unchanged	0.00 %	125	125
5320-Dues	Increased	10.00 %	1,000	1,100
5330-Publications & Subscriptions	Increased	100.00 %	1,000	2,000
5350-Insurance - Workmen's Comp	Decreased	4.80 %	1,515	1,442
5410-Contract Labor	Decreased	5.56 %	18,000	17,000
5530-Gasoline, Oil	Decreased	60.00 %	5,000	2,000
5540-Maintenance - Bldg	Unchanged	0.00 %	1,000	1,000
5550-Maintenance - Equipment	Unchanged	0.00 %	250	250
5560-Maintenance - Vehicles	Unchanged	0.00 %	2,500	2,500
5571-Water	Unchanged	0.00 %	853	853
5590-Telephone & Communications	Unchanged	0.00 %	2,600	2,600
5710-Miscellaneous Expense	Unchanged	0.00 %	400	400
5720-Public Relations	Unchanged	0.00 %	250	250
5790-Employee Appreciation	Unchanged	0.00 %	100	100
5850-Vehicle Lease	Not used this year		12,924	-
Total Expenses		9.41 %	343,560	375,900

Department (CC) Summary

01-503 - Building Services

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	258,950	266,017	266,257	266,497	266,737
5020-Overtime	500	500	500	500	500
5030-Payroll Taxes	19,848	20,389	20,407	20,425	20,444
5040-Retirement Benefits	15,260	15,565	15,579	15,593	15,607
5050-Group Health	32,559	33,324	33,324	33,324	33,324
5060-Uniforms, Safety Equip, Supplies	1,500	1,500	1,500	1,500	1,500
5070-Training	4,800	4,800	5,000	5,000	5,000
5080-Travel	5,500	5,500	5,500	5,500	5,500
5090-Unemployment Taxes-Texas	864	864	864	864	864
5220-Materials & Supplies	1,000	1,000	1,000	1,000	1,000
5250-Office Supplies	2,500	2,500	2,500	2,500	2,500
5260-Furniture & Equipment < \$2,500	1,000	1,000	1,000	1,000	1,000
5270-Employee Candidate Testing	125	125	125	125	125
5320-Dues	1,100	1,100	1,100	1,100	1,100
5330-Publications & Subscriptions	2,000	1,500	1,500	1,500	1,500
5350-Insurance - Workmen's Comp	1,442	1,487	1,488	1,489	1,490
5410-Contract Labor	17,000	17,000	17,000	17,000	17,000
5530-Gasoline, Oil	2,000	2,200	2,300	2,400	2,500
5540-Maintenance - Bldg	1,000	1,000	1,000	1,000	1,000
5550-Maintenance - Equipment	250	250	250	250	250
5560-Maintenance - Vehicles	2,500	2,500	2,500	2,500	2,500
5571-Water	853	875	875	875	875
5590-Telephone & Communications	2,600	2,730	2,860	2,990	3,120
5710-Miscellaneous Expense	400	400	400	400	400
5720-Public Relations	250	250	250	250	250
5790-Employee Appreciation	100	100	100	100	100
Total Expenses	375,900	384,475	385,179	385,682	386,186
% Increase		2.28%	0.18%	0.13%	0.13%
Net Total	(375,900)	(384,475)	(385,179)	(385,682)	(386,186)

Department (CC) Summary

01-503 - Building Services

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			258,950
5020-Overtime			500
5030-Payroll Taxes			19,848
5040-Retirement Benefits			15,260
5050-Group Health			32,559
5090-Unemployment Taxes-Texas			864
5350-Insurance - Workmen's Comp			1,442
Total			329,422
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies			1,500
5070-Training	Increase is for new position / will need training		4,800
5080-Travel	Increase is for new position / will need training		5,500
5270-Employee Candidate Testing			125
5790-Employee Appreciation			100
Total			12,025
53 - Supplies			
5220-Materials & Supplies			1,000
5250-Office Supplies			2,500
5260-Furniture & Equipment < \$2,500			1,000
Total			4,500
54 - Advertising, Dues, and Public Notices			
5320-Dues			1,100
5330-Publications & Subscriptions	This increase is in anticipation of the City Council		2,000
Total			3,100
55 - Professional Fees			
5410-Contract Labor			17,000
Total			17,000
57 - Maintenance Expenses			
5530-Gasoline, Oil	Decreased to account for actual expenditures.		2,000
5540-Maintenance - Bldg			1,000
5550-Maintenance - Equipment			250
5560-Maintenance - Vehicles			2,500
5571-Water			853
5590-Telephone & Communications			2,600
5850-Vehicle Lease			-
Total			9,203
58 - Other Expenses			
5710-Miscellaneous Expense			400
5720-Public Relations			250
Total			650
Total Expenses			375,900
Net Total	141		(375,900)

Department (CC) Summary

01-507-03 - Capital Costs-Building

Previous Department (CC)	01-507-03 - Capital Costs-Building	Budget Year	2021
Division	Development Services	Accounting Reference	01-507-03
Department	507-03 - Capital Costs-Building	Approved	No
Stage	Council Review	Manager	Daniel Serrano

Comments

There are no employees assigned to this department

Description

There are no capital costs planned for this department other than the continuation of the capital leases with Enterprise Fleet for

Justification

Budget Prior Year Comparison

Object Expenses	Changes	Percent Change	2020 Amount	2021 Amount
6243-Capital Lease Interest - Building Services	New this year		-	2,957
6253-Capital Lease Principal - Building Services	New this year		-	9,056
Total Expenses			-	12,014

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
6243-Capital Lease Interest - Building	2,957	4,554	4,554	4,554	4,554
6253-Capital Lease Principal - Building	9,056	14,277	14,277	14,277	14,277
Total Expenses	12,014	18,831	18,831	18,831	18,831
% Increase		56.75%	0.00%	0.00%	0.00%
Net Total	(12,014)	(18,831)	(18,831)	(18,831)	(18,831)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
62 - Debt Service			
6243-Capital Lease Interest - Building Services	Enterprise Leasing		2,957
6253-Capital Lease Principal - Building Services	Enterprise Leasing		9,056
Total			12,014
Total Expenses			12,014
Net Total			(12,014)

Department (CC) Summary

01-504 - Streets

Previous Department (CC)	01-504 - Streets	Budget Year	2021
Division	Development Services	Accounting Reference	01-504
Department	504 - Streets	Approved	No
Stage	Council Review	Manager	Albert Valle (avalle)

Comments

Four Employees:

Description

Streets is responsible for the maintenance of city roadways and facilities and oversees all public works projects.

Justification

No major increases are expected for the 2020-2021 fiscal year.

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5010-Salaries	Increased	4.15 %	217,573	226,610
5020-Overtime	Unchanged	0.00 %	1,500	1,500
5030-Payroll Taxes	Increased	4.13 %	16,759	17,450
5040-Retirement Benefits	Increased	1.95 %	13,166	13,423
5050-Group Health	Decreased	0.35 %	27,947	27,848
5060-Uniforms, Safety Equip, Supplies	Unchanged	0.00 %	1,500	1,500
5070-Training	Unchanged	0.00 %	2,500	2,500
5080-Travel	Unchanged	0.00 %	1,500	1,500
5090-Unemployment Taxes-Texas	Increased	1,500.00 %	45	720
5220-Materials & Supplies	Unchanged	0.00 %	3,500	3,500
5230-Street Signs	Unchanged	0.00 %	1,500	1,500
5250-Office Supplies	Unchanged	0.00 %	700	700
5260-Furniture & Equipment < \$2,500	Unchanged	0.00 %	10,500	10,500
5270-Employee Candidate Testing	Unchanged	0.00 %	125	125
5320-Dues	Unchanged	0.00 %	700	700
5330-Publications & Subscriptions	Unchanged	0.00 %	100	100
5350-Insurance - Workmen's Comp	Decreased	28.97 %	18,010	12,792
5410-Contract Labor	Decreased	3.33 %	30,000	29,000
5500-Maintenance - Surfaces	Unchanged	0.00 %	3,600	3,600
5510-Electricity	Unchanged	0.00 %	60,000	60,000
5530-Gasoline, Oil	Unchanged	0.00 %	4,000	4,000
5540-Maintenance - Bldg	Unchanged	0.00 %	1,000	1,000
5550-Maintenance - Equipment	Unchanged	0.00 %	4,000	4,000
5560-Maintenance - Vehicles	Unchanged	0.00 %	5,000	5,000
5570-Waste Disposal	Increased	73.91 %	2,300	4,000
5571-Water	Unchanged	0.00 %	920	920
5590-Telephone & Communications	Unchanged	0.00 %	4,000	4,000
5610-Rents - Equipment	Unchanged	0.00 %	1,000	1,000
5630-Storage Rental	Unchanged	0.00 %	1,716	1,716
5640-Software Licensing & Maintenance Fees	Unchanged	0.00 %	400	400
5650-Maintenance - Rockwalls and Fencing	Unchanged	0.00 %	3,000	3,000
5710-Miscellaneous Expense	Unchanged	0.00 %	500	500
5850-Vehicle Lease	Not used this year		20,668	-
Total Expenses		3.18 %	459,729	445,106

Department (CC) Summary

01-504 - Streets

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	226,610	226,850	227,090	227,330	227,570
5020-Overtime	1,500	1,500	1,500	1,500	1,500
5030-Payroll Taxes	17,450	17,469	17,487	17,506	17,524
5040-Retirement Benefits	13,423	13,336	13,350	13,364	13,378
5050-Group Health	27,848	27,848	27,848	27,848	27,848
5060-Uniforms, Safety Equip, Supplies	1,500	1,500	1,500	1,500	1,500
5070-Training	2,500	2,500	2,500	2,500	2,500
5080-Travel	1,500	1,500	1,500	1,500	1,500
5090-Unemployment Taxes-Texas	720	720	720	720	720
5220-Materials & Supplies	3,500	3,500	3,500	3,500	3,500
5230-Street Signs	1,500	1,600	1,600	1,700	1,700
5250-Office Supplies	700	700	700	700	700
5260-Furniture & Equipment < \$2,500	10,500	10,500	10,500	10,500	10,500
5270-Employee Candidate Testing	125	125	125	125	125
5320-Dues	700	700	700	700	700
5330-Publications & Subscriptions	100	100	100	100	100
5350-Insurance - Workmen's Comp	12,792	12,806	12,819	12,833	12,846
5410-Contract Labor	29,000	35,000	35,000	35,000	40,000
5500-Maintenance - Surfaces	3,600	3,700	3,800	3,900	4,000
5510-Electricity	60,000	60,000	60,000	60,000	60,000
5530-Gasoline, Oil	4,000	4,100	4,200	4,300	4,400
5540-Maintenance - Bldg	1,000	1,000	1,500	1,500	2,000
5550-Maintenance - Equipment	4,000	4,000	4,000	4,000	4,000
5560-Maintenance - Vehicles	5,000	5,000	5,000	5,000	5,000
5570-Waste Disposal	4,000	2,300	2,300	2,300	2,300
5571-Water	920	1,000	1,150	2,000	2,150
5590-Telephone & Communications	4,000	4,000	4,000	4,000	4,000
5610-Rents - Equipment	1,000	1,100	1,200	1,250	1,300
5630-Storage Rental	1,716	1,816	1,816	1,900	1,900
5640-Software Licensing &	400	400	400	400	400
5650-Maintenance - Rockwalls and	3,000	3,500	3,500	3,500	4,000
5710-Miscellaneous Expense	500	500	500	500	500
Total Expenses	445,106	450,670	451,906	453,475	460,161
% Increase		1.25%	0.27%	0.35%	1.47%
Net Total	(445,106)	(450,670)	(451,906)	(453,475)	(460,161)

Department (CC) Summary

01-504 - Streets

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			226,610
5020-Overtime			1,500
5030-Payroll Taxes			17,450
5040-Retirement Benefits			13,423
5050-Group Health			27,848
5090-Unemployment Taxes-Texas			720
5350-Insurance - Workmen's Comp			12,792
Total			300,345
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies			1,500
5070-Training			2,500
5080-Travel			1,500
5270-Employee Candidate Testing			125
Total			5,625
53 - Supplies			
5220-Materials & Supplies			3,500
5230-Street Signs			1,500
5250-Office Supplies			700
5260-Furniture & Equipment < \$2,500			10,500
5290-Street Lights			-
Total			16,200
54 - Advertising, Dues, and Public Notices			
5320-Dues			700
5330-Publications & Subscriptions			100
Total			800
55 - Professional Fees			
5410-Contract Labor			29,000
Total			29,000
57 - Maintenance Expenses			
5500-Maintenance - Surfaces			3,600
5510-Electricity			60,000
5530-Gasoline, Oil			4,000
5540-Maintenance - Bldg			1,000
5550-Maintenance - Equipment			4,000
5560-Maintenance - Vehicles			5,000
5570-Waste Disposal	Increase to account for actual expenditures.		4,000
5571-Water			920
5590-Telephone & Communications			4,000

Department (CC) Summary

01-504 - Streets

Objects	Comments	Object Subtotals	2021 Budget
5610-Rents - Equipment			1,000
5630-Storage Rental			1,716
5640-Software Licensing & Maintenance Fees	Adobe Standard will be purchased for plan review		400
5650-Maintenance - Rockwalls and Fencing	p		3,000
5850-Vehicle Lease			-
Total			<u>92,636</u>
58 - Other Expenses			
5710-Miscellaneous Expense			500
Total			<u>500</u>
Total Expenses			<u>445,106</u>
Net Total			<u><u>(445,106)</u></u>

Department (CC) Summary

01-507-04 - Capital Costs-Streets

Previous Department (CC)	01-507-04 - Capital Costs-Streets	Budget Year	2021
Division	Development Services	Accounting Reference	01-507-04
Department	507-04 - Capital Costs-Streets	Approved	No
Stage	Council Review	Manager	Albert Valle (avalle)

Comments

No employees. Managed by the Public Works Director.

Description

Capital costs for streets.

Justification

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
6024-Equipment - Streets	Increased	433.00 %	8,000	42,640
6034-Vehicles - Streets	Not used this year		15,000	-
6244-Capital Lease Interest - Streets	New this year		-	5,946
6254-Capital Lease Principal - Streets	New this year		-	21,174
Total Expenses		203.30 %	23,000	69,760

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
6024-Equipment - Streets	42,640	43,264	40,495	105,287	110,000
6244-Capital Lease Interest - Streets	5,946	8,095	8,095	8,095	8,095
6254-Capital Lease Principal - Streets	21,174	29,885	29,885	29,885	29,885
Total Expenses	69,760	81,244	78,475	143,267	147,980
% Increase		16.46%	(3.41%)	82.56%	3.29%
Net Total	(69,760)	(81,244)	(78,475)	(143,267)	(147,980)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
59 - Structures and Improvements			
6014-Improvements - Streets			-
Total			-
60 - Equipment			
6024-Equipment - Streets	purchase of seal coat machine and asphalt crackseal		42,640
Total			42,640
61 - Transportation Equipment			
6034-Vehicles - Streets			-
Total			-
62 - Debt Service			
6244-Capital Lease Interest - Streets	Enterprise Leasing		5,946
6254-Capital Lease Principal - Streets	Enterprise Leasing		21,174
Total			27,120
Total Expenses			69,760
Net Total			(69,760)

Department (CC) Summary

01-508 - Parks

Previous Department (CC)	01-508 - Parks	Budget Year	2021
Division	Development Services	Accounting Reference	01-508
Department	508 - Parks	Approved	No
Stage	Council Review	Manager	Albert Valle (avalle)

Comments

One employee (managed by the Public Works Director):

Description

Parks oversees the Parks and Grounds Maintenance Contract and the parks reservations.

Justification

Electrical and water increases are due to the reconstruction of three parks and the completion of a new park.

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5010-Salaries	Increased	13.70 %	34,000	38,658
5030-Payroll Taxes	Decreased	15.96 %	3,519	2,957
5040-Retirement Benefits	Decreased	17.71 %	2,765	2,275
5050-Group Health	Increased	0.07 %	5,589	5,593
5060-Uniforms, Safety Equip, Supplies	Unchanged	0.00 %	300	300
5070-Training	Unchanged	0.00 %	1,800	1,800
5080-Travel	Unchanged	0.00 %	2,000	2,000
5090-Unemployment Taxes-Texas	Increased	1,500.00 %	9	144
5150-Park Maintenance - Contracted	Unchanged	0.00 %	350,000	350,000
5220-Materials & Supplies	Unchanged	0.00 %	4,000	4,000
5250-Office Supplies	Unchanged	0.00 %	500	500
5260-Furniture & Equipment < \$2,500	Unchanged	0.00 %	4,500	4,500
5270-Employee Candidate Testing	Unchanged	0.00 %	60	60
5350-Insurance - Workmen's Comp	Decreased	32.77 %	368	247
5410-Contract Labor	Unchanged	0.00 %	1,500	1,500
5500-Maintenance - Surfaces	Unchanged	0.00 %	8,000	8,000
5510-Electricity	Increased	50.00 %	10,000	15,000
5530-Gasoline, Oil	Unchanged	0.00 %	1,000	1,000
5550-Maintenance - Equipment	Unchanged	0.00 %	11,000	11,000
5570-Waste Disposal	Unchanged	0.00 %	1,800	1,800
5571-Water	Increased	20.00 %	50,000	60,000
5590-Telephone & Communications	Unchanged	0.00 %	600	600
5610-Rents - Equipment	Unchanged	0.00 %	800	800
5650-Maintenance - Rockwalls and Fencing	Unchanged	0.00 %	6,000	6,000
5850-Vehicle Lease	Not used this year		4,649	-
Total Expenses		2.77 %	504,759	518,734

Department (CC) Summary

01-508 - Parks

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	38,658	38,658	38,658	38,658	38,658
5030-Payroll Taxes	2,957	2,957	2,957	2,957	2,957
5040-Retirement Benefits	2,275	2,258	2,258	2,258	2,258
5050-Group Health	5,593	5,593	5,593	5,593	5,593
5060-Uniforms, Safety Equip, Supplies	300	300	300	300	300
5070-Training	1,800	1,800	1,800	1,800	1,800
5080-Travel	2,000	2,000	2,000	2,000	2,000
5090-Unemployment Taxes-Texas	144	144	144	144	144
5150-Park Maintenance - Contracted	350,000	350,000	350,000	350,000	350,000
5220-Materials & Supplies	4,000	5,000	6,000	7,000	8,000
5250-Office Supplies	500	500	500	500	500
5260-Furniture & Equipment < \$2,500	4,500	4,500	4,500	4,500	4,500
5270-Employee Candidate Testing	60	60	60	60	60
5350-Insurance - Workmen's Comp	247	247	247	247	247
5410-Contract Labor	1,500	1,500	1,500	1,500	1,500
5500-Maintenance - Surfaces	8,000	-	-	-	-
5510-Electricity	15,000	15,300	15,606	15,918	16,236
5530-Gasoline, Oil	1,000	1,000	1,000	1,000	1,000
5550-Maintenance - Equipment	11,000	11,000	11,000	11,000	11,000
5570-Waste Disposal	1,800	1,800	1,800	1,800	1,800
5571-Water	60,000	61,200	62,424	63,672	64,946
5590-Telephone & Communications	600	600	600	600	600
5610-Rents - Equipment	800	800	800	800	800
5650-Maintenance - Rockwalls and	6,000	6,000	6,000	6,000	6,000
Total Expenses	518,734	513,217	515,747	518,308	520,899
% Increase		(1.06%)	0.49%	0.50%	0.50%
Net Total	(518,734)	(513,217)	(515,747)	(518,308)	(520,899)

Department (CC) Summary

01-508 - Parks

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			38,658
5030-Payroll Taxes			2,957
5040-Retirement Benefits			2,275
5050-Group Health			5,593
5090-Unemployment Taxes-Texas			144
5350-Insurance - Workmen's Comp			247
Total			49,874
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies			300
5070-Training			1,800
5080-Travel			2,000
5270-Employee Candidate Testing			60
Total			4,160
56 - Contracted Expenses			
5150-Park Maintenance - Contracted			350,000
Total			350,000
53 - Supplies			
5220-Materials & Supplies			4,000
5250-Office Supplies			500
5260-Furniture & Equipment < \$2,500			4,500
Total			9,000
55 - Professional Fees			
5410-Contract Labor			1,500
Total			1,500
57 - Maintenance Expenses			
5500-Maintenance - Surfaces			8,000
5510-Electricity	This increase is proposed in anticipation of incre		15,000
5530-Gasoline, Oil			1,000
5550-Maintenance - Equipment			11,000
5570-Waste Disposal			1,800
5571-Water	This increase is proposed in anticipation of incre		60,000
5590-Telephone & Communications			600
5610-Rents - Equipment			800
5650-Maintenance - Rockwalls and Fencing			6,000
5850-Vehicle Lease			-
Total			104,200
Total Expenses			518,734
Net Total			(518,734)

Department (CC) Summary

01-507-08 - Capital Costs-Parks

Previous Department (CC)	01-507-08 - Capital Costs-Parks	Budget Year	2021
Division	Development Services	Accounting Reference	01-507-08
Department	507-08 - Capital Costs-Parks	Approved	No
Stage	Council Review	Manager	

Comments

No employees. Managed by the Parks Manager and Public Works Director.

Description

Capital cost for parks services.

Justification

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
6028-Equipment - Parks	New this year		-	10,000
6348-Construction-Contracted (Parks)	Decreased	26.67 %	45,000	33,000
Total Expenses		4.44 %	45,000	43,000

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
6028-Equipment - Parks	10,000	10,000	-	-	-
6348-Construction-Contracted (Parks)	33,000	33,000	43,000	43,000	43,000
Total Expenses	43,000	43,000	43,000	43,000	43,000
% Increase		0.00%	0.00%	0.00%	0.00%
Net Total	(43,000)	(43,000)	(43,000)	(43,000)	(43,000)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
60 - Equipment			
6028-Equipment - Parks	Purchase of camera and automated locking systems f		10,000
Total			10,000
59 - Structures and Improvements			
6348-Construction-Contracted (Parks)	N. Darrington Walktrail landscaping, solar lighting		33,000
Total			33,000
Total Expenses			43,000
Net Total			(43,000)

Department (CC) Summary

01-509 - Planning

Previous Department (CC)	01-509 - Development Services	Budget Year	2021
Division	Development Services	Accounting Reference	01-509
Department	509 - Planning	Approved	No
Stage	Council Review	Manager	Michelle Padilla

Comments

Three employees:

Description

Planning is responsible for all land use applications and oversees the Capital Improvement Program and other major City

Justification

No major increases are expected for the 2020-2021 fiscal year.

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5010-Salaries	Increased	2.04 %	169,637	173,094
5030-Payroll Taxes	Increased	2.04 %	12,977	13,242
5040-Retirement Benefits	Decreased	0.09 %	10,195	10,186
5050-Group Health	Increased	0.07 %	16,768	16,779
5060-Uniforms, Safety Equip, Supplies	Increased	50.00 %	200	300
5070-Training	Unchanged	0.00 %	2,000	2,000
5080-Travel	Unchanged	0.00 %	4,500	4,500
5090-Unemployment Taxes-Texas	Increased	1,500.00 %	27	432
5160-City Engineer - Contracted	Decreased	12.50 %	40,000	35,000
5220-Materials & Supplies	Unchanged	0.00 %	500	500
5250-Office Supplies	Unchanged	0.00 %	1,000	1,000
5260-Furniture & Equipment < \$2,500	Unchanged	0.00 %	1,000	1,000
5270-Employee Candidate Testing	Unchanged	0.00 %	60	60
5320-Dues	Unchanged	0.00 %	1,200	1,200
5330-Publications & Subscriptions	Unchanged	0.00 %	300	300
5350-Insurance - Workmen's Comp	Decreased	12.21 %	595	523
5410-Contract Labor	Increased	107.41 %	27,000	56,000
5530-Gasoline, Oil	Decreased	25.00 %	2,000	1,500
5550-Maintenance - Equipment	Unchanged	0.00 %	1,000	1,000
5590-Telephone & Communications	Increased	127.27 %	1,100	2,500
5610-Rents - Equipment	New this year		-	1,000
5640-Software Licensing & Maintenance Fees	Decreased	20.00 %	5,000	4,000
5710-Miscellaneous Expense	Unchanged	0.00 %	200	200
5720-Public Relations	Unchanged	0.00 %	2,000	2,000
5790-Employee Appreciation	Unchanged	0.00 %	200	200
Total Expenses		9.70 %	299,459	328,516

Department (CC) Summary

01-509 - Planning

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	173,094	173,190	173,286	173,382	173,478
5030-Payroll Taxes	13,242	13,249	13,256	13,264	13,271
5040-Retirement Benefits	10,186	10,114	10,120	10,126	10,131
5050-Group Health	16,779	16,779	16,779	16,779	16,779
5060-Uniforms, Safety Equip, Supplies	300	300	300	400	400
5070-Training	2,000	2,040	3,000	3,060	3,121
5080-Travel	4,500	4,590	5,000	5,100	5,202
5090-Unemployment Taxes-Texas	432	432	432	432	432
5160-City Engineer - Contracted	35,000	35,700	36,414	37,142	37,885
5220-Materials & Supplies	500	510	520	531	541
5250-Office Supplies	1,000	1,020	1,040	1,061	1,082
5260-Furniture & Equipment < \$2,500	1,000	1,020	1,040	1,061	1,082
5270-Employee Candidate Testing	60	60	120	120	120
5320-Dues	1,200	1,224	1,248	1,273	1,299
5330-Publications & Subscriptions	300	306	312	318	325
5350-Insurance - Workmen's Comp	523	523	523	524	524
5410-Contract Labor	56,000	81,620	82,252	82,897	58,555
5530-Gasoline, Oil	1,500	1,530	1,561	1,592	1,624
5550-Maintenance - Equipment	1,000	1,020	1,040	1,061	1,082
5590-Telephone & Communications	2,500	2,550	2,601	2,653	2,706
5610-Rents - Equipment	1,000	1,020	1,040	1,061	1,082
5640-Software Licensing &	4,000	4,080	4,162	4,245	4,330
5710-Miscellaneous Expense	200	204	208	212	216
5720-Public Relations	2,000	2,040	2,081	2,122	2,165
5790-Employee Appreciation	200	204	208	212	216
Total Expenses	328,516	355,326	358,546	360,630	337,651
% Increase		8.16%	0.91%	0.58%	(6.37%)
Net Total	(328,516)	(355,326)	(358,546)	(360,630)	(337,651)

Department (CC) Summary

01-509 - Planning

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			173,094
5030-Payroll Taxes			13,242
5040-Retirement Benefits			10,186
5050-Group Health			16,779
5090-Unemployment Taxes-Texas			432
5350-Insurance - Workmen's Comp			523
Total			214,256
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies			300
5070-Training			2,000
5080-Travel			4,500
5270-Employee Candidate Testing			60
5790-Employee Appreciation			200
Total			7,060
55 - Professional Fees			
5160-City Engineer - Contracted	Adjusted for actual billing.		35,000
5410-Contract Labor	Adjusted to accommodate increased costs.	31,000	
5410-Contract Labor	based on the discussion with the County on 7-15-20	25,000	
Total			91,000
53 - Supplies			
5220-Materials & Supplies			500
5250-Office Supplies			1,000
5260-Furniture & Equipment < \$2,500			1,000
Total			2,500
54 - Advertising, Dues, and Public			
5320-Dues			1,200
5330-Publications & Subscriptions			300
Total			1,500
57 - Maintenance Expenses			
5530-Gasoline, Oil	Decreased to reflect actual mileage and in consid		1,500
5550-Maintenance - Equipment			1,000
5590-Telephone & Communications	to account for phones for planner and planning		2,500
5610-Rents - Equipment	See		1,000
5640-Software Licensing & Maintenance Fees			4,000
Total			10,000
58 - Other Expenses			
5710-Miscellaneous Expense			200
5720-Public Relations			2,000
Total			2,200
Total Expenses			328,516
Net Total			(328,516)

Department (CC) Summary

01-510 - Code Enforcement

Previous Department (CC) 01-510 - Code Enforcement
Division Development Services
Department 510 - Code Enforcement
Stage Council Review

Budget Year 2021
Accounting Reference 01-510
Approved No
Manager Daniel Serrano

Comments

Four employees:

Description

Code Enforcement is responsible for enforcing the City's regulations.

Justification

No major increases are expected for the 2020-2021 fiscal year.

Budget Prior Year Comparison

Object Expenses	Changes	Percent Change	2020 Amount	2021 Amount
5010-Salaries	Decreased	1.27 %	139,457	137,690
5020-Overtime	Decreased	8.57 %	1,750	1,600
5030-Payroll Taxes	Decreased	1.36 %	10,802	10,656
5040-Retirement Benefits	Decreased	3.42 %	8,487	8,197
5050-Group Health	Decreased	0.98 %	22,357	22,138
5060-Uniforms, Safety Equip, Supplies	Increased	15.00 %	2,000	2,300
5070-Training	Unchanged	0.00 %	2,500	2,500
5080-Travel	Unchanged	0.00 %	4,500	4,500
5090-Unemployment Taxes-Texas	Increased	1,500.00 %	36	576
5220-Materials & Supplies	Increased	20.48 %	8,300	10,000
5250-Office Supplies	Increased	25.00 %	2,000	2,500
5260-Furniture & Equipment < \$2,500	Unchanged	0.00 %	2,500	2,500
5270-Employee Candidate Testing	Unchanged	0.00 %	300	300
5320-Dues	Unchanged	0.00 %	600	600
5330-Publications & Subscriptions	Unchanged	0.00 %	300	300
5350-Insurance - Workmen's Comp	Decreased	19.63 %	962	774
5410-Contract Labor	Unchanged	0.00 %	11,600	11,600
5530-Gasoline, Oil	Unchanged	0.00 %	5,000	5,000
5550-Maintenance - Equipment	Unchanged	0.00 %	1,000	1,000
5560-Maintenance - Vehicles	Decreased	50.00 %	5,000	2,500
5590-Telephone & Communications	Unchanged	0.00 %	2,850	2,850
5710-Miscellaneous Expense	Unchanged	0.00 %	300	300
5720-Public Relations	Unchanged	0.00 %	1,000	1,000
5790-Employee Appreciation	Unchanged	0.00 %	100	100
5850-Vehicle Lease	Not used this year		9,297	-
Total Expenses		4.74 %	242,999	231,480

Department (CC) Summary

01-510 - Code Enforcement

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	137,690	137,834	137,978	138,122	138,266
5020-Overtime	1,600	1,600	1,600	1,600	1,600
5030-Payroll Taxes	10,656	10,667	10,678	10,689	10,700
5040-Retirement Benefits	8,197	8,143	8,151	8,160	8,168
5050-Group Health	22,138	22,138	22,138	22,138	22,138
5060-Uniforms, Safety Equip, Supplies	2,300	2,300	2,300	2,300	2,300
5070-Training	2,500	2,500	2,500	2,500	2,500
5080-Travel	4,500	4,500	4,500	4,500	4,500
5090-Unemployment Taxes-Texas	576	576	576	576	576
5220-Materials & Supplies	10,000	10,000	10,000	10,000	10,000
5250-Office Supplies	2,500	2,500	2,500	2,500	2,500
5260-Furniture & Equipment < \$2,500	2,500	2,500	2,500	2,500	2,500
5270-Employee Candidate Testing	300	300	300	300	300
5320-Dues	600	600	600	600	600
5330-Publications & Subscriptions	300	300	300	300	300
5350-Insurance - Workmen's Comp	774	774	775	776	777
5410-Contract Labor	11,600	11,600	11,600	11,600	11,600
5530-Gasoline, Oil	5,000	5,000	5,000	5,000	5,000
5550-Maintenance - Equipment	1,000	1,000	1,000	1,000	1,000
5560-Maintenance - Vehicles	2,500	2,500	2,500	2,500	2,500
5590-Telephone & Communications	2,850	2,990	3,130	3,270	3,410
5710-Miscellaneous Expense	300	300	300	300	300
5720-Public Relations	1,000	1,000	1,000	1,000	1,000
5790-Employee Appreciation	100	100	100	100	100
Total Expenses	231,480	231,722	232,026	232,330	232,635
% Increase		0.10%	0.13%	0.13%	0.13%
Net Total	(231,480)	(231,722)	(232,026)	(232,330)	(232,635)

Department (CC) Summary

01-510 - Code Enforcement

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			137,690
5020-Overtime			1,600
5030-Payroll Taxes			10,656
5040-Retirement Benefits			8,197
5050-Group Health			22,138
5090-Unemployment Taxes-Texas			576
5350-Insurance - Workmen's Comp			774
Total			181,630
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies		2,300	
5060-Uniforms, Safety Equip, Supplies	Increase is for additional equipment needed for	-	
			2,300
5070-Training			2,500
5080-Travel			4,500
5270-Employee Candidate Testing			300
5790-Employee Appreciation			100
Total			9,700
53 - Supplies			
5220-Materials & Supplies		10,000	
5220-Materials & Supplies	Increase is for additional supplies for vector pro	-	
			10,000
5250-Office Supplies		2,500	
5250-Office Supplies	Increase is for new forms to be created and suppli	-	
			2,500
5260-Furniture & Equipment < \$2,500			2,500
Total			15,000
54 - Advertising, Dues, and Public			
5320-Dues			600
5330-Publications & Subscriptions			300
Total			900
55 - Professional Fees			
5410-Contract Labor			11,600
Total			11,600
57 - Maintenance Expenses			
5530-Gasoline, Oil		5,000	
5530-Gasoline, Oil	reduced to reflect actual spending over the past	-	
			5,000
5550-Maintenance - Equipment			1,000
5560-Maintenance - Vehicles			2,500
5590-Telephone & Communications			2,850
5850-Vehicle Lease			-
Total			11,350
58 - Other Expenses			
5710-Miscellaneous Expense			300
5720-Public Relations			1,000
Total			1,300
Total Expenses			231,480
Net Total	157		(231,480)

Department (CC) Summary

01-507-10 - Capital Costs-Code Enforcement

Previous Department (CC) 01-507-10 - Capital Costs-Code
Division Development Services
Department 507-10 - Capital Costs-Code
Stage Council Review

Budget Year 2021
Accounting Reference 01-507-10
Approved No
Manager Daniel Serrano

Comments

No employees. Managed by the Building Official.

Description

Capital Costs for Code Enforcement division.

Justification

No major increases are expected for the 2020-2021 fiscal year.

Budget Prior Year Comparison

Object Expenses	Changes	Percent Change	2020 Amount	2021 Amount
6027-Equipment - Code Enforcement	Not used this year		10,500	-
6247-Capital Lease Interest - Code Enforcement	New this year		-	2,148
6257-Capital Lease Principal - Code Enforcement	New this year		-	8,705
Total Expenses		3.36 %	10,500	10,853

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
6027-Equipment - Code Enforcement	-	-	5,000	-	10,000
6247-Capital Lease Interest - Code Enforcement	2,148	3,497	3,497	3,497	3,497
6257-Capital Lease Principal - Code Enforcement	8,705	14,173	14,173	14,173	14,173
Total Expenses	10,853	17,670	22,670	17,670	27,670
% Increase		62.82%	28.30%	(22.06%)	56.59%
Net Total	(10,853)	(17,670)	(22,670)	(17,670)	(27,670)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
60 - Equipment			
6027-Equipment - Code Enforcement	Projected costs are in anticipation of adding, upg		-
Total			-
62 - Debt Service			
6247-Capital Lease Interest - Code Enforcement	Enterprise Leasing		2,148
6257-Capital Lease Principal - Code Enforcement	Enterprise Leasing		8,705
Total			10,853
Total Expenses			10,853
Net Total			(10,853)

Department (CC) Summary

01-511 - Storm Water

Previous Department (CC)	01-511 - Storm Water	Budget Year	2021
Division	Development Services	Accounting Reference	01-511
Department	511 - Storm Water Management	Approved	No
Stage	Council Review	Manager	Albert Valle (avalle)

Comments

One employee (managed by the Public Works Director):

Description

Department is responsible for the inspections related to the Town of Horizon City's Stormwater and construction requirements.

Justification

No major increases are expected for the 2020-2021 fiscal year.

Budget Prior Year Comparison

Object	Changes	<u>Percent Change</u>	<u>2020 Amount</u>	<u>2021 Amount</u>
Expenses				
5070-Training	Unchanged	0.00 %	1,800	1,800
5080-Travel	Unchanged	0.00 %	2,000	2,000
5220-Materials & Supplies	Unchanged	0.00 %	300	300
5250-Office Supplies	New this year		-	300
5310-Advertising & Public Notices	Increased	16.67 %	600	700
5320-Dues	Unchanged	0.00 %	500	500
5330-Publications & Subscriptions	Unchanged	0.00 %	500	500
5410-Contract Labor	Unchanged	0.00 %	30,000	30,000
5500-Maintenance - Surfaces	Unchanged	0.00 %	6,000	6,000
5610-Rents - Equipment	Unchanged	0.00 %	2,900	2,900
5650-Maintenance - Rockwalls and Fencing	Unchanged	0.00 %	8,000	8,000
5710-Miscellaneous Expense	Decreased	20.00 %	500	400
Total Expenses		0.56 %	53,100	53,400

Department (CC) Summary

01-511 - Storm Water

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5070-Training	1,800	1,800	1,800	1,800	1,800
5080-Travel	2,000	2,000	2,000	2,000	2,000
5220-Materials & Supplies	300	300	300	300	300
5250-Office Supplies	300	300	300	300	300
5310-Advertising & Public Notices	700	700	700	700	700
5320-Dues	500	500	500	500	500
5330-Publications & Subscriptions	500	500	500	500	500
5410-Contract Labor	30,000	30,000	30,000	30,000	30,000
5500-Maintenance - Surfaces	6,000	6,000	6,000	6,000	6,000
5610-Rents - Equipment	2,900	2,900	2,900	2,900	2,900
5650-Maintenance - Rockwalls and	8,000	8,000	8,000	8,000	8,000
5710-Miscellaneous Expense	400	500	500	500	500
Total Expenses	53,400	53,500	53,500	53,500	53,500
% Increase		0.19%	0.00%	0.00%	0.00%
Net Total	(53,400)	(53,500)	(53,500)	(53,500)	(53,500)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
52 - Personnel Services			
5070-Training	Will attend training sessions as they become avail		1,800
5080-Travel	Will travel as training sessions become available		2,000
Total			3,800
53 - Supplies			
5220-Materials & Supplies	Supplies for stormwater needs.		300
5250-Office Supplies	to account for the stormwater inspector's supply		300
Total			600
54 - Advertising, Dues, and Public			
5310-Advertising & Public Notices			700
5320-Dues			500
5330-Publications & Subscriptions			500
Total			1,700
55 - Professional Fees			
5410-Contract Labor			30,000
Total			30,000
57 - Maintenance Expenses			
5500-Maintenance - Surfaces			6,000
5610-Rents - Equipment			2,900
5650-Maintenance - Rockwalls and			8,000
5070-Training			
Total			16,900
58 - Other Expenses			
5710-Miscellaneous Expense			400
5760-Interest & Penalties			
Total			400
Total Expenses			53,400
Net Total			(53,400)

Department (CC) Summary

01-507-11 - Capital Costs-Storm

Previous Department (CC)	01-507-11 - Capital Costs-Storm	Budget Year	2021
Division	Development Services	Accounting Reference	01-507-11
Department	507-11 - Capital Costs-Storm	Approved	No
Stage	Council Review	Manager	Albert Valle (avalle)

Comments

No employees. Managed by the Stormwater Inspector and the Public Works Director.

Description

Capital Costs for Stormwater.

Justification

Increase to replace and upgrade water pumps.

Budget Prior Year Comparison

Object Expenses	Changes	Percent Change	2020 Amount	2021 Amount
6021-Equipment - Storm Water Management	Unchanged	0.00 %	12,000	12,000
Total Expenses		0.00 %	12,000	12,000

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
6021-Equipment - Storm Water	12,000	-	15,000	-	20,000
Total Expenses	12,000	-	15,000	-	20,000
% Increase		(100.00%)	100.00%	(100.00%)	100.00%
Net Total	(12,000)	-	(15,000)	-	(20,000)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
60 - Equipment			
6021-Equipment - Storm Water Management	Replace and upgrade pumps and other stormwater equipment		12,000
Total			12,000
Total Expenses			12,000
Net Total			(12,000)

Department (CC) Summary

06-504 - Streets

Previous Department (CC)	06-504 - Streets	Budget Year	2021
Division	Development Services	Accounting Reference	06-504
Department	504 - Streets	Approved	No
Stage	Council Review	Manager	Albert Valle (avalle)

Comments

Overseen by the Public Works Director. No employees.

Description

Street Maintenance Fund provides for the ongoing maintenance needs of most of the City's roadways.

Justification

No major increases are expected for the 2020-2021 fiscal year.

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5160-City Engineer - Contracted	Unchanged	0.00 %	45,000	45,000
5230-Street Signs	Unchanged	0.00 %	15,000	15,000
5290-Street Lights	Unchanged	0.00 %	12,000	12,000
5410-Contract Labor	Unchanged	0.00 %	20,000	20,000
5500-Maintenance - Surfaces	Unchanged	0.00 %	18,000	18,000
5550-Maintenance - Equipment	Unchanged	0.00 %	3,000	3,000
5610-Rents - Equipment	Unchanged	0.00 %	5,000	5,000
5710-Miscellaneous Expense	Unchanged	0.00 %	2,000	2,000
Total Expenses		0.00 %	120,000	120,000

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5160-City Engineer - Contracted	45,000	46,000	47,000	48,000	49,000
5230-Street Signs	15,000	15,000	15,500	15,500	16,000
5290-Street Lights	12,000	12,000	12,500	12,500	13,000
5410-Contract Labor	20,000	20,000	20,500	20,500	21,000
5500-Maintenance - Surfaces	18,000	18,000	18,500	18,500	19,000
5550-Maintenance - Equipment	3,000	3,500	3,500	4,000	4,000
5610-Rents - Equipment	5,000	5,000	5,000	5,500	5,500
5710-Miscellaneous Expense	2,000	2,000	2,000	2,000	2,000
Total Expenses	120,000	121,500	124,500	126,500	129,500
% Increase		1.25%	2.47%	1.61%	2.37%
Net Total	(120,000)	(121,500)	(124,500)	(126,500)	(129,500)

Department (CC) Summary

06-504 - Streets

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
56 - Contracted Expenses			
5140-Street Maintenance Contract			-
Total			-
55 - Professional Fees			
5160-City Engineer - Contracted			45,000
5410-Contract Labor			20,000
Total			65,000
53 - Supplies			
5220-Materials & Supplies			-
5230-Street Signs			15,000
5290-Street Lights			12,000
Total			27,000
57 - Maintenance Expenses			
5500-Maintenance - Surfaces			18,000
5550-Maintenance - Equipment			3,000
5610-Rents - Equipment			5,000
Total			26,000
58 - Other Expenses			
5710-Miscellaneous Expense			2,000
Total			2,000
Total Expenses			120,000
Net Total			(120,000)

Department (CC) Summary

06-507-04 - Capital Costs-Streets

Previous Department (CC)	06-507-04 - Capital Costs-Streets	Budget Year	2021
Division	Development Services	Accounting Reference	06-507-04
Department	507-04 - Capital Costs-Streets	Approved	No
Stage	Council Review	Manager	Albert Valle (avalle)

Comments

Managed by the Public Works Director. No employees.

Description

Capital Costs/Projects for the Street Maintenance Fund.

Justification

The requested increase is necessary to implement the 2020 Street Maintenance Project that is currently projected to span 2020, 2021,

Budget Prior Year Comparison

Object Expenses	Changes	Percent Change	2020 Amount	2021 Amount
6330-Engineer- Construction Development and	Increased	36.99 %	73,000	100,000
6340-Construction-Contracted	Decreased	6.25 %	800,000	750,000
6350-Capital Projects - Project Management	Increased	2,900.00 %	5,000	150,000
Total Expenses		13.90 %	878,000	1,000,000

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
6330-Engineer- Construction	100,000	-	-	-	-
6340-Construction-Contracted	750,000	200,000	200,000	200,000	200,000
6350-Capital Projects - Project Management	150,000	-	-	-	-
Total Expenses	1,000,000	200,000	200,000	200,000	200,000
% Increase		(80.00%)	0.00%	0.00%	0.00%
Net Total	(1,000,000)	(200,000)	(200,000)	(200,000)	(200,000)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
59 - Structures and Improvements			
6330-Engineer- Construction Development and Supervision			100,000
6340-Construction-Contracted	STREET REPAVING PROJECTS SUCH AS N. DARRINGTON, AC		750,000
6350-Capital Projects - Project Management			150,000
Total			1,000,000
Total Expenses			1,000,000
Net Total			(1,000,000)

RANDLEEL

Department (CC) Summary

01-502 - Public Service

Previous Department (CC)	01-502 - Public Service	Budget Year	2021
Division	Financial Services	Accounting Reference	01-502
Department	502 - Public Service	Approved	No
Stage	Council Review	Manager	Lilia Gaytan (lgaytan)

Comments

The department has no employees

Description

This department is set up to capture the costs for the Oz Glaze Senior Center and the various inter-local agreements the Town has

Justification

FY2021 costs for the Health Services and Environmental Services are pending new agreements.

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5100-Health Services Contract	Increased	15.70 %	144,681	167,396
5101-Environmental Services Contract	Increased	2.00 %	32,251	32,897
5102-Animal Shelter Contract	Decreased	7.51 %	90,824	84,000
5103-Animal Control Field Services	Unchanged	0.00 %	49,392	49,392
5104-Ambulance Service	Increased	316.19 %	30,000	124,856
5105-Mass Transit	Increased	40.91 %	88,000	124,000
5220-Materials & Supplies	Decreased	50.00 %	500	250
5500-Maintenance - Surfaces	Unchanged	0.00 %	500	500
5510-Electricity	Decreased	5.56 %	3,600	3,400
5520-Gas - Natural	Increased	11.11 %	864	960
5540-Maintenance - Bldg	Unchanged	0.00 %	1,500	1,500
5550-Maintenance - Equipment	Decreased	50.00 %	500	250
5570-Waste Disposal	Increased	9.30 %	860	940
5571-Water	Unchanged	0.00 %	780	780
5590-Telephone & Communications	Increased	11.11 %	1,800	2,000
5650-Maintenance - Rockwalls and Fencing	Unchanged	0.00 %	500	500
Total Expenses		32.93 %	446,552	593,621

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5100-Health Services Contract	167,396	192,505	221,381	254,588	292,777
5101-Environmental Services Contract	32,897	33,555	34,226	34,911	35,609
5102-Animal Shelter Contract	84,000	85,680	87,394	89,141	90,924
5103-Animal Control Field Services	49,392	54,331	59,764	65,741	72,315
5104-Ambulance Service	124,856	126,092	128,614	131,187	133,810
5105-Mass Transit	124,000	136,400	150,040	165,044	181,548
5220-Materials & Supplies	250	250	250	250	250
5500-Maintenance - Surfaces	500	500	500	500	500
5510-Electricity	3,400	3,500	3,600	3,700	3,800
5520-Gas - Natural	960	1,060	1,160	1,260	1,360
5540-Maintenance - Bldg	1,500	1,500	1,500	1,500	1,500
5550-Maintenance - Equipment	250	250	250	250	250
5570-Waste Disposal	940	978	1,017	1,057	1,100
5571-Water	780	780	780	780	780
5590-Telephone & Communications	2,000	2,100	2,200	2,300	2,400
5650-Maintenance - Rockwalls and	500	500	500	500	500
Total Expenses	593,621	639,982	693,176	752,709	819,423
% Increase		7.81%	8.31%	8.59%	8.86%
Net Total	(593,621)	(639,982)	(693,176)	(752,709)	(819,423)

Department (CC) Summary

01-502 - Public Service

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
56 - Contracted Expenses			
5100-Health Services Contract	For 2021 15.70% increase over 2020 contract		167,396
5101-Environmental Services Contract	For 2021 2.00% increase over 2020 contract		32,897
5102-Animal Shelter Contract	Fee based on usage. Average for 2018 & 2019 - \$7,000/month budgeted for FY 2021		84,000
5103-Animal Control Field Services	FY 2021 based on contract		49,392
5104-Ambulance Service	FY 2021 based on contract		124,856
5105-Mass Transit	FY 2021 based on Scenario 6 of Funding Scenarios		124,000
Total			582,541
53 - Supplies			
5220-Materials & Supplies	Decreased for FY 2020; no expenses in FY 2018 & 2019		250
Total			250
57 - Maintenance Expenses			
5500-Maintenance - Surfaces			500
5510-Electricity	Decreased based on 2019 actuals		3,400
5520-Gas - Natural	Budgeted \$80.00/mo. based on average bill FY 2018		960
5540-Maintenance - Bldg			1,500
5550-Maintenance - Equipment	Decreased for FY 2021; Minimal expenses in FY 2018		250
5570-Waste Disposal	FY 2021 budgeted 4% increase of 2020 monthly expenses		940
5571-Water			780
5590-Telephone & Communications	FY 2021 increased by \$100 above 2020 projected expense \$1,900.00		2,000
5650-Maintenance - Rockwalls and Fencing			500
Total			10,830
Total Expenses			593,621
Net Total			(593,621)

Department (CC) Summary

01-521 - Financial Services

Previous Department (CC)	01-521 - Financial Services	Budget Year	2021
Division	Financial Services	Accounting Reference	01-521
Department	521 - Finance	Approved	No
Stage	Council Review	Manager	Lilia Gaytan (lgaytan)

Comments

The Finance staff consists of one Finance Director, one Accountant and two Administrative Assistants.

Description

Financial Services is responsible for all the accounting and financial activities of the Town including Accounts Payable, Accounts

Justification

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5010-Salaries	Increased	25.15 %	140,968	176,426
5030-Payroll Taxes	Increased	25.37 %	10,784	13,520
5040-Retirement Benefits	Increased	22.64 %	8,472	10,391
5050-Group Health	Increased	25.16 %	17,768	22,238
5060-Uniforms, Safety Equip, Supplies	Unchanged	0.00 %	250	250
5070-Training	Unchanged	0.00 %	2,000	2,000
5080-Travel	Unchanged	0.00 %	1,500	1,500
5090-Unemployment Taxes-Texas	Increased	1,900.00 %	36	720
5180-Appraisal Fees	Increased	21.73 %	55,442	67,490
5220-Materials & Supplies	Unchanged	0.00 %	100	100
5250-Office Supplies	Unchanged	0.00 %	1,500	1,500
5260-Furniture & Equipment < \$2,500	Unchanged	0.00 %	500	500
5270-Employee Candidate Testing	New this year		-	60
5320-Dues	Increased	50.00 %	400	600
5340-Insurance - Property	Increased	16.96 %	37,344	43,679
5350-Insurance - Workmen's Comp	Increased	7.86 %	495	534
5360-Insurance - Liability	Decreased	13.08 %	33,320	28,962
5370-Insurance - Bond	Unchanged	0.00 %	1,000	1,000
5410-Contract Labor	Decreased	77.42 %	15,500	3,500
5420-Audit Fees	Increased	2.86 %	35,000	36,000
5430-Tax Collection Fees	Decreased	2.98 %	6,400	6,209
5530-Gasoline, Oil	Unchanged	0.00 %	200	200
5550-Maintenance - Equipment	Unchanged	0.00 %	1,100	1,100
5580-Maintenance - Computers	Not used this year		150	-
5590-Telephone & Communications	Increased	39.47 %	760	1,060
5640-Software Licensing & Maintenance Fees	Not used this year		17,500	-
5700-Bank Charges	Decreased	4.76 %	6,300	6,000
5710-Miscellaneous Expense	Unchanged	0.00 %	100	100
5760-Interest & Penalties	Unchanged	0.00 %	600	600
5790-Employee Appreciation	Unchanged	0.00 %	100	100
5820-Bad Debt Expense	Decreased	98.53 %	6,800	100
Total Expenses		5.98 %	402,389	426,438

Department (CC) Summary

01-521 - Financial Services

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	176,426	184,262	184,406	184,550	184,694
5030-Payroll Taxes	13,520	14,119	14,130	14,141	14,152
5040-Retirement Benefits	10,391	10,778	10,787	10,795	10,804
5050-Group Health	22,238	23,003	23,003	23,003	23,003
5060-Uniforms, Safety Equip, Supplies	250	255	260	265	271
5070-Training	2,000	2,100	2,200	2,300	2,400
5080-Travel	1,500	1,500	1,500	1,500	1,500
5090-Unemployment Taxes-Texas	720	720	720	720	720
5180-Appraisal Fees	67,490	74,218	81,620	89,762	98,718
5220-Materials & Supplies	100	100	100	100	100
5250-Office Supplies	1,500	1,500	1,500	1,500	1,500
5260-Furniture & Equipment < \$2,500	500	-	-	-	-
5270-Employee Candidate Testing	60	-	-	-	-
5320-Dues	600	600	712	712	600
5340-Insurance - Property	43,679	44,553	45,444	46,353	47,280
5350-Insurance - Workmen's Comp	534	557	558	558	559
5360-Insurance - Liability	28,962	29,541	30,132	30,735	31,349
5370-Insurance - Bond	1,000	1,020	1,040	1,061	1,082
5410-Contract Labor	3,500	3,500	3,500	3,500	3,500
5420-Audit Fees	36,000	36,720	37,454	38,203	38,968
5430-Tax Collection Fees	6,209	6,309	6,409	6,509	6,609
5530-Gasoline, Oil	200	200	200	200	200
5550-Maintenance - Equipment	1,100	1,100	1,100	1,100	1,100
5590-Telephone & Communications	1,060	1,060	1,060	1,060	1,060
5700-Bank Charges	6,000	6,100	6,200	6,300	6,400
5710-Miscellaneous Expense	100	100	100	100	100
5760-Interest & Penalties	600	600	600	600	600
5790-Employee Appreciation	100	100	100	100	100
5820-Bad Debt Expense	100	100	100	100	100
Total Expenses	426,438	444,716	454,936	465,828	477,468
% Increase		4.29%	2.30%	2.39%	2.50%
Net Total	(426,438)	(444,716)	(454,936)	(465,828)	(477,468)

Department (CC) Summary

01-521 - Financial Services

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			176,426
5030-Payroll Taxes			13,520
5040-Retirement Benefits			10,391
5050-Group Health			22,238
5090-Unemployment Taxes-Texas			720
5350-Insurance - Workmen's Comp			534
Total			223,828
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies			250
5070-Training	AIPB Training & Testing	200	
5070-Training	GFOAT Conferences	650	
5070-Training	TML Governmental Training	300	
5070-Training	Training contingency	850	
			2,000
5080-Travel			1,500
5270-Employee Candidate Testing			60
5790-Employee Appreciation			100
Total			3,910
56 - Contracted Expenses			
5180-Appraisal Fees	Appraisal Commission Fee	200	
5180-Appraisal Fees	EPCAD 2021 Budgeted Appraisal Fee	67,290	
			67,490
5430-Tax Collection Fees			6,209
Total			73,699
53 - Supplies			
5220-Materials & Supplies			100
5250-Office Supplies			1,500
5260-Furniture & Equipment < \$2,500			500
Total			2,100
54 - Advertising, Dues, and Public Notices			
5320-Dues	AIPB Membership	45	
5320-Dues	Contingency	71	
5320-Dues	GFOA	225	
5320-Dues	GFOAT	160	
5320-Dues	Notary Public Renewal	-	
5320-Dues	Southwest Airlines Fee	99	
			600
Total			600

Department (CC) Summary

01-521 - Financial Services

Objects	Comments	Object Subtotals	2021 Budget
55 - Professional Fees			
5340-Insurance - Property	based on 4th qtr FY2020 annualized		43,679
5360-Insurance - Liability	based on 4th qtr Fy2020 annualized		28,962
5370-Insurance - Bond	based on 4th qtr Fy2020 annualized		1,000
5410-Contract Labor			3,500
5420-Audit Fees			36,000
5470-Collection Services			-
Total			<u>113,141</u>
57 - Maintenance Expenses			
5530-Gasoline, Oil			200
5550-Maintenance - Equipment	Maintenance on printers and scanners		1,100
5580-Maintenance - Computers			-
5590-Telephone & Communications			1,060
5640-Software Licensing & Maintenance Fees			-
Total			<u>2,360</u>
58 - Other Expenses			
5700-Bank Charges	Decreased from 2020 Budget - Account Analysis Fee		6,000
5710-Miscellaneous Expense			100
5760-Interest & Penalties			600
5820-Bad Debt Expense			100
Total			<u>6,800</u>
Total Expenses			<u>426,438</u>
Net Total			<u>(426,438)</u>

Department (CC) Summary

01-507-21 - Capital Costs-Finance

Previous Department (CC)	01-507-21 - Capital Costs-Finance	Budget Year	2021
Division	Financial Services	Accounting Reference	01-507-21
Department	507-21 - Capital Costs-Finance	Approved	No
Stage	Council Review	Manager	Pat Randleel (prandleel)

Comments

There are no employees this department

Description

The department is used to budget the purchase of equipment and software meeting the capitalization requirement. It is also used to

Justification

Continuation of City sponsored Special Events require transfers to a separate fund set up to track the inflows and outflows for such

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
6700-Transfers Out	Decreased	75.60 %	125,000	30,500
6800-General Contingency	Not used this year		62,000	-
Total Expenses		83.69 %	187,000	30,500

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
6700-Transfers Out	30,500	30,510	30,520	30,531	30,541
Total Expenses	30,500	30,510	30,520	30,531	30,541
% Increase		0.03%	0.03%	0.03%	0.03%
Net Total	(30,500)	(30,510)	(30,520)	(30,531)	(30,541)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
67 - Transfers Out			
6700-Transfers Out	City wide clean up	500	
6700-Transfers Out	independence fireworks special event - to fund 12	30,000	
Total			30,500
68 - Contingency			
6800-General Contingency			-
Total			-
Total Expenses			30,500
Net Total			(30,500)

Department (CC) Summary

01-531 - Executive Officials

Previous Department (CC)	01-531 - Executive Officials	Budget Year	2021
Division	Financial Services	Accounting Reference	01-531
Department	531 - Executive	Approved	No
Stage	Council Review	Manager	Lilia Gaytan (lgaytan)

Comments

City Council consists of the following:

Description

Budget for expenses of Mayor and City Council Members to assist them in fulfilling their duties to the City and its constituents.

Justification

Budget Prior Year Comparison

Object Expenses	Changes	Percent Change	2020 Amount	2021 Amount
5010-Salaries	Unchanged	0.00 %	18,000	18,000
5030-Payroll Taxes	Unchanged	0.00 %	1,377	1,377
5060-Uniforms, Safety Equip, Supplies	Unchanged	0.00 %	800	800
5070-Training	Unchanged	0.00 %	1,000	1,000
5080-Travel	Unchanged	0.00 %	2,000	2,000
5090-Unemployment Taxes-Texas	Increased	1,500.00 %	9	144
5220-Materials & Supplies	Unchanged	0.00 %	500	500
5250-Office Supplies	Increased	50.00 %	200	300
5260-Furniture & Equipment < \$2,500	Unchanged	0.00 %	500	500
5350-Insurance - Workmen's Comp	Decreased	5.59 %	253	239
5590-Telephone & Communications	Unchanged	0.00 %	4,100	4,100
5640-Software Licensing & Maintenance Fees	Not used this year		900	-
5710-Miscellaneous Expense	Unchanged	0.00 %	100	100
5720-Public Relations	Increased	100.00 %	100	200
5770-Council Member Stipends	Decreased	14.29 %	21,000	18,000
Total Expenses		7.04 %	50,839	47,260

Department (CC) Summary

01-531 - Executive Officials

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	18,000	18,000	18,000	18,000	18,000
5030-Payroll Taxes	1,377	1,377	1,377	1,377	1,377
5060-Uniforms, Safety Equip, Supplies	800	800	800	800	800
5070-Training	1,000	1,100	1,200	1,300	1,400
5080-Travel	2,000	2,040	2,081	2,122	2,165
5090-Unemployment Taxes-Texas	144	144	144	144	144
5220-Materials & Supplies	500	500	500	500	500
5250-Office Supplies	300	200	200	200	200
5260-Furniture & Equipment < \$2,500	500	500	500	500	500
5350-Insurance - Workmen's Comp	239	239	239	239	239
5590-Telephone & Communications	4,100	4,182	4,266	4,351	4,438
5710-Miscellaneous Expense	100	100	100	100	100
5720-Public Relations	200	200	200	200	200
5770-Council Member Stipends	18,000	21,000	21,000	21,000	21,000
Total Expenses	47,260	50,382	50,606	50,833	51,063
% Increase		6.61%	0.45%	0.45%	0.45%
Net Total	(47,260)	(50,382)	(50,606)	(50,833)	(51,063)

Department (CC) Summary

01-531 - Executive Officials

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			18,000
5030-Payroll Taxes			1,377
5090-Unemployment Taxes-Texas			144
5350-Insurance - Workmen's Comp			239
Total			19,760
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies			800
5070-Training			1,000
5080-Travel			2,000
Total			3,800
53 - Supplies			
5220-Materials & Supplies			500
5250-Office Supplies		200	
5250-Office Supplies	New Council member business cards	100	
			300
5260-Furniture & Equipment < \$2,500			500
Total			1,300
57 - Maintenance Expenses			
5590-Telephone & Communications			4,100
5640-Software Licensing & Maintenance Fees			-
Total			4,100
58 - Other Expenses			
5710-Miscellaneous Expense			100
5720-Public Relations			200
Total			300
55 - Professional Fees			
5770-Council Member Stipends			18,000
Total			18,000
Total Expenses			47,260
Net Total			(47,260)

Department (CC) Summary

08-507DB - Capital Costs-Debt

Previous Department (CC)	08-507DB - Capital Costs-Debt	Budget Year	2021
Division	Financial Services	Accounting Reference	08-507DB
Department	507DB - Capital Costs-Debt Service	Approved	No
Stage	Council Review	Manager	Lilia Gaytan (lgaytan)

Comments

Current debt issues include the \$750,000 2005 Bond, the \$15,000,000 2014 Certificate of Obligation and the \$13,000,000 2019 Certificate of Obligation

Description

Includes the expenditures necessary to meet the annual principal and interest payments on all outstanding debt. A total of \$1,853,107 is required for FY2021

Justification

Each of the debt instruments provided funds for infrastructure improvements in the Town

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5700-Bank Charges	Unchanged	0.00 %	120	120
6200-Bond Interest	Decreased	8.05 %	17,183	15,800
6210-Bond Principal	Unchanged	0.00 %	35,000	35,000
6500-2014 Certificates of Obligation - Principal	Increased	4.12 %	485,000	505,000
6510-2014 Certificates of Obligation - Interest	Decreased	3.71 %	522,863	503,463
6520-2019 Certificates of Obligation - Principal	Increased	93.55 %	155,000	300,000
6530-2019 Certificates of Obligation - Interest	Decreased	15.89 %	583,648	490,900
6600-Bond Insurance Premium	Unchanged	0.00 %	2,224	2,224
6630-Agent Fee	Unchanged	0.00 %	600	600
Total Expenses		2.86 %	1,801,637	1,853,107

Department (CC) Summary

08-507DB - Capital Costs-Debt

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5700-Bank Charges	120	122	125	127	130
6200-Bond Interest	15,800	14,418	12,838	11,258	9,678
6210-Bond Principal	35,000	40,000	40,000	40,000	45,000
6500-2014 Certificates of Obligation - Principal	505,000	525,000	545,000	570,000	590,000
6510-2014 Certificates of Obligation - Interest	503,463	483,263	462,263	440,463	417,663
6520-2019 Certificates of Obligation - Principal	300,000	320,000	330,000	340,000	355,000
6530-2019 Certificates of Obligation - Interest	490,900	481,900	472,300	459,100	445,500
6540-Loan - Principal	-	-	182,491	189,791	197,382
6550-Loan - Interest	-	-	304,000	296,700	289,109
6600-Bond Insurance Premium	2,224	2,224	2,224	2,224	2,224
6630-Agent Fee	600	612	624	637	649
Total Expenses	1,853,107	1,867,539	2,351,864	2,350,299	2,352,334
% Increase		0.78%	25.93%	(0.07%)	0.09%
Net Total	(1,853,107)	(1,867,539)	(2,351,864)	(2,350,299)	(2,352,334)

Department (CC) Summary

08-507DB - Capital Costs-Debt

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
58 - Other Expenses			
5700-Bank Charges			120
Total			120
62 - Debt Service			
6200-Bond Interest			15,800
6210-Bond Principal			35,000
6500-2014 Certificates of Obligation - Principal			505,000
6510-2014 Certificates of Obligation - Interest			503,463
6520-2019 Certificates of Obligation - Principal			300,000
6530-2019 Certificates of Obligation - Interest			490,900
6540-Loan - Principal			-
6550-Loan - Interest			-
6600-Bond Insurance Premium			2,224
6610-Bond Counsel Fees and Expenses			-
6620-Bond Issuance Costs			-
6630-Agent Fee			600
Total			1,852,987
67 - Transfers Out			
6700-Transfers Out			-
Total			-
Total Expenses			1,853,107
Net Total			(1,853,107)

Department (CC) Summary

12-505 - Special Events - Police

Previous Department (CC)	12-505 - Public Safety	Budget Year	2021
Division	Public Safety	Accounting Reference	12-505
Department	505 - Police	Approved	No
Stage	Council Review	Manager	Mike McConnell

Comments

Description

The annual event occurring around the 4th of July that started with the celebration of the Town's 30th anniversary. The event

Justification

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5724-Special Events	Unchanged	0.00 %	30,000	30,000
Total Expenses		0.00 %	30,000	30,000

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5724-Special Events	30,000	30,000	30,000	30,000	30,000
Total Expenses	30,000	30,000	30,000	30,000	30,000
% Increase		0.00%	0.00%	0.00%	0.00%
Net Total	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
58 - Other Expenses			
5724-Special Events	Independence Day/Fireworks Program.		30,000
Total			30,000
Total Expenses			30,000
Net Total			(30,000)

Department (CC) Summary

12-501 - Administration

Previous Department (CC)	12-501 - Administration	Budget Year	2021
Division	Administrative Services	Accounting Reference	12-501
Department	501 - Administration	Approved	No
Stage	Council Review	Manager	Elvia Schuller (eschuller)

Comments

There are no employees assigned to this department.

Description

This department is part of the fund that is used to capture revenues and expenses for City wide Special Events.

Justification

I added amounts for the following that was previously not budgeted. 12-501-5724 - Special Events - \$500.00 to cover costs

Budget Prior Year Comparison

Object Expenses	Changes	Percent Change	2020 Amount	2021 Amount
5724-Special Events	Decreased	50.00 %	1,000	500
Total Expenses		50.00 %	1,000	500

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5724-Special Events	500	510	520	531	541
Total Expenses	500	510	520	531	541
% Increase		2.00%	2.00%	2.00%	2.00%
Net Total	(500)	(510)	(520)	(531)	(541)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
58 - Other Expenses			
5720-Public Relations			-
5724-Special Events	Horizon City Clean Up Event		500
Total			500
Total Expenses			500
Net Total			(500)

Department (CC) Summary

13-507TRZ - Capital Costs - Transportation Reinvestment Zone

Previous Department (CC)	13-507TRZ - Capital Costs -	Budget Year	2021
Division	Financial Services	Accounting Reference	13-507TRZ
Department	507TRZ - Capital Costs - Transportation	Approved	No
Stage	Council Review	Manager	Lilia Gaytan (lgaytan)

Comments

The scheduled amount is \$60,097. However, the payment will actually be the property taxes assessed on the current capture value.

Description

The expenditure reflects payment on the obligation to the Camino Real Regional Mobility Authority (CRRMA) for the Town's portion of the costs of the Eastlake extension.

Justification

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
6060-Transportation Reinvestment Zone	Increased	111.46 %	99,001	209,348
Total Expenses		111.46 %	99,001	209,348

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
6060-Transportation Reinvestment	209,348	213,535	217,806	222,162	226,605
Total Expenses	209,348	213,535	217,806	222,162	226,605
% Increase		2.00%	2.00%	2.00%	2.00%
Net Total	(209,348)	(213,535)	(217,806)	(222,162)	(226,605)

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
59 - Structures and Improvements			
6060-Transportation Reinvestment			209,348
Zone			
6330-Engineer- Construction			-
Development and Supervision			
6340-Construction-Contracted			-
6350-Capital Projects - Project			
Management			-
Total			209,348
Total Expenses			209,348
Net Total			(209,348)

SCHULLER

Department (CC) Summary

01-501 - Administration

Previous Department (CC)	01-501 - Administration	Budget Year	2021
Division	Administrative Services	Accounting Reference	01-501
Department	501 - Administration	Approved	No
Stage	Council Review	Manager	Elvia Schuller (eschuller)

Comments

Reporting Directly to the City Clerk are the following: Elizabeth Acosta, HR Coordinator; Armando Bustillos, Archives and Records

Description

Administrative Services includes City Clerk, Human Resources, Records Management and Janitorial. The function of the City Clerk

Justification

I added amounts for the following account that was not previously budget due to it being a non-election year. 01-501-5740 -

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5010-Salaries	Increased	9.45 %	169,557	185,588
5030-Payroll Taxes	Increased	9.45 %	12,971	14,198
5040-Retirement Benefits	Increased	7.17 %	10,190	10,921
5050-Group Health	Decreased	0.98 %	22,357	22,138
5060-Uniforms, Safety Equip, Supplies	Unchanged	0.00 %	300	300
5070-Training	Increased	33.33 %	1,500	2,000
5080-Travel	Increased	33.33 %	3,000	4,000
5090-Unemployment Taxes-Texas	Increased	1,500.00 %	36	576
5200-City Attorney	Decreased	11.76 %	170,000	150,000
5210-Janitorial Supplies	Unchanged	0.00 %	4,500	4,500
5220-Materials & Supplies	Unchanged	0.00 %	1,000	1,000
5240-Postage	Decreased	20.00 %	5,000	4,000
5250-Office Supplies	Unchanged	0.00 %	3,000	3,000
5260-Furniture & Equipment < \$2,500	Decreased	60.00 %	5,000	2,000
5270-Employee Candidate Testing	Unchanged	0.00 %	60	60
5280-Codification Services	Unchanged	0.00 %	2,000	2,000
5310-Advertising & Public Notices	Unchanged	0.00 %	5,000	5,000
5320-Dues	Unchanged	0.00 %	10,000	10,000
5330-Publications & Subscriptions	Unchanged	0.00 %	500	500
5350-Insurance - Workmen's Comp	Increased	158.75 %	620	1,604
5410-Contract Labor	Unchanged	0.00 %	3,000	3,000
5500-Maintenance - Surfaces	Unchanged	0.00 %	3,500	3,500
5510-Electricity	Increased	13.64 %	22,000	25,000
5520-Gas - Natural	Unchanged	0.00 %	2,000	2,000
5530-Gasoline, Oil	Unchanged	0.00 %	500	500
5540-Maintenance - Bldg	Unchanged	0.00 %	23,000	23,000
5550-Maintenance - Equipment	Increased	80.00 %	2,500	4,500
5570-Waste Disposal	Unchanged	0.00 %	3,000	3,000
5571-Water	Increased	11.86 %	1,788	2,000
5580-Maintenance - Computers	Not used this year		500	-
5590-Telephone & Communications	Increased	94.44 %	18,000	35,000
5610-Rents - Equipment	Unchanged	0.00 %	16,000	16,000
5620-Rents - Building	Increased	6.63 %	70,335	75,000
5630-Storage Rental	Increased	11.11 %	1,800	2,000
5710-Miscellaneous Expense	Unchanged	0.00 %	200	200
5720-Public Relations	Unchanged	0.00 %	1,500	1,500
5740-Election Expense	New this year		-	51,650
5790-Employee Appreciation	Increased	23.53 %	8,500	10,500
Total Expenses		12.74 %	604,715	681,735

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Department (CC) Summary

01-501 - Administration

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	185,588	185,780	185,972	186,164	186,356
5030-Payroll Taxes	14,198	14,212	14,227	14,242	14,256
5040-Retirement Benefits	10,921	10,850	10,861	10,872	10,883
5050-Group Health	22,138	22,138	22,138	22,138	22,138
5060-Uniforms, Safety Equip, Supplies	300	306	312	318	325
5070-Training	2,000	2,040	2,081	2,122	2,165
5080-Travel	4,000	4,080	4,162	4,245	4,330
5090-Unemployment Taxes-Texas	576	576	576	576	576
5200-City Attorney	150,000	153,000	156,060	159,181	162,365
5210-Janitorial Supplies	4,500	4,590	4,682	4,775	4,871
5220-Materials & Supplies	1,000	1,020	1,040	1,061	1,082
5240-Postage	4,000	4,080	4,162	4,245	4,330
5250-Office Supplies	3,000	3,060	3,121	3,184	3,247
5260-Furniture & Equipment < \$2,500	2,000	2,000	2,000	2,000	2,000
5270-Employee Candidate Testing	60	61	62	64	65
5280-Codification Services	2,000	2,040	2,081	2,122	2,165
5310-Advertising & Public Notices	5,000	5,100	5,202	5,306	5,412
5320-Dues	10,000	10,200	10,404	10,612	10,824
5330-Publications & Subscriptions	500	510	520	531	541
5350-Insurance - Workmen's Comp	1,604	1,606	1,608	1,611	1,613
5410-Contract Labor	3,000	3,060	3,121	3,184	3,247
5500-Maintenance - Surfaces	3,500	3,570	3,641	3,714	3,789
5510-Electricity	25,000	25,500	26,010	26,530	27,061
5520-Gas - Natural	2,000	2,160	2,333	2,519	2,721
5530-Gasoline, Oil	500	510	520	531	541
5540-Maintenance - Bldg	23,000	23,460	23,929	24,408	24,896
5550-Maintenance - Equipment	4,500	4,590	4,682	4,775	4,871
5570-Waste Disposal	3,000	3,060	3,121	3,184	3,247
5571-Water	2,000	2,040	2,081	2,122	2,165
5590-Telephone & Communications	35,000	35,700	36,414	37,142	37,885
5610-Rents - Equipment	16,000	16,320	16,646	16,979	17,319
5620-Rents - Building	75,000	76,500	77,369	-	-
5630-Storage Rental	2,000	2,040	2,081	2,122	2,165
5710-Miscellaneous Expense	200	280	392	549	768
5720-Public Relations	1,500	1,530	1,561	1,592	1,624
5740-Election Expense	51,650	-	62,496	-	75,621
5790-Employee Appreciation	10,500	10,710	10,924	11,143	11,366
Total Expenses	681,735	638,280	708,593	575,865	658,830
% Increase		(6.37%)	11.02%	(18.73%)	14.41%
Net Total	(681,735)	(638,280)	(708,593)	(575,865)	(658,830)

Department (CC) Summary

01-501 - Administration

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			185,588
5030-Payroll Taxes			14,198
5040-Retirement Benefits			10,921
5050-Group Health			22,138
5090-Unemployment Taxes-Texas			576
5350-Insurance - Workmen's Comp			1,604
Total			235,025
52 - Personnel Services			
5060-Uniforms, Safety Equip, Supplies	Housekeeping Uniforms		300
5070-Training			2,000
5080-Travel			4,000
5270-Employee Candidate Testing			60
5790-Employee Appreciation			10,500
Total			16,860
55 - Professional Fees			
5170-Network Suppot - Contracted			-
5200-City Attorney			150,000
5410-Contract Labor			3,000
Total			153,000
53 - Supplies			
5210-Janitorial Supplies	Does not include COVID 19 related janitorial expe		4,500
5220-Materials & Supplies			1,000
5240-Postage			4,000
5250-Office Supplies			3,000
5260-Furniture & Equipment < \$2,500			2,000
Total			14,500
56 - Contracted Expenses			
5280-Codification Services			2,000
5740-Election Expense			51,650
Total			53,650
54 - Advertising, Dues, and Public Notices			
5310-Advertising & Public Notices			5,000
5320-Dues	COG, TMCA, Water Planning Group, TML		10,000
5330-Publications & Subscriptions			500
Total			15,500

Department (CC) Summary

01-501 - Administration

Objects	Comments	Object Subtotals	2021 Budget
57 - Maintenance Expenses			
5500-Maintenance - Surfaces			3,500
5510-Electricity			25,000
5520-Gas - Natural			2,000
5530-Gasoline, Oil			500
5540-Maintenance - Bldg			23,000
5550-Maintenance - Equipment			4,500
5570-Waste Disposal			3,000
5571-Water			2,000
5580-Maintenance - Computers			-
5590-Telephone & Communications			35,000
5610-Rents - Equipment			16,000
5620-Rents - Building			75,000
5630-Storage Rental			2,000
5640-Software Licensing & Maintenance Fees			-
Total			<u>191,500</u>
58 - Other Expenses			
5710-Miscellaneous Expense			200
5720-Public Relations			1,500
5760-Interest & Penalties			-
Total			<u>1,700</u>
Total Expenses			<u>681,735</u>
Net Total			<u><u>(681,735)</u></u>

Department (CC) Summary

01-506 - Municipal Courts

Previous Department (CC)	01-506 - Municipal Courts	Budget Year	2021
Division	Administrative Services	Accounting Reference	01-506
Department	506 - Municipal Court	Approved	No
Stage	Council Review	Manager	Ana Gonzalez

Comments

The Municipal Judge, Mario Gonzalez presides over the Horizon City municipal courtroom and serves as the Department Head for

Description

The Courts Department includes Municipal Judge, Court Clerk, 3 Deputy Court Clerks and Juvenile Case Manager. The Court Clerk

Justification

Budget Prior Year Comparison

Object	Changes	Percent Change	2020 Amount	2021 Amount
Expenses				
5010-Salaries	Increased	11.93 %	150,570	168,533
5030-Payroll Taxes	Increased	8.68 %	15,031	16,335
5040-Retirement Benefits	Increased	6.42 %	11,809	12,566
5050-Group Health	Increased	18.83 %	27,947	33,208
5070-Training	Unchanged	0.00 %	1,500	1,500
5080-Travel	Unchanged	0.00 %	3,500	3,500
5090-Unemployment Taxes-Texas	Increased	1,820.00 %	45	864
5110-Judge	Decreased	1.99 %	45,912	45,000
5120-Visiting Judge - Contracted	Unchanged	0.00 %	3,000	3,000
5190-Translator - Contracted	Unchanged	0.00 %	1,500	1,500
5220-Materials & Supplies	Increased	150.00 %	200	500
5250-Office Supplies	Unchanged	0.00 %	3,500	3,500
5260-Furniture & Equipment < \$2,500	Decreased	88.89 %	4,500	500
5320-Dues	Decreased	44.00 %	200	112
5330-Publications & Subscriptions	Unchanged	0.00 %	300	300
5350-Insurance - Workmen's Comp	Decreased	3.04 %	665	645
5550-Maintenance - Equipment	Increased	132.56 %	215	500
5590-Telephone & Communications	Increased	42.86 %	1,750	2,500
5640-Software Licensing & Maintenance Fees	Unchanged	0.00 %	2,500	2,500
5700-Bank Charges	Decreased	33.33 %	4,500	3,000
5710-Miscellaneous Expense	Not used this year		100	-
5790-Employee Appreciation	Increased	20.00 %	250	300
Total Expenses		7.47 %	279,493	300,363

Department (CC) Summary

01-506 - Municipal Courts

Budget 5 Year Forecast

	2021	2022	2023	2024	2025
Expenses					
5010-Salaries	168,533	168,821	169,109	169,397	169,685
5030-Payroll Taxes	16,335	16,357	16,379	16,401	16,423
5040-Retirement Benefits	12,566	12,487	12,504	12,521	12,538
5050-Group Health	33,208	33,208	33,208	33,208	33,208
5070-Training	1,500	1,530	1,561	1,592	1,624
5080-Travel	3,500	3,570	3,641	3,714	3,789
5090-Unemployment Taxes-Texas	864	864	864	864	864
5110-Judge	45,000	45,000	45,000	45,000	45,000
5120-Visiting Judge - Contracted	3,000	3,060	3,121	3,184	3,247
5190-Translator - Contracted	1,500	1,530	1,561	1,592	1,624
5220-Materials & Supplies	500	510	520	531	541
5250-Office Supplies	3,500	3,570	3,641	3,714	3,789
5260-Furniture & Equipment < \$2,500	500	510	520	531	541
5320-Dues	112	-	-	500	-
5330-Publications & Subscriptions	300	306	312	318	325
5350-Insurance - Workmen's Comp	645	646	647	647	648
5550-Maintenance - Equipment	500	510	520	531	541
5590-Telephone & Communications	2,500	2,625	2,756	2,894	3,039
5640-Software Licensing &	2,500	2,625	2,756	2,894	3,039
5700-Bank Charges	3,000	3,060	3,121	3,184	3,247
5790-Employee Appreciation	300	306	312	318	325
Total Expenses	300,363	301,095	302,054	303,534	304,036
% Increase		0.24%	0.32%	0.49%	0.17%
Net Total	(300,363)	(301,095)	(302,054)	(303,534)	(304,036)

Department (CC) Summary

01-506 - Municipal Courts

2021 Budget Details

Objects	Comments	Object Subtotals	2021 Budget
Expenses			
51 - Salaries and Benefits			
5010-Salaries			168,533
5030-Payroll Taxes			16,335
5040-Retirement Benefits			12,566
5050-Group Health			33,208
5090-Unemployment Taxes-Texas			864
5110-Judge			45,000
5350-Insurance - Workmen's Comp			645
Total			277,151
52 - Personnel Services			
5070-Training	Training will include 5 Clerks and 2 Judges . One		1,500
5080-Travel	Travel will include 5 clerks and 2 judges travelin		3,500
5270-Employee Candidate Testing			-
5790-Employee Appreciation	Administrative Professionals Day/5 clerks		300
Total			5,300
55 - Professional Fees			
5120-Visiting Judge - Contracted	Judge Stephen G Peters		3,000
5190-Translator - Contracted	Interpreter- Used for selected courts from 5 to 6		1,500
5410-Contract Labor			-
5470-Collection Services			-
Total			4,500
53 - Supplies			
5220-Materials & Supplies	Items consist of Business cards, stamps, court not		500
5250-Office Supplies	copy paper, colored copy paper, pens markers,		3,500
5260-Furniture & Equipment < \$2,500	high		500
Total			4,500
54 - Advertising, Dues, and Public			
5320-Dues	Notary registration Court Clerk @ \$112.00 applicat		112
5330-Publications & Subscriptions	BOOK SUBSCRIPTION-TEXAS CRIMINAL AND TEXAS LAW, Te		300
Total			412
57 - Maintenance Expenses			
5550-Maintenance - Equipment	Printer, copier and postage maintenance		500
5590-Telephone & Communications	fax and mobile (adjusted to current cost)		2,500
5640-Software Licensing & Maintenance Fees	Lexus Nexis		2,500
Total			5,500
58 - Other Expenses			
5700-Bank Charges	Bank credit cards fees		3,000
Total			3,000
Total Expenses			300,363
Net Total			(300,363)

WORK PAPERS

**TOWN OF HORIZON CITY
TAX RATE CALCULATIONS**

Line No,	Description	Amount
<u>Property Values</u>		
1	PreCertified/Certified Values	\$ 983,131,509.00
2	TRZ Capture Value	\$ 35,164,519.00
3	Available Taxable Value	\$ 947,966,990.00
4	No Increase Tax Rate	\$ 0.595340
<u>TRZ Revenues</u>		
5	TRZ Capture Value * No Increase Tax Rate	209,348.45
<u>Debt Service (I & S)</u>		
5	Proposed Debt Service Expenses	\$ 1,856,106.64
6	Taxable Property	\$ 947,966,990.00
7	Proposed I & S Tax Rate	\$ 0.195799
<u>Maintenance and Operations</u>		
8	Proposed M & O Rate	\$ 0.399541
9	Property Tax Revenue	\$ 3,787,520.04
<u>Total Tax Rates</u>		
10	Proposed Tax Rate (Line 7 + Line 8)	0.595340
11	Effective Tax Rate	
12	Rollback Tax Rate	
<u>Total Tax Revenue</u>		
13	TRZ	\$ 209,348.45
14	Debt Service	\$ 1,856,106.64
15	Maintenance and Operation	\$ 3,787,520.04
16	Total Tax Revenue	\$ 5,852,975.13

Position Cost Summary

Budget Year 2020-2021

Object	Modifier	2021
5010-Salaries		28,673
5030-Payroll Taxes		2,193
5040-Retirement Benefits		1,679
5050-Group Health		4,828
5090-Unemployment Taxes-Texas		144
5350-Insurance - Workmen's Comp		184
Total Building Plans Examiner (BS06)		37,701
Total Field Technicians		37,701
5010-Salaries		26,477
5020-Overtime		2,006
5030-Payroll Taxes		2,179
5040-Retirement Benefits		1,663
5050-Group Health		4,445
5090-Unemployment Taxes-Texas		144
5350-Insurance - Workmen's Comp		913
Total Police Officer Probationary 5 (PO29)		37,827
Total Police Officers		37,827
5010-Salaries		32,308
5030-Payroll Taxes		2,472
5040-Retirement Benefits		1,892
5050-Group Health		4,828
5090-Unemployment Taxes-Texas		144
5350-Insurance - Workmen's Comp		98
Total Purchasing Agent (FN05)		41,740
Total Specialists		41,740
Grand Total		117,268

Position Cost Summary

Budget Year 2020-2021

Object	Modifier	2021
Building Services Administrative Assistant 2		39,285
Building Services Administrative		45,813
Code Enforcement Administrative Assistant		45,448
Financial Assistant 1 (FN01)		50,081
Financial Assistant 2 (FN03)		33,500
Municipal Court Deputy Clerk 1 (CT03)		37,420
Municipal Court Deputy Clerk 2 (CT05)		37,532
Municipal Court Deputy Clerk 3 (CT06)		37,402
Police Administrative Assistant (PO03)		55,025
Total Administrative Assistants		381,505
City Clerk (AD02)		84,767
Finance Director (FN02)		41,779
Municipal Court Judge (CT02)		58,016
Planning Director (DS02)		112,943
Police Chief (PO08)		156,490
Total Director		453,994
Communications Specialist 1 (PD03)		51,637
Communications Specialist 10 (PD14)		48,528
Communications Specialist 11 (PD15)		40,332
Communications Specialist 12 (PD16)		45,051
Communications Specialist 13 (PD17)		45,033
Communications Specialist 2 (PD04)		50,169
Communications Specialist 3 (PD06)		50,169
Communications Specialist 4 (PD08)		49,360
Communications Specialist 5 (PD09)		49,692
Communications Specialist 6 (PD10)		42,805
Communications Specialist 7 (PD11)		48,448
Communications Specialist 8 (PD12)		48,564
Communications Specialist 9 (PD13)		48,551
Total Dispatchers		618,339
Mayor (EX01)		19,760
Total Elected Official		19,760
Building Inspector 1 (BS01)		65,677
Building Inspector 2 (BS04)		49,878
Building Plans Examiner (BS06)		37,701
Code Enforcement Officer 1 (CE02)		48,257
Code Enforcement Officer 2 (CE03)		47,302
Code Enforcement Officer 3 (CE04)		40,624
Compliance Inspector (ST05)		50,158
Custodian (AD01)		38,351
Parks and Recreation Manager (PR01)	193	49,874
Street Maintenance Worker 1 (ST01)		55,130

Position Cost Summary

Budget Year 2020-2021

Street Maintenance Worker 2 (ST02)	50,742
Street Maintenance Worker 3 (ST04)	47,764
Total Field Technicians	581,458

Assistant Chief of Police (PO01)	113,590
Police Detective 1 (PO07)	54,715
Police Detective 2 (PO12)	58,242
Police Lieutenant 1 (PO02)	72,414
Police Lieutenant 2 (PO05)	71,719
Police Officer 1 (PO06)	58,361
Police Officer 10 (PO23)	53,518
Police Officer 11 (PO24)	53,509
Police Officer 12 (PO25)	56,264
Police Officer 2 (PO10)	57,878
Police Officer 3 (PO14)	57,791
Police Officer 4 (PO16)	57,548
Police Officer 5 (PO17)	57,406
Police Officer 7 (PO20)	54,887
Police Officer 8 (PO11)	57,002
Police Officer 9 (PO21)	57,693
Police Officer Probationary 1 (PO26)	53,260
Police Officer Probationary 2 (PO19)	46,947
Police Officer Probationary 3 (PO28)	51,546
Police Officer Probationary 4 (PO27)	51,317
Police Officer Probationary 5 (PO29)	37,827
Police Sergeant 1 (PO04)	68,227
Police Sergeant 2 (PO09)	64,983
Police Sergeant 3 (PO13)	64,929
Police Sergeant 4 (PO15)	63,799
Police Sergeant 5 (PO22)	62,111
Total Police Officers	1,557,484

Accountant (FN04)	57,028
Archives and Records Coordinator (AD04)	53,092
Evidence/Crime Scene Technician (PO18)	59,501
Human Resources Coordinator (AD03)	58,815
Information Technology Support Specialist	79,720
Juvenile Case Manager/Court Coordinator	48,002
Municipal Court Clerk (CT01)	58,780
Planner (DS03)	52,060
Planning Specialist (DS01)	49,253
Purchasing Agent (FN05)	41,740
Total Specialists	557,990

Building Official (BS02)	194	91,069
Communications Shift Supervisor 1 (PD02)		55,484

Position Cost Summary

Budget Year 2020-2021

Communications Shift Supervisor 2 (PD05)	55,402
Communications Shift Supervisor 3 (PD07)	52,129
Communications Specialist Manager (PD01)	69,697
Public Works Director (ST03)	96,551
Total Supervisors	<u>420,331</u>
Grand Total	<u><u>4,590,861</u></u>

Modifier Cost Summary

Budget Year 2020-2021

Position	Object	2021
Base Wage		3,253,401
Total		3,253,401
2nd Shift Differential	5010-Salaries	17,226
3rd Shift Differential	5010-Salaries	8,613
Communication Device	5590-Telephone & Communications	3,300
Gasoline, Oil	5530-Gasoline, Oil	4,200
Incentive Pay	5010-Salaries	88,800
Longevity - CBA Police	5010-Salaries	17,544
Longevity - Non CBA Full-time Employees	5010-Salaries	13,724
Longevity - Non CBA Part-time Employees	5010-Salaries	266
Overtime - Building Services	5020-Overtime	500
Overtime - Code Enforcement	5020-Overtime	1,600
Overtime - Dispatch	5020-Overtime	39,900
Overtime - Police	5020-Overtime	71,543
Overtime - Streets	5020-Overtime	1,500
Total Allowances		268,716
Wage Adjustment January 2021	5010-Salaries	25,295
Wage Adjustment June 2021	5010-Salaries	1,095
Wage Adjustment March 2021	5010-Salaries	1,862
Wage Adjustment October 2020	5010-Salaries	49,842
Total Base Wage Adjustments		78,094
Dental	5050-Group Health	28,521
Disability	5050-Group Health	25,090
Employee Assistance Program	5050-Group Health	2,074
Group Insurance - COPAY	5050-Group Health	96,842
Group Insurance - HSA	5050-Group Health	206,609
H S A Employer Annual Contribution	5050-Group Health	56,000
Life Insurance	5050-Group Health	5,385
Vision Insurance-Pre Tax	5050-Group Health	7,547
Worker's Compensation - Building Inspector;	5350-Insurance - Workmen's Comp	2,464
Worker's Compensation - Building	5350-Insurance - Workmen's Comp	1,127
Worker's Compensation - Clerical - Office	5350-Insurance - Workmen's Comp	4,817
Workers Compensation - Police Officers	5350-Insurance - Workmen's Comp	43,132
Worker's Compensation - Street & Road	5350-Insurance - Workmen's Comp	12,792
Worker's Compensaton - Elected/Appointed	5350-Insurance - Workmen's Comp	239
Total Benefits		492,639
Texas Municipal Retirement System	5040-Retirement Benefits	210,787
Total Pensions	196	210,787

Modifier Cost Summary

Budget Year 2020-2021

Medicare	5030-Payroll Taxes	52,204
Social Security	5030-Payroll Taxes	223,213
Unemployment Taxes	5090-Unemployment Taxes-Texas	11,808
Total Taxes		<u>287,225</u>
Grand Total		<u>4,590,861</u>

FINAL NUMBERS

City of Horizon City, Texas

\$750,000

General Obligation Bonds,
Series 2005

Debt Service Schedule

Part 2 of 3

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/15/2020	-	-	8,591.25	8,591.25	-
08/15/2020	35,000.00	3.950%	8,591.25	43,591.25	-
09/30/2020	-	-	-	-	52,182.50
02/15/2021	-	-	7,900.00	7,900.00	-
08/15/2021	35,000.00	3.950%	7,900.00	42,900.00	-
09/30/2021	-	-	-	-	50,800.00
02/15/2022	-	-	7,208.75	7,208.75	-
08/15/2022	40,000.00	3.950%	7,208.75	47,208.75	-
09/30/2022	-	-	-	-	54,417.50
02/15/2023	-	-	6,418.75	6,418.75	-
08/15/2023	40,000.00	3.950%	6,418.75	46,418.75	-
09/30/2023	-	-	-	-	52,837.50
02/15/2024	-	-	5,628.75	5,628.75	-
08/15/2024	40,000.00	3.950%	5,628.75	45,628.75	-
09/30/2024	-	-	-	-	51,257.50
02/15/2025	-	-	4,838.75	4,838.75	-
08/15/2025	45,000.00	3.950%	4,838.75	49,838.75	-
09/30/2025	-	-	-	-	54,677.50
02/15/2026	-	-	3,950.00	3,950.00	-
08/15/2026	45,000.00	3.950%	3,950.00	48,950.00	-
09/30/2026	-	-	-	-	52,900.00
02/15/2027	-	-	3,061.25	3,061.25	-
08/15/2027	50,000.00	3.950%	3,061.25	53,061.25	-
09/30/2027	-	-	-	-	56,122.50
02/15/2028	-	-	2,073.75	2,073.75	-
08/15/2028	50,000.00	3.950%	2,073.75	52,073.75	-
09/30/2028	-	-	-	-	54,147.50
02/15/2029	-	-	1,086.25	1,086.25	-
08/15/2029	55,000.00	3.950%	1,086.25	56,086.25	-
09/30/2029	-	-	-	-	57,172.50
Total	\$750,000.00	-	\$464,454.17	\$1,214,454.17	-

Town of Horizon City, Texas

\$14,675,000

Combination Tax & Revenue Certificates of Obligation, Series 2014
(Insured Scale, FINAL)

Net Debt Service Schedule

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	Fiscal Total
6/24/2014	-	-	-	-	-	-
2/15/2015	-	-	370,025.10	370,025.10	370,025.10	-
8/15/2015	-	-	288,331.25	288,331.25	288,331.25	-
9/30/2015	-	-	-	-	-	658,356.35
2/15/2016	-	-	288,331.25	288,331.25	288,331.25	-
8/15/2016	-	-	288,331.25	288,331.25	288,331.25	-
9/30/2016	-	-	-	-	-	576,662.50
2/15/2017	-	-	288,331.25	288,331.25	288,331.25	-
8/15/2017	430,000.00	4.000%	288,331.25	718,331.25	718,331.25	-
9/30/2017	-	-	-	-	-	1,006,662.50
2/15/2018	-	-	279,731.25	279,731.25	279,731.25	-
8/15/2018	450,000.00	4.000%	279,731.25	729,731.25	729,731.25	-
9/30/2018	-	-	-	-	-	1,009,462.50
2/15/2019	-	-	270,731.25	270,731.25	270,731.25	-
8/15/2019	465,000.00	4.000%	270,731.25	735,731.25	735,731.25	-
9/30/2019	-	-	-	-	-	1,006,462.50
2/15/2020	-	-	261,431.25	261,431.25	261,431.25	-
8/15/2020	485,000.00	4.000%	261,431.25	746,431.25	746,431.25	-
9/30/2020	-	-	-	-	-	1,007,862.50
2/15/2021	-	-	251,731.25	251,731.25	251,731.25	-
8/15/2021	505,000.00	4.000%	251,731.25	756,731.25	756,731.25	-
9/30/2021	-	-	-	-	-	1,008,462.50
2/15/2022	-	-	241,631.25	241,631.25	241,631.25	-
8/15/2022	525,000.00	4.000%	241,631.25	766,631.25	766,631.25	-
9/30/2022	-	-	-	-	-	1,008,262.50
2/15/2023	-	-	231,131.25	231,131.25	231,131.25	-
8/15/2023	545,000.00	4.000%	231,131.25	776,131.25	776,131.25	-
9/30/2023	-	-	-	-	-	1,007,262.50
2/15/2024	-	-	220,231.25	220,231.25	220,231.25	-
8/15/2024	570,000.00	4.000%	220,231.25	790,231.25	790,231.25	-
9/30/2024	-	-	-	-	-	1,010,462.50
2/15/2025	-	-	208,831.25	208,831.25	208,831.25	-
8/15/2025	590,000.00	4.000%	208,831.25	798,831.25	798,831.25	-
9/30/2025	-	-	-	-	-	1,007,662.50
2/15/2026	-	-	197,031.25	197,031.25	197,031.25	-
8/15/2026	615,000.00	4.000%	197,031.25	812,031.25	812,031.25	-
9/30/2026	-	-	-	-	-	1,009,062.50
2/15/2027	-	-	184,731.25	184,731.25	184,731.25	-
8/15/2027	640,000.00	4.000%	184,731.25	824,731.25	824,731.25	-
9/30/2027	-	-	-	-	-	1,009,462.50
2/15/2028	-	-	171,931.25	171,931.25	171,931.25	-
8/15/2028	665,000.00	3.250%	171,931.25	836,931.25	836,931.25	-
9/30/2028	-	-	-	-	-	1,008,862.50
2/15/2029	-	-	161,125.00	161,125.00	161,125.00	-

Series 2014++5.20.14 (\$15 | SINGLE PURPOSE | 6/28/2014 | 1:07 PM

Town of Horizon City, Texas

\$14,675,000

**Combination Tax & Revenue Certificates of Obligation, Series 2014
(Insured Scale, FINAL)**

Net Debt Service Schedule

Part 2 of 2

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	Fiscal Total
8/15/2029	685,000.00	3.500%	161,125.00	846,125.00	846,125.00	-
9/30/2029	-	-	-	-	-	1,007,250.00
2/15/2030	-	-	149,137.50	149,137.50	149,137.50	-
8/15/2030	710,000.00	4.000%	149,137.50	859,137.50	859,137.50	-
9/30/2030	-	-	-	-	-	1,008,275.00
2/15/2031	-	-	134,937.50	134,937.50	134,937.50	-
8/15/2031	740,000.00	4.000%	134,937.50	874,937.50	874,937.50	-
9/30/2031	-	-	-	-	-	1,009,875.00
2/15/2032	-	-	120,137.50	120,137.50	120,137.50	-
8/15/2032	770,000.00	3.750%	120,137.50	890,137.50	890,137.50	-
9/30/2032	-	-	-	-	-	1,010,275.00
2/15/2033	-	-	105,700.00	105,700.00	105,700.00	-
8/15/2033	795,000.00	4.000%	105,700.00	900,700.00	900,700.00	-
9/30/2033	-	-	-	-	-	1,006,400.00
2/15/2034	-	-	89,800.00	89,800.00	89,800.00	-
8/15/2034	830,000.00	4.000%	89,800.00	919,800.00	919,800.00	-
9/30/2034	-	-	-	-	-	1,009,600.00
2/15/2035	-	-	73,200.00	73,200.00	73,200.00	-
8/15/2035	860,000.00	4.000%	73,200.00	933,200.00	933,200.00	-
9/30/2035	-	-	-	-	-	1,006,400.00
2/15/2036	-	-	56,000.00	56,000.00	56,000.00	-
8/15/2036	895,000.00	4.000%	56,000.00	951,000.00	951,000.00	-
9/30/2036	-	-	-	-	-	1,007,000.00
2/15/2037	-	-	38,100.00	38,100.00	38,100.00	-
8/15/2037	935,000.00	4.000%	38,100.00	973,100.00	973,100.00	-
9/30/2037	-	-	-	-	-	1,011,200.00
2/15/2038	-	-	19,400.00	19,400.00	19,400.00	-
8/15/2038	970,000.00	4.000%	19,400.00	989,400.00	989,400.00	-
9/30/2038	-	-	-	-	-	1,008,800.00
Total	\$14,675,000.00	-	\$8,745,043.85	\$23,420,043.85	\$23,420,043.85	-

FINAL

\$11,830,000

Town of Horizon City, Texas
 Combination Tax & Revenue Certificates of Obligation,
 Series 2019 (FINAL)

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	Fiscal Total
06/11/2019	-	-	-	-	-	-
02/15/2020	-	-	335,872.78	335,872.78	335,872.78	-
08/15/2020	155,000.00	3.000%	247,775.00	402,775.00	402,775.00	-
09/30/2020	-	-	-	-	-	738,647.78
02/15/2021	-	-	245,450.00	245,450.00	245,450.00	-
08/15/2021	300,000.00	3.000%	245,450.00	545,450.00	545,450.00	-
09/30/2021	-	-	-	-	-	790,900.00
02/15/2022	-	-	240,950.00	240,950.00	240,950.00	-
08/15/2022	320,000.00	3.000%	240,950.00	560,950.00	560,950.00	-
09/30/2022	-	-	-	-	-	801,900.00
02/15/2023	-	-	236,150.00	236,150.00	236,150.00	-
08/15/2023	330,000.00	4.000%	236,150.00	566,150.00	566,150.00	-
09/30/2023	-	-	-	-	-	802,300.00
02/15/2024	-	-	229,550.00	229,550.00	229,550.00	-
08/15/2024	340,000.00	4.000%	229,550.00	569,550.00	569,550.00	-
09/30/2024	-	-	-	-	-	799,100.00
02/15/2025	-	-	222,750.00	222,750.00	222,750.00	-
08/15/2025	355,000.00	4.000%	222,750.00	577,750.00	577,750.00	-
09/30/2025	-	-	-	-	-	800,500.00
02/15/2026	-	-	215,650.00	215,650.00	215,650.00	-
08/15/2026	370,000.00	5.000%	215,650.00	585,650.00	585,650.00	-
09/30/2026	-	-	-	-	-	801,300.00
02/15/2027	-	-	206,400.00	206,400.00	206,400.00	-
08/15/2027	390,000.00	5.000%	206,400.00	596,400.00	596,400.00	-
09/30/2027	-	-	-	-	-	802,800.00
02/15/2028	-	-	196,650.00	196,650.00	196,650.00	-
08/15/2028	405,000.00	5.000%	196,650.00	601,650.00	601,650.00	-
09/30/2028	-	-	-	-	-	798,300.00
02/15/2029	-	-	186,525.00	186,525.00	186,525.00	-
08/15/2029	430,000.00	5.000%	186,525.00	616,525.00	616,525.00	-
09/30/2029	-	-	-	-	-	803,050.00
02/15/2030	-	-	175,775.00	175,775.00	175,775.00	-
08/15/2030	450,000.00	5.000%	175,775.00	625,775.00	625,775.00	-
09/30/2030	-	-	-	-	-	801,550.00
02/15/2031	-	-	164,525.00	164,525.00	164,525.00	-
08/15/2031	470,000.00	5.000%	164,525.00	634,525.00	634,525.00	-
09/30/2031	-	-	-	-	-	799,050.00
02/15/2032	-	-	152,775.00	152,775.00	152,775.00	-
08/15/2032	495,000.00	5.000%	152,775.00	647,775.00	647,775.00	-
09/30/2032	-	-	-	-	-	800,550.00
02/15/2033	-	-	140,400.00	140,400.00	140,400.00	-
08/15/2033	520,000.00	4.000%	140,400.00	660,400.00	660,400.00	-
09/30/2033	-	-	-	-	-	800,800.00
02/15/2034	-	-	130,000.00	130,000.00	130,000.00	-
08/15/2034	540,000.00	4.000%	130,000.00	670,000.00	670,000.00	-
09/30/2034	-	-	-	-	-	800,000.00
02/15/2035	-	-	119,200.00	119,200.00	119,200.00	-
08/15/2035	565,000.00	4.000%	119,200.00	684,200.00	684,200.00	-
09/30/2035	-	-	-	-	-	803,400.00
02/15/2036	-	-	107,900.00	107,900.00	107,900.00	-
08/15/2036	585,000.00	4.000%	107,900.00	692,900.00	692,900.00	-
09/30/2036	-	-	-	-	-	800,800.00
02/15/2037	-	-	96,200.00	96,200.00	96,200.00	-
08/15/2037	610,000.00	4.000%	96,200.00	706,200.00	706,200.00	-
09/30/2037	-	-	-	-	-	802,400.00
02/15/2038	-	-	84,000.00	84,000.00	84,000.00	-
08/15/2038	635,000.00	4.000%	84,000.00	719,000.00	719,000.00	-
09/30/2038	-	-	-	-	-	803,000.00
02/15/2039	-	-	71,300.00	71,300.00	71,300.00	-
08/15/2039	660,000.00	4.000%	71,300.00	731,300.00	731,300.00	-
09/30/2039	-	-	-	-	-	802,600.00
02/15/2040	-	-	58,100.00	58,100.00	58,100.00	-
08/15/2040	685,000.00	4.000%	58,100.00	743,100.00	743,100.00	-
09/30/2040	-	-	-	-	-	801,200.00
02/15/2041	-	-	44,400.00	44,400.00	44,400.00	-
08/15/2041	710,000.00	4.000%	44,400.00	754,400.00	754,400.00	-
09/30/2041	-	-	-	-	-	798,800.00
02/15/2042	-	-	30,200.00	30,200.00	30,200.00	-
08/15/2042	740,000.00	4.000%	30,200.00	770,200.00	770,200.00	-
09/30/2042	-	-	-	-	-	800,400.00
02/15/2043	-	-	15,400.00	15,400.00	15,400.00	-
08/15/2043	770,000.00	4.000%	15,400.00	785,400.00	785,400.00	-
09/30/2043	-	-	-	-	-	800,800.00
Total	\$11,830,000.00		\$7,324,147.78	\$19,154,147.78	\$19,154,147.78	

\$11.8m Series 2019++5.13 | SINGLE PURPOSE | 5/15/2019 | 11:57 AM

Town of Horizon Eastlake Phase 2 Debt Payment Schedule

Repayment Using Projected TRZ Revenue

Payment Date	Start Balance	Payment Due	Days	APR %	Interest	End Balance
5/25/2019	\$ 3,792,480.20	\$ -	342	3.73%	\$ 134,386.54	\$ 3,926,866.74
5/1/2020	\$ 3,926,866.74	\$ 123,682.80	360	3.73%	\$ 141,858.76	\$ 3,945,042.70
5/1/2021	\$ 3,945,042.70	\$ 60,097.00	360	3.73%	\$ 144,908.47	\$ 4,029,854.17
5/1/2022	\$ 4,029,854.17	\$ 92,622.00	360	3.73%	\$ 146,858.76	\$ 4,084,090.93
5/1/2023	\$ 4,084,090.93	\$ 128,440.00	360	3.73%	\$ 147,545.78	\$ 4,103,196.71
5/1/2024	\$ 4,103,196.71	\$ 168,241.00	360	3.73%	\$ 146,773.85	\$ 4,081,729.56
5/1/2025	\$ 4,081,729.56	\$ 212,359.00	360	3.73%	\$ 144,327.52	\$ 4,013,698.08
5/1/2026	\$ 4,013,698.08	\$ 260,768.00	360	3.73%	\$ 139,984.29	\$ 3,892,914.37
5/1/2027	\$ 3,892,914.37	\$ 310,654.00	360	3.73%	\$ 133,618.31	\$ 3,715,878.68
5/1/2028	\$ 3,715,878.68	\$ 350,493.00	360	3.73%	\$ 125,528.89	\$ 3,490,914.57
5/1/2029	\$ 3,490,914.57	\$ 391,898.00	360	3.73%	\$ 115,593.32	\$ 3,214,609.89
5/1/2030	\$ 3,214,609.89	\$ 434,923.00	360	3.73%	\$ 103,682.32	\$ 2,883,369.21
5/1/2031	\$ 2,883,369.21	\$ 479,618.00	360	3.73%	\$ 89,659.92	\$ 2,493,411.13
5/1/2032	\$ 2,493,411.13	\$ 526,037.00	360	3.73%	\$ 73,383.06	\$ 2,040,757.18
5/1/2033	\$ 2,040,757.18	\$ 574,235.00	360	3.73%	\$ 54,701.28	\$ 1,521,223.46
5/1/2034	\$ 1,521,223.46	\$ 624,071.00	360	3.73%	\$ 33,463.79	\$ 930,616.25
5/1/2035	\$ 930,616.25	\$ 675,671.00	360	3.73%	\$ 9,509.46	\$ 264,454.71
5/1/2036	\$ 264,454.71	\$ 264,454.71	360	3.73%	\$ -	\$ -
5/1/2037	\$ -	\$ -	360	3.73%	\$ -	\$ -
5/1/2038	\$ -	\$ -	360	3.73%	\$ -	\$ -
	\$ -	\$ 5,678,264.51			\$ 1,885,784.31	

Original Debt Payment Schedule Anticipated Payments through 2038

STATE OF TEXAS)
)
COUNTY OF EL PASO)

INTERLOCAL AGREEMENT

THIS AGREEMENT is entered into on the last listed approved date below between the CITY OF EL PASO, TEXAS (“City of El Paso”) and the TOWN OF HORIZON CITY, TEXAS (“Town of Horizon City”) by and through its duly authorized officials, pursuant to the Interlocal Cooperation Act.

RECITALS

WHEREAS, the City of El Paso and the Town of Horizon City are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code; and

WHEREAS, the City of El Paso has both a Department of Public Health and a Department of Environmental Services; and

WHEREAS, this Agreement for interlocal cooperation for the City of El Paso to provide certain public health and environmental services to the Town of Horizon City is necessary for the mutual advancement of the health and general welfare of the citizens of all jurisdictions concerned; and

WHEREAS, the Town of Horizon City desires to have the City of El Paso’s appointed health authority serve as the Town of Horizon City’s health authority; and

WHEREAS, the Town of Horizon City will make available and/or transfer to the City of El Paso certain information, in conjunction with goods or services that are being provided by the City of El Paso to the Town of Horizon City, which is confidential and must be afforded special treatment and protection; and

WHEREAS, the City of El Paso will also have access to and/or receive from the Town of Horizon City certain information that can be used or disclosed only in accordance with this Agreement, the Texas Medical Records Privacy Act and the HHS Privacy Regulations; and

WHEREAS, the City of El Paso will include the Town of Horizon City in public health research projects, to examine health conditions in the Town of Horizon City, when funded by the State of Texas or the federal government and when research protocols are indicated for areas beyond the urban borders of the City of El Paso.

FOR THESE REASONS, and in consideration of the mutual promises contained in this Agreement, the Town of Horizon City and the City of El Paso mutually agree as follows:

1. SCOPE OF SERVICES.

1.1 The City of El Paso shall perform the following public health related services by and through its Department of Public Health under the terms and conditions hereinafter stated, and the Town of Horizon City hereby accepts and agrees to the following terms and conditions:

1.1.1 The City of El Paso will issue permits and provide inspection services of food establishments at a frequency and in accordance with recommended protocols as established by the Texas Department of State Health Services (DSHS). The City will provide enforcement of applicable State laws and regulations as appropriate to help reduce the risk of food borne illnesses in said establishments. Appropriate and customary fees will be charged to the establishments, as permitted by law.

1.1.1.1 The City will provide food handler and food manager training in accordance with the Texas Food Establishment Rules found at 25 TAC 228.

1.1.2 The City of El Paso will provide public health related complaint investigation/enforcement services as determined to be appropriate by City of El Paso staff for those conditions that violate the Texas Health and Safety Code and applicable Town of Horizon City ordinances.

1.1.3 The City of El Paso will provide communicable disease investigation services for the purpose of tracking communicable diseases and helping to reduce transmission in accordance with appropriate epidemiological intervention. Services will be provided in a manner and at a frequency that is consistent with standard public health practices.

1.1.4 The City of El Paso will provide immunization services to residents of the Town of Horizon City to include but not be limited to adult, adolescent and childhood immunizations as recommended by the Texas DSHS.

Appropriate and customary fees will be charged to those receiving these services.

1.1.5 The City of El Paso will provide tuberculosis and sexually transmitted disease control services to residents of the Town of Horizon City. Services may include testing, treatment and investigation of contacts, as appropriate. Appropriate and customary fees will be charged to those receiving these services.

1.1.6 The City of El Paso will provide Women, Infants and Children (WIC) Nutrition services to residents of the Town of Horizon City in accordance with Texas DSHS requirements. Services may include medical health assessment, nutrition, breast-feeding promotion, social service referral, and food benefit issuances, as appropriate.

1.1.7 The City will provide pediatric dental services to residents living in the Town of Horizon City in accordance with Texas Title V requirements and in accordance with Texas Medicaid waiver guidelines. Services may be provided in the Department of Public Health's licensed dental facility in the City of El Paso or by use of the City of El Paso's Mobile Dental clinic beyond the City limits.

1.1.8 The City of El Paso will provide informational programs including but not limited to injury prevention, asthma, diabetes, abstinence, maturation/puberty, and tobacco use prevention. These services are generally provided to the Town of Horizon City's residents at local school facilities through the City of El Paso's Health Education Program.

1.2 The City of El Paso shall perform the following environmental services by and through its Department of Environmental Services under the terms and conditions hereinafter stated, and the Town of Horizon City hereby accepts and agrees to the following terms and conditions:

1.2.1 The City of El Paso will provide mosquito control services, including but not limited to, collecting and identifying mosquito species, larviciding, adulticiding, providing enforcement of violations that create mosquito harborage as appropriate, tracking of vector-borne disease, and educating the

public regarding disease prevention strategies. Services will be provided in a manner and at a frequency that is consistent with standard public health practices.

1.2.2 The City of El Paso will include the jurisdictional areas of the Town of Horizon City within its programs and services for the purpose of the enhancement of the air quality, to include but not be limited to, routine ambient air monitoring, analysis of gasoline samples to ensure compliance with oxygen content, and investigation and enforcement of air related nuisances and other requirements as set forth by the Texas Commission on Environmental Quality and/or the United States Environmental Protection Agency as appropriate.

1.3 The City of El Paso agrees that in accordance with the provisions of any and all grants from federal and state agencies that are awarded on a Town of Horizon City-wide basis, the City of El Paso will provide services in the jurisdictional areas of the Town of Horizon City as required under these grant provisions. Provided, however, nothing in this Agreement shall obligate the City of El Paso to perform services if the grant funds relating to a particular grant are not currently being paid to the City of El Paso, and, in any such instances, the Director of the City of El Paso's Department of Public Health or the Director of the City of El Paso's Department of Environmental Services shall give written notice to the Town of Horizon City that the City of El Paso is not providing the particular services for the reason that it has not received funding under the applicable grant. The City of El Paso will provide written notice to the Town of Horizon City of grant funding which becomes discontinued or terminated, and any election by the City of El Paso not to seek the renewal of grants existing at the effective date of this Agreement.

1.4 To the extent allowed by law, the Town of Horizon City agrees to pass all ordinances and resolutions necessary to give the City of El Paso and City of El Paso personnel jurisdiction to provide public health and environmental service functions in the Town of Horizon City pursuant to the terms of this Agreement, including its extraterritorial jurisdiction, if any, where the providing of public health and other services is authorized by law, and including the power to issue citations for violations of any

ordinances pertaining to the protection of the public health and that pertain to services the City of El Paso agrees to render in accordance with the terms of this Agreement.

- 1.5 The City of El Paso agrees that it will file citations, complaints and violations occurring within the territorial limits of the Town of Horizon City through the Town of Horizon City Municipal Court. It is agreed that the appropriate personnel from the City of El Paso will be administratively directed to be present at such times as court sessions are set and cases involving the City of El Paso are on the court's docket, without the necessity for the issuance of a subpoena. The Town of Horizon City Municipal Court will provide reasonable notice of any case settings to the City of El Paso.
- 1.6 The City of El Paso will provide necessary training for employees utilized in providing services under this Agreement, as may be required by law or determined to be appropriate by the City of El Paso, and shall require all such personnel to maintain all required licenses and certifications in accordance with State and Federal laws.
- 1.7 Nothing within the terms of this Agreement shall require the City of El Paso to purchase additional equipment or hire additional personnel in order to comply with the terms of this Agreement.
- 1.8 The City of El Paso agrees that it will keep accurate records of all services provided to the Town of Horizon City pursuant to this Agreement as part of its routine data collection processes and shall report such activities in its standardized records format to Town of Horizon City officials, as requested. However, the City of El Paso will not be required to furnish copies of any reports that are maintained on the City's website and available to the Town of Horizon City from the website.
- 1.9 On or before July 31, 2020 the City of El Paso shall provide to the Town of Horizon City an initial projection based on the City Manager's filed proposed budget of Town of Horizon City's potential costs for a new Interlocal Agreement that, if agreed upon, would be effective September 1, 2020. The provision of this initial projection of potential costs will be used solely for the purposes of facilitating the budgeting process for the Town of Horizon City for its FY2021 budget.
- 1.10 It is understood and agreed to between the parties that any portion of this Agreement providing for the delivery of public health and environmental services for which the

Town of Horizon City does not grant legal authority shall be null and void and of no force and effect, and the City of El Paso shall not be obligated to provide those services.

2. **LOCATION OF PERFORMANCE.** The place where most services are to be performed is in the Town of Horizon City, Texas, and any extraterritorial jurisdiction thereof where the City of El Paso may lawfully provide public health and environmental services as delegated and authorized under this Interlocal Agreement (jurisdictional areas of the Town of Horizon City). Certain health services involving medical testing, treatment and laboratory analysis shall be performed at City Department of Public Health locations within the City of El Paso.

3. **APPOINTMENT OF HEALTH AUTHORITY.** The Parties agree that the individual appointed to serve as health authority for the City of El Paso will serve as the health authority for the Town of Horizon City, in accordance with Section 121.028(c), Texas Health and Safety Code.

4. **TIMES OF PERFORMANCE.** The City of El Paso shall commence the provision of its services on the 1st day of September 2019, and shall terminate on the 31st day of August 2020, regardless of the date of execution of this Agreement.

4.1 In the event of a public health or environmental emergency, such as, but not limited to, a disaster declaration of the Town of Horizon City, requiring, as a result of the emergency, specific health and environmental services from the City of El Paso after August 31, 2020, and prior to the signing of a subsequent Interlocal for health and environmental services between the parties to this Agreement, the required services shall be provided by the City of El Paso to the Town of Horizon City at the rate described in the present Agreement, and the Town of Horizon City shall pay for said services at said rate within thirty (30) days of receipt of an invoice from the City of El Paso for said services.

5. **COMPENSATION.**

5.1 The Town of Horizon City agrees to pay the amount not to exceed **ONE HUNDRED SEVENTY SIX THOUSAND NINE HUNDRED THIRTY THREE DOLLARS AND NO/100 (\$176,933.00)** for services rendered in accordance with this Agreement, excluding the services described in Section 4.1. Payments shall be made in equal quarterly installments, each in the amount of **FORTY FOUR THOUSAND TWO HUNDRED THIRTY THREE**

DOLLARS AND 25/100 (\$44,233.25), with the first payment becoming due and payable on the 1st day of September 2019 or within 10 days after the date that the Town of Horizon City signs this Agreement, whichever is later. The quarterly installment described in this Section 5.1 does not include the services described in Section 4.1. The Cost Model attached hereto as Appendix A and Appendix B identifies the total cost of services offered by the City of El Paso to the Town of Horizon City pursuant to this Agreement.

5.2 The Parties acknowledge that the funds paid by the Town of Horizon City pursuant to Section 5.1 above may not be sufficient in the event of an unexpected occurrence such as an outbreak, epidemic (i.e. Zika, cholera), or intervention of emerging or new diseases or public health threats (chemical or biological) in the jurisdictional areas of the Town of Horizon City. The Town of Horizon City shall name a person to serve as a point of contact to discuss these types of threats, their intervention, and any additional costs that the Town of Horizon City will need to pay to defray the resulting expenses. Such contact person shall be designated and disclosed to the Director of the Department of Public Health and the Director of the Department of Environmental Services as of the signing of this Agreement, as applicable.

6. **PAYMENTS PURSUANT TO THIS AGREEMENT.** Payments submitted under this Agreement shall be made payable to the City of El Paso, Attn: Comptroller, PO Box 1890, El Paso, TX 79950-1890. In addition to the compensation provided for herein, the City of El Paso shall receive all proceeds received from inspection and permit fees collected in the Town of Horizon City. Such fees, when set or revised by the Town of Horizon City and to the extent allowed by law, shall be set in the same amounts as the fees for the identical services or charges as made by the City of El Paso. All fees that the Town of Horizon City collects for this purpose shall be paid to the City of El Paso on a quarterly basis, within 30 days of the conclusion of the quarter. The Town of Horizon City shall also provide the City of El Paso with a report indicating the amount of fees collected and the time period associated with such collection. In event that the Town of Horizon City accrues an arrearage on payment, the City of El Paso Comptroller or any collection agency retained by the City to collect delinquent accounts may add a collection fee of 21% to the account receivable if owing to the City for more than 60 days, pursuant to the El Paso City Code, Ordinance 14700.

7. **LAW GOVERNING CONTRACT.** The governing law for this Agreement shall be the laws of the State of Texas. The venue shall be in El Paso County, Texas.

7.1 *Authority of the City of El Paso.* The Town of Horizon City expressly agrees that the City of El Paso shall have authority to enforce all laws and ordinances applicable to those public health and environmental services covered in this agreement, within the incorporated city limits and extraterritorial jurisdiction of the Town of Horizon City, Texas. The Town of Horizon City further agrees that, in the absence of any conflicting city ordinance, the City of El Paso shall have authority to enforce the laws of the State of Texas and the Town of Horizon City of El Paso applicable to those public health and environmental services covered in this agreement, within the incorporated city limits and extraterritorial jurisdiction of the Town of Horizon City, Texas. The Town of Horizon City shall provide certified copies of all the Town of Horizon City, Texas Ordinances affecting public health and environmental regulation upon execution of this Agreement and as requested by the City of El Paso, and to provide copies of all such newly adopted or amended ordinance within 10 days after adoption or amendment. Copies of such ordinances shall be sent to the Director of the City of El Paso Department of Public Health and to the Director of the City of El Paso Department of Environmental Services, as applicable.

7.2 *Privileges and Immunities.* All privileges and immunities from liability, exemptions from laws, ordinances and rules, pension, relief, disability, worker's compensation, and other benefits which apply to the activities of officers, agents, or employees of the City of El Paso when performing a function shall apply to such officers, agents, or employees to the same extent while engaged in the performance of any of their functions and duties under the terms and provisions of this Agreement. Each party reserves, and does not waive, its rights of sovereign immunity and rights under the Texas Tort Claims Act.

7.3 *Governmental Function.* The Parties expressly agree that, in all things relating to this Agreement, the City of El Paso is performing a governmental function, as defined by the Texas Tort Claims Act. The Parties further expressly agree that every act or omission of the City of El Paso, which, in any way, pertains to or arises out of this Agreement falls within the definition of governmental function.

7.4 *Exclusion of Incidental and Consequential Damages.* Independent of, severable from, and to be enforced independently of any other enforceable or unenforceable provision of this Agreement, NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY (NOR TO ANY PERSON CLAIMING RIGHTS DERIVED FROM THE PARTY'S RIGHTS) FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND including lost profits, loss of business, or other economic damage, and further including injury to property, mental anguish and emotional distress AS A RESULT OF BREACH OF ANY TERM OF THIS AGREEMENT, REGARDLESS OF WHETHER THE CITY WAS ADVISED, HAD OTHER REASON TO KNOW, OR IN FACT KNEW OF THE POSSIBILITY THEREOF.

7.5 *Intentional Risk Allocation.* Each of the Parties acknowledges that the provisions of this Agreement were negotiated to reflect an informed, voluntary allocation between them of all risks (both known and unknown) associated with the transactions associated with this Agreement. The disclaimers and limitations in this Agreement are intended to limit the circumstances of liability. The remedy limitations, and the limitations of liability, are separately intended to limit the forms of relief available to the Parties.

8. **HHS PRIVACY REGULATIONS.** The Health Insurance Portability and Accountability Act (HIPAA) *Standards for Privacy of Individually Identifiable Health Information* (Privacy Rule). See 45 CFR Part 160 and Subparts A and E of Part 164, requires that the City of El Paso offer assurances to the Town of Horizon City that the City of El Paso will safeguard any protected health information received or created on behalf of the Town of Horizon City. Pursuant to this requirement, the parties further agree to the terms and conditions of the standard HIPAA Business Associate Agreement set forth in Appendix C and incorporated herein as if fully set forth.

The Town of Horizon City continues its authorization for the City of El Paso to possess and maintain any protected health information received or created on behalf of the Town of Horizon City and previously possessed or maintained by the El Paso City-Town of Horizon City Health and Environmental District, in accordance with the terms of the standard Business Associate Agreement set forth in Appendix C.

with each other solely for the purpose of carrying out the terms of this Agreement. Neither the City of El Paso nor Town of Horizon City nor any of their respective agents or employees shall control or have any right to control the activities of the other party in carrying out the terms of this Agreement.

13. **SEVERABILITY.** Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

14. **HEADINGS.** The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.

15. **ENTIRE AGREEMENT; AMENDMENTS.** This Agreement constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and no amendment, modification or alteration of the terms shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by the parties hereto. The parties reserve the right to amend this Agreement in the event either party should experience an unforeseen, significant impact to their respective budget allocated for the services addressed in this Agreement.

(Signature pages follow)

STATE OF TEXAS)
)
COUNTY OF EL PASO)

INTERLOCAL AGREEMENT

Signature page for the City of El Paso, Interlocal Agreement between the
City of El Paso and the Town of Horizon City.

APPROVED this ____ day of _____, 2019.


CITY OF EL PASO

Dee Margo
Mayor

ATTEST:


Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Elizabeth M. Ruhlmann
Assistant City Attorney

APPROVED AS TO CONTENT:



Robert Resendes, MBA, MT (ASCP)
Director, Department of Public Health



Ellen A. Smyth, P.E., Director
Environmental Services Department

(Signatures continue on the following page)

STATE OF TEXAS)
)
COUNTY OF EL PASO)

INTERLOCAL AGREEMENT

Signature page for the Town of Horizon City, Interlocal Agreement between the City of El Paso and the Town of Horizon City.

APPROVED this 13th day of August, 2019.


TOWN OF HORIZON CITY



Ruben Mendoza
Mayor




ATTEST:



Elvia Schuller
City Clerk, Town of Horizon City

APPROVED AS TO FORM:



Bertha Ontiveros
Town of Horizon City Attorney

City of El Paso, Texas
Summary Results- For Direct Departments
Based on 2020 Budgeted Expenditures and
2018 American FactFinder Population Estimates

APPENDIX A

PROGRAM	El Paso	Anthony	Clint	Horizon	Socorro	Wilton	County	San Elizario	Total Operational Cost
Food Safety	721,015	5,973	1,177	20,850	36,473	2,158	90,682	9,658	887,984
STD/HIV/AIDS Clinics	368,789	3,055	602	10,664	18,655	1,104	46,382	4,940	454,191
Dental Clinic	480,960	3,984	785	13,908	24,329	1,439	60,490	6,442	592,338
Neighborhood Health Centers	96,011	795	157	2,776	4,857	287	12,075	1,286	118,244
Laboratory	665,843	5,516	1,087	19,254	33,682	1,993	83,743	8,919	820,035
Epidemiology	298,623	2,474	487	8,635	15,106	894	37,558	4,000	367,776
Health Education Programs	214,127	1,774	349	6,192	10,832	641	26,931	2,868	263,714
Immunization	285,063	2,361	465	8,243	14,420	853	35,852	3,818	351,076
TB Outreach Federal	24,951	207	41	722	1,262	75	3,138	334	30,730
HIV Prevention	90,145	747	147	2,607	4,560	270	11,338	1,207	111,021
Housing Opportunities for People With AIDS (HOPWA)	107,612	891	176	3,112	5,444	322	13,534	1,441	132,533
TB Prevention/Control State	(3,090)	(26)	(5)	(89)	(156)	(9)	(389)	(41)	(3,806)
Regional Planning (RLSS)	47,670	395	78	1,378	2,411	143	5,995	639	58,709
Title V Dental - TDH Bur of Women & Children Fees	84,055	696	137	2,431	4,252	252	10,572	1,126	103,520
Laboratory Response Network	70,643	585	115	2,043	3,573	211	8,885	946	87,002
Infectious Disease Control-Flu	1,488	12	2	43	75	4	187	20	1,832
STD/HIV	69,773	578	114	2,018	3,529	209	8,775	935	85,931
Texas Health Communities	29,754	246	49	860	1,505	89	3,742	399	36,644
HIV Surveillance DSHS	17,239	143	28	499	872	52	2,168	231	21,231
PHEPCBio Terrorism-Hazards	76,336	632	125	2,207	3,861	228	9,601	1,022	94,014
211 Area Information Center	82,146	680	134	2,375	4,155	246	10,331	1,100	101,169
IDCU/ Foodborne Assoc Infection	42,263	350	69	1,222	2,138	126	5,315	566	52,051
WIC Administration	602,758	4,993	984	17,430	30,491	1,804	75,809	8,074	742,341
WIC Breastfeeding	68,955	571	113	1,994	3,488	206	8,672	924	84,924
WIC Nutrition Education	183,578	1,521	300	5,309	9,286	549	23,089	2,459	226,090
Zika (through PHEP only)	33,977	281	55	983	1,719	102	4,273	455	41,845
NEW PROGRAMS	-	-	-	-	-	-	-	-	-
Title X Family Planning	242,570	2,009	396	7,014	12,270	726	30,508	3,249	298,743
Total Department of Public Health	5,003,253	41,445	8,164	144,681	253,091	14,973	829,257	67,016	6,161,881
Percent of Total Cost	81.20%	0.67%	0.13%	2.35%	4.11%	0.24%	10.21%	1.09%	100.00%
Population	682,669	5,655	1,114	19,741	34,533	2,043	85,859	9,144	840,758
Cost Per Capita	7.33	7.33	7.33	7.33	7.33	7.33	7.33	7.33	7.33
FY19 Allocation	\$4,369,937	\$36,215	\$7,230	\$125,055	\$217,660	\$13,060	\$544,733	\$58,641	\$5,372,531
FY19 Cost Per Capita	6.39	6.39	6.39	6.39	6.39	6.39	6.39	6.39	6.39
FY18 Allocation	\$4,476,454	\$36,594	\$7,425	\$126,257	\$218,075	\$13,002	\$554,373	\$58,980	\$5,491,160
FY18 Cost Per Capita	6.55	6.55	6.55	6.55	6.55	6.55	6.55	6.55	6.55
FY17 Allocation	\$4,340,356	\$35,156	\$7,303	\$122,910	\$211,702	\$12,573	\$537,341	\$57,345	\$5,324,686
FY17 Cost Per Capita	6.37	6.37	6.37	6.37	6.37	6.37	6.37	6.37	6.37
FY16 Allocation	\$4,009,263	\$30,258	\$5,647	\$102,016	\$195,186	\$12,014	\$469,169	\$55,749	\$4,879,302
FY16 Cost Per Capita	5.94	5.94	5.94	5.94	5.94	5.94	5.94	5.94	5.94
FY15 Allocation	\$4,814,837	\$36,338	\$6,782	\$122,514	\$234,405	\$14,428	\$533,276	\$97,113	\$5,859,693
FY15 Cost Per Capita	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14
FY14 Allocation	\$5,409,405	\$41,759	\$7,717	\$139,460	\$266,778	\$16,425	\$790,593	NA	\$6,672,137

City of El Paso, Texas
 Summary Results- For Direct Departments
 Based on 2020 Budgeted Expenditures

APPENDIX B

	El Paso	Anthony	Ciuit	Horizon	Socorro	El Paso County	San Elizario	Vinton	Total Operational Cost
FY20									
Vector Control	977,402	19,091	29,895	26,040	95,175	176,601	36,816	12,705	1,373,527
Air Quality (per capita)	240,935	1,860	344	6,212	11,862	35,213	3,481	750	300,676
Grand Total	1,218,337	20,951	30,239	32,251	107,037	211,814	40,297	13,455	1,674,203
Percent of Total Cost	72.77%	1.25%	1.81%	1.93%	6.39%	12.65%	2.39%	0.80%	100.00%
Percentage of Change Previous Allocation	1.99%	1.00%	0.30%	1.94%	1.20%	1.70%	0.98%	0.70%	1.79%
\$ Change	\$ 23,794	\$ 207	\$ 92	\$ 615	\$ 1,269	\$ 3,546	\$ 389	\$ 84	\$ 30,007

	El Paso	Anthony	Ciuit	Horizon	Socorro	El Paso County	San Elizario	Vinton	Total Operational Cost
FY19									
Vector Control	975,416	19,053	29,855	25,987	94,982	176,243	36,542	12,679	1,370,756
Air Quality (per capita)	219,128	1,692	313	5,849	10,807	32,028	3,166	682	273,460
Grand Total	1,194,543	20,744	30,167	31,836	105,789	208,268	39,708	13,362	1,644,196
Percent of Total Cost	72.65%	1.25%	1.83%	1.92%	6.43%	12.67%	2.42%	0.81%	100.00%
Percentage of Change Previous Allocation	0.69%	287.57%	52.55%	124.46%	82.97%	115.14%	12.79%	340.83%	13.73%
\$ Change	\$ 8,206	\$ 15,382	\$ 10,385	\$ 17,542	\$ 47,370	\$ 111,463	\$ 4,592	\$ 10,331	\$ 225,791

	El Paso	Anthony	Ciuit	Horizon	Socorro	El Paso County	San Elizario	Vinton	Total Operational Cost
FY18									
Vector Control	1,057,758	4,360	19,579	10,779	51,478	79,013	33,348	2,631	1,257,943
Air Quality (per capita)	128,560	993	183	3,315	6,341	18,792	1,858	400	160,462
Grand Total	1,186,336	5,352	19,762	14,094	57,819	96,805	35,206	3,031	1,418,406
Percent of Total Cost	83.64%	0.36%	1.39%	0.99%	4.08%	6.82%	2.48%	0.21%	100.00%
Percentage of Change Previous Allocation	13.22%	-80.15%	272.67%	-27.98%	7.47%	-30.03%	363.90%	-83.00%	7.14%
\$ Change	\$ 130,559	\$ (21,605)	\$ 14,459	\$ (5,476)	\$ 4,019	\$ (41,555)	\$ 27,617	\$ (14,798)	\$ 101,212

	El Paso	Anthony	Ciuit	Horizon	Socorro	El Paso County	San Elizario	Vinton	Total Operational Cost
FY17									
Animal Shelter	4,090,154	18,773	28,653	128,447	213,419	219,779	48,438	18,276	4,753,942
Animal Control Officers	1,961,237	10,370	6,049	42,991	111,689	-	216	7,777	2,160,328
Vector Control	824,358	25,232	4,984	13,810	42,781	805,705	4,381	17,133	1,030,362
Air Quality (per capita)	223,431	1,725	319	5,760	11,019	32,655	3,228	696	278,832
Grand Total	7,109,176	56,100	40,005	191,008	378,907	358,139	54,243	43,885	8,231,463
Percent of Total Cost	86.37%	0.68%	0.49%	2.32%	4.60%	4.35%	0.66%	0.53%	100.00%

APPENDIX C

STATE OF TEXAS)
)
COUNTY OF EL PASO)

HIPAA BUSINESS ASSOCIATE AGREEMENT

THIS AGREEMENT is entered into on _____, 2019, by and between the CITY OF EL PASO, TEXAS (“CITY”), as the Covered Entity, and TOWN OF HORIZON CITY (“BUSINESS ASSOCIATE”) by and through their duly authorized officials, in order to comply with 45 C.F.R. §164.502(e) and §164.504(e), governing protected health information (“PHI”) and business associates under the Health Insurance Portability and Accountability Act of 1996 (P.L. 104-191), 42 U.S.C. Section 1320d, et. seq., and regulations promulgated thereunder, as amended from time to time (statute and regulations hereafter collectively referred to as “HIPAA”). Covered Entity and Business Associate may be referred to herein individually as a “Party” or collectively as the “Parties”.

RECITALS

WHEREAS, CITY has engaged BUSINESS ASSOCIATE to perform services or provide goods, or both;

WHEREAS, CITY possesses individually identifiable health information that is defined in and protected under HIPAA, and is permitted to use or disclose such information only in accordance with HIPAA;

WHEREAS, BUSINESS ASSOCIATE may receive such information from CITY, or create and receive such information on behalf of CITY, in order to perform certain of the services or provide certain of the goods, or both; and

WHEREAS, CITY wishes to ensure that BUSINESS ASSOCIATE will appropriately safeguard individually identifiable health information;

NOW THEREFORE, CITY and BUSINESS ASSOCIATE agree as follows:

A. HIPAA Terms

1. **Definitions.** The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear, or as provided in (1)(h) to this Section.
 - a. **Agreement** shall refer to this document.
 - b. **Business Associate** means TOWN OF HORIZON CITY.

c. **HHS Privacy Regulations** shall mean the Code of Federal Regulations (“C.F.R.”) at Title 45, Sections 160 and 164, in effect, or as amended.

d. **Individual** shall mean the person who is the subject of the Information, and has the same meaning as the term “individual” is defined in 45 C.F.R. 164.501.

e. **Information** shall mean any “health information” provided and/or made available by the CITY to BUSINESS ASSOCIATE, and has the same meaning as the term “health information” as defined by 45 C.F.R. 160.102.

f. **Parties** shall mean the CITY and BUSINESS ASSOCIATE.

g. **Secretary** shall mean the Secretary of the Department of Health and Human Services (“HHS”) and any other officer or employee of HHS to whom the authority involved has been delegated.

h. **Catch-all definition:** The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Privacy, Security, Breach Notification and Enforcement Rules at 45 C.F.R. Part 160 and 164, in effect, or as amended: breach, data aggregation, designated record set, disclosure, health care operations, protected health information, required by law, subcontractor, and use.

2. **Limits on Use and Disclosure Established by Terms of Agreement.** BUSINESS ASSOCIATE hereby agrees that it shall be prohibited from using or disclosing the Information provided or made available by the CITY for any other purpose other than as expressly permitted or required by this Agreement (ref. 45 C.F.R. 164.504(e)(2)(i).)
3. **Stated Purposes for which BUSINESS ASSOCIATE May Use or Disclose Information.** The Parties hereby agree that BUSINESS ASSOCIATE shall be permitted to use and/or disclose Information provided or made available from CITY for the following stated purposes: To provide public health, research, and related support services (service) to the community of the CITY for the mutual benefit and general welfare of BUSINESS ASSOCIATE and the CITY (ref. 45 C.F.R. 164.504(e)(2)(i); 65 Fed. Reg. 82505.)
4. **Use of Information for Management, Administrative and Legal Responsibilities.** BUSINESS ASSOCIATE is permitted to use Information if necessary for the proper management and administration of BUSINESS ASSOCIATE or to carry out legal responsibilities of BUSINESS ASSOCIATE. (ref. 45 C.F.R. 164.504(e)(4)(i)(A-B)).

5. **Disclosure of Information for Management, Administration and Legal Responsibilities.** BUSINESS ASSOCIATE is permitted to disclose Information received from CITY for the proper management and administration of BUSINESS ASSOCIATE or to carry out legal responsibilities of BUSINESS ASSOCIATE, provided:
 - a. The disclosure is required by law; or
 - b. The BUSINESS ASSOCIATE obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, the person will use appropriate safeguards to prevent use or disclosure of the information, and the person immediately notifies the BUSINESS ASSOCIATE of any instance of which it is aware in which the confidentiality of the information has been breached. (ref. 45 C.F.R. 164.504(e)(4)(ii)).
6. **Data Aggregation Services.** BUSINESS ASSOCIATE is also permitted to use or disclose Information to provide data aggregation services, as that term is defined by 45 C.F.R. 164.501, relating to the health care operations of CITY. (ref. 45 C.F.R. 164.504(e)(2)(i)(B)).
7. **BUSINESS ASSOCIATE OBLIGATIONS:**
 - a. **Limits on Use and Further Disclosure Established by Agreement and Law.** BUSINESS ASSOCIATE hereby agrees that the Information provided or made available by the CITY shall not be further used or disclosed other than as permitted or required by the Agreement or as required by federal law. (ref. 45 C.F.R. 164.504(e)(2)(ii)(A)).
 - b. **Appropriate Safeguards.** BUSINESS ASSOCIATE will establish and maintain appropriate safeguards to prevent any use or disclosure of the Information, other than as provided for by this Agreement. (ref. 45 C.F.R. 164.504(e)(2)(ii)(B)).
 - c. **Reports of Improper Use or Disclosure.** BUSINESS ASSOCIATE hereby agrees that it shall report to CITY **within two (2) days of discovery** any use or disclosure of Information not provided for or allowed by this Agreement. (ref. 45 C.F.R. 164.504(e)(2)(ii)(C)).
 - d. **Subcontractors and Agents.** BUSINESS ASSOCIATE hereby agrees that any time Information is provided or made available to any subcontractors or agents, BUSINESS ASSOCIATE must enter into a subcontract with the subcontractor or agent that contains the

same terms, conditions and restrictions on the use and disclosure of Information as contained in this Agreement. (ref. 45 C.F.R. 164.504(e)(2)(ii)(D)).

(i) **45 C.F.R. 164.502(e)(1)(ii) and 164.308(b)(2).** In accordance with 45 C.F.R. 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, BUSINESS ASSOCIATE agrees to ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of BUSINESS ASSOCIATE agree in writing to the same restrictions and conditions that apply through this Agreement to BUSINESS ASSOCIATE with respect to such Information.

- e. **Right of Access to Information.** BUSINESS ASSOCIATE hereby agrees to make available and provide a right of access to Information by an Individual. This right of access shall conform with and meet all of the requirements of Section 181.102 of the Texas Health and Safety Code, requiring that not later than the 15th business day after the date of the receipt of a written request from a person for the person's electronic health record, BUSINESS ASSOCIATE shall provide the requested record to the person in electronic form unless the person agrees to accept the record in another form, and with any further requirements of 45 C.F.R. 164.524, including substitution of the words "COVERED ENTITY" with BUSINESS ASSOCIATE where appropriate. (ref. 45 C.F.R. 164.504(e)(2)(ii)(E)).
- f. **Correction of Health Information by Individuals.** BUSINESS ASSOCIATE shall, upon receipt of notice from the CITY, amend or correct protected health information (PHI) in its possession or under its control.
- g. **Amendment and Incorporation of Amendments.** BUSINESS ASSOCIATE agrees to make Information available for amendment and to incorporate any amendments to Information in accordance with 45 C.F.R. 164.504(e)(2)(ii)(F)).
- h. **Provide Accounting.** BUSINESS ASSOCIATE agrees to make Information available as required to provide an accounting of disclosures in accordance with 45 C.F.R. 164.528, including substitution of the words "COVERED ENTITY" with BUSINESS ASSOCIATE where appropriate. (ref. 45 C.F.R. 164.504(e)(2)(ii)(G)).
- i. **Access to Books and Records.** BUSINESS ASSOCIATE hereby agrees to make its internal practices, books, and records relating to

the use or disclosure of Information received from, or created or received by BUSINESS ASSOCIATE on behalf of the CITY, available to the Secretary or the Secretary's designee for purposes of determining compliance with the HHS Privacy Regulations. (ref. 45 C.F.R. 164.504(e)(2)(ii)(H)).

- j. Return or Destruction of Information.** At the termination of this Agreement, BUSINESS ASSOCIATE hereby agrees to adhere to Section B.3. of this Agreement. (ref. 45 C.F.R. 164.504(e)(2)(ii)(I)).
- k. Mitigation Procedures.** BUSINESS ASSOCIATE agrees to have procedures in place for mitigating, to the maximum extent practicable, any deleterious effect from the use or disclosure of Information in a manner contrary to this Agreement or the HHS Privacy Regulations. (ref. 45 C.F.R. 164.530(f)).
- l. Sanction Procedures.** BUSINESS ASSOCIATE agrees and understands that it must develop and implement a system of sanctions for any employee, subcontractor or agent who violates this Agreement of the HHS Privacy Regulations. (ref. 45 C.F.R. 164.530(e)(1)).
- m. Subpart E of 45 C.F.R. Part 164.** To the extent BUSINESS ASSOCIATE is to carry out one or more of CITY'S obligations under Subpart E of 45 C.F.R. Part 164, BUSINESS ASSOCIATE shall comply with the requirements of Subpart E that apply to CITY in the performance of such obligation(s).
- n. Prohibition against the Sale of Protected Health Information.** The BUSINESS ASSOCIATE shall comply with the requirements of Texas Health and Safety Code Sec. 181.153, and any amendments of that section.
- o. Notice and Authorization Required for Electronic Disclosure of PHI.** The BUSINESS ASSOCIATE shall comply with the requirements of Texas Health and Safety Code Sec. 181.154, and any amendments of that section, regarding the requirement of providing notice to an Individual for whom the BUSINESS ASSOCIATE creates or receives protected health information if the Individual's PHI is subject to electronic disclosure.
- p. State Law on Medical Records Privacy.** The BUSINESS ASSOCIATE shall abide by the requirements set forth in Texas Health and Safety Code Section 181.001 et. seq., and any amendments of that chapter.

8. **Property Rights.** The Information shall be and remain the property of the CITY. BUSINESS ASSOCIATE agrees that it acquires no title or rights to the Information, including any de-identified Information, as a result of this Agreement.
9. **Modifications.** The CITY and BUSINESS ASSOCIATE agree to modify this Business Associate Agreement, in order to comply with Administrative Simplification requirements of HIPAA, as set forth in Title 45, Parts 160 and 164, (Subparts A and E the "Privacy Rule" and Subparts A and C the "Security Rule") of the Code of Federal Regulations.
10. **Automatic Amendment.** Upon the effective date of any amendment to the regulations promulgated by HHS with respect to PHI, this Business Associate Agreement shall automatically amend such that the obligations imposed on BUSINESS ASSOCIATE as a Business Associate remain in compliance with such regulations.

B. Term and Termination

1. **Term.** The Term of this Agreement shall be effective as of September 1, 2019, and shall terminate on August 31, 2020, or on the date covered entity terminates for cause as authorized in paragraph (B.2.) of this Section, whichever is sooner.
2. **Termination for Cause.** Upon the CITY's knowledge of a material breach by BUSINESS ASSOCIATE, the CITY shall:
 - a. Provide an opportunity for BUSINESS ASSOCIATE to cure the breach or end the violation, and terminate if BUSINESS ASSOCIATE does not cure the breach or end the violation within the time specified by the CITY.
 - b. Immediately terminate the Business Associate Agreement if BUSINESS ASSOCIATE has breached a material term of this Business Associate Agreement and cure is not possible.
 - c. Notify the Secretary of HHS if termination is not possible.
3. **Obligations of Business Associate Upon Termination.** Upon termination of this Agreement for any reason, BUSINESS ASSOCIATE, with respect to protected health information received from CITY, or created, maintained, or received by BUSINESS ASSOCIATE on behalf of CITY, shall:
 - a. Retain only that protected health information which is necessary for BUSINESS ASSOCIATE to continue its proper management and administration or to carry out its legal responsibilities;

- b. Return to CITY, or, if agreed to by CITY, destroy, the remaining protected health information that the BUSINESS ASSOCIATE still maintains in any form and BUSINESS ASSOCIATE shall certify to the CITY that the Information has been destroyed;
- c. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as BUSINESS ASSOCIATE retains the protected health information;
- d. Not use or disclose the protected health information retained by BUSINESS ASSOCIATE other than for the purposes for which such protected health information was retained and subject to the same conditions set out at Section 1.e and 1.f above, which applied prior to termination; and
- e. Return to CITY or, if agreed to by CITY, destroy, the protected health information retained by BUSINESS ASSOCIATE when it is no longer needed by BUSINESS ASSOCIATE for its proper management and administration or to carry out its legal responsibilities.
- f. Survival. The obligations of BUSINESS ASSOCIATE under this Section shall survive the termination of this Agreement.

C. Remedies. If CITY determines that BUSINESS ASSOCIATE has breached or violated a material term of this Agreement, CITY may, at its option, pursue any and all of the following remedies:

- 1. Exercise any of its rights of access and inspection under Section A.7.e. of this Agreement;
- 2. Take any other reasonable steps that CITY, in its sole discretion, shall deem necessary to cure such breach or end such violation; and/or
- 3. Terminate this Agreement immediately.
- 4. Injunction. CITY and BUSINESS ASSOCIATE agree that any violation of the provisions of this Agreement may cause irreparable harm to CITY. Accordingly, in addition to any other remedies available to CITY at law, in equity, or under this Agreement, in the event of any violation by BUSINESS ASSOCIATE of any of the provisions of this Agreement, or any explicit threat thereof, CITY shall be entitled to an injunction or other decree of

specific performance with respect to such violation or explicit threat thereof, without any bond or other security being required and without the necessity of demonstrating actual damages. The parties' respective rights and obligations under this Section C.4. shall survive termination of the Agreement.

5. Indemnification. BUSINESS ASSOCIATE shall indemnify, hold harmless and defend CITY from and against any and all claims, losses, liabilities, costs and other expenses resulting from, or relating to, the acts or omissions of BUSINESS ASSOCIATE in connection with the representations, duties and obligations of BUSINESS ASSOCIATE under this Agreement. The parties' respective rights and obligations under this Section 5 shall survive termination of the Agreement.

D. Miscellaneous

1. **Regulatory References.** A reference in this Agreement to a HIPAA section means the section as in effect or as amended.
2. **Amendment.** CITY and BUSINESS ASSOCIATE agree that amendment of this Agreement may be required to ensure that CITY and BUSINESS ASSOCIATE comply with changes in state and federal laws and regulations relating to the privacy, security, and confidentiality of protected health information. CITY may terminate this Agreement upon 60 days written notice in the event that BUSINESS ASSOCIATE does not promptly enter into an amendment that CITY, in its sole discretion, deems sufficient to ensure that CITY will be able to comply with such laws and regulations. This Agreement may not otherwise be amended except by written agreement between the parties and signed by duly authorized representatives of both parties.
3. **Interpretation.** Any ambiguity in this Agreement shall be interpreted to permit compliance with HIPAA.
4. **Notices.** Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either party may change the address to which notices are sent by sending written notice of such change of address to the other party.

CITY: City of El Paso
Attn: City Manager
P. O. Box 1890
El Paso, Texas 79950-1890

COPY TO: City of El Paso
Department of Public Health
Attention: Director
5115 El Paso Drive
El Paso, TX 79905

BUSINESS ASSOCIATE: Town of Horizon City
Attn: Mayor
14999 Darrington Road
Horizon, Texas 79928

5. **Non-Waiver.** No failure by any Party to insist upon strict compliance with any term or provision of this Agreement, to exercise any option, to enforce any right, or to seek any remedy upon any default of any other Party shall affect, or constitute a waiver of, any Party's right to insist upon such strict compliance, exercise that option, enforce that right, or seek that remedy with respect to that default or any prior, contemporaneous, or subsequent default. No custom or practice of the Parties at variance with any provision of this Agreement shall affect or constitute a waiver of, any Party's right to demand strict compliance with all provisions of this Agreement.
6. **Headings.** The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.
7. **Governing Law, Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Texas, with venue in El Paso County, Texas.
8. **Compliance with Laws.** BUSINESS ASSOCIATE agrees that its obligations pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state or local laws and regulations or applicable accrediting body standards are modified, BUSINESS ASSOCIATE reserves the right to notify CITY in writing of any modifications to the Agreement in order to remain in compliance with such law, rule or regulation.
9. **Severability.** In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.

10. **No Third Party Beneficiaries.** Nothing express or implied in this Agreement is intended or shall be deemed to confer upon any person other than CITY and BUSINESS ASSOCIATE, and their respective successors and assigns, any rights, obligations, remedies or liabilities.
11. **Entire Agreement; Counterparts.** This Agreement constitutes the entire Agreement between CITY and BUSINESS ASSOCIATE regarding the services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document.

(Signatures follow on next page)

STATE OF TEXAS)
)
COUNTY OF EL PASO)

HIPAA BUSINESS ASSOCIATE AGREEMENT

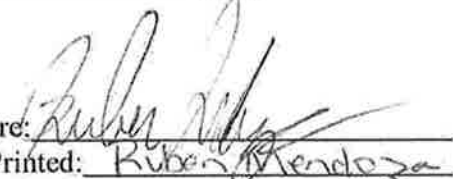
Signature Page

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the _____ day of _____, 2019.

CITY OF EL PASO

Tomás González
City Manager

TOWN OF HORIZON CITY


Signature: 
Name Printed: Ruben Mendoza
Title: MAYOR

APPROVED AS TO FORM:



Elizabeth M. Ruhmann
Assistant City Attorney

APPROVED AS TO CONTENT:



Robert Resendes, MBA, MT (ASCP)
Director, Department of Public Health

EMERGENCY AMBULANCE SERVICE AGREEMENT

This Emergency Ambulance Services Agreement (the "Agreement") is by and between THE TOWN OF HORIZON CITY (the "City") and ELITE MEDICAL TRANSPORT OF TEXAS, L.L.C. ("Elite"), and is effective the 1st day of March, 2020. The City and Elite are sometimes referred to herein individually as a ("Party") and collectively as the ("Parties").

WITNESSETH:

WHEREAS, in order to properly provide for the health, safety, and general welfare of its citizens in the critical area of emergency medical care, it is of the utmost importance to the City that it ensures that at all times during the term of this Agreement, Elite adheres, without deviation, to such specifications pursuant to this Agreement and that Elite fully performs its obligations pursuant to this Agreement in a timely manner;

NOW, THEREFORE, incorporating the foregoing recitals by reference, the Parties hereby agree as follows:

I. GENERAL DESCRIPTION OF THE SERVICE

Elite agrees to provide emergency ambulance services (the "Services") to those persons of Horizon City, Texas, requiring such service in the city limits of the Town of Horizon City (the "Clients"). Elite shall provide the Services to Clients "Full Time", defined as 365 days a year for 24 hours a day. Elite agrees to provide Full Time back-up emergency ambulance service anywhere in El Paso County in the event of a disaster, or in the event the Horizon City Police Department requests back-up emergency ambulance service. Elite agrees to maintain a Full-Time dispatch center at 1000 Texas Avenue, El Paso, Texas.

II. GEOGRAPHICAL EXTENT OF SERVICES

The covered area of the Services shall be the city limits of Horizon City, Texas, which measures approximately 8.5 square miles, and has a population of approximately 20,000 residents (the "City Limits").

III. DESTINATION

Elite agrees to transport any Client from the Client's location within the City Limits, to the nearest appropriate emergency care facility for treatment. The Services shall adhere to the Border Regional Advisory Council ("Border RAC") EMS transport policy.

IV. UNITS

A. The vehicles and equipment (the "Units") to be provided by Elite in connection with the Services, shall be fully response-ready and adequately staffed Full Time and comply with Texas Administrative Code, Health Services Department of State Health Services Emergency Medical Care Emergency Medical Services Provider Licenses Requirements, Title 25, Part 1, Chapter 157.11 ("25 TAC § 157.11"). Elite will also be required to comply with all updates to 25 TAC § 157.11 and any other applicable statutes, laws, regulations, and ordinances.

B. All Units will be maintained to meet or exceed the most recent standards as set out in the General Services Administration's Federal Specifications (KKK-A-1822F), dated 1 July, 2018, or as superseded or amended, GSA Federal Specifications--Star-of-Life Ambulance, to adequately transport ill, sick or injured persons in comfort and safety, and shall be maintained in clean, sanitary, and in first-class mechanical condition at all times. All Units on assignment will be manned by a two-member crew at all times during the term of this Agreement.

C. Elite agrees to provide one (1) Unit within City limits at all times to satisfy the response requirements of the Agreement and adhere to the following provisions:

1. No front-line ambulance shall have mileage of more than 150,000 miles or be more than 5 years in age. "Reserve" ambulances will be less than six (6) years old and have fewer than 200,000 miles.
2. All ambulances used for EMS calls must be Type I, Type II or Type III with a gross vehicle weight of 9,000 pounds or greater.

D. The City may inspect the Units or equipment operated by Elite at any time, without notice to Elite. Elite, at its own expense, shall fully stock each EMS transport vehicle with equipment specified under the applicable State and Federal laws, rules and regulations or the equipment and supplies list provided by Elite, whichever is more stringent.

E. In connection with this Agreement, the City hereby grants to Elite a revocable license for the use of the City's name, seal and slogan on the Units, for the purposes and on the terms and conditions herein. Use of such license requires the express approval by the City in writing, each time Elite wishes to use the license.

V. TERM.

The initial term of the agreement shall commence on the 1st day of March, 2020, and shall expire on the 28th day of February, 2021 ("Initial Term"). At the City's discretion, the Agreement maybe renewed for one (1) additional year following the expiration of the Initial Term.

VI. PERSONNEL

A. Required minimum Staffing:

1. MICU - When response-ready or in-service, authorized EMS vehicles operating at the MICU level shall be staffed at a minimum with one (1) EMT Basic and one (1) certified or licensed EMT-Paramedic.

B. All employees or independent contractors of Elite must:

1. Be at least eighteen (18) years of age;
2. Have not been convicted of a felony or any offense involving moral turpitude within the past five (5) years;
3. If a driver, have not had any license for the operation of motor vehicle suspended or revoked within the last five (5) years;
4. If a driver, be the holder of a current Texas State Class C license or out-of-state equivalent;
5. If an attendant, be a State of Texas registered emergency medical technician or higher classification as recognized by the State of Texas;
6. Have a certificate of health executed by a physician license to practice medicine in the State of Texas showing that the individual is free of contagious or communicable disease and, if a driver, free of any color blindness or any disability which would impair this ability to safely operate a vehicle;
7. If a driver, participate in an accredited defensive driving class within six (6) months of the date of hire and every two years thereafter;
8. Participate in "in-service-training" which includes current emergency medical procedures.

Elite agrees to maintain a current list of employees and independent contractors on file with the Texas Department of State Health Services (DSHS).

VII. COMPENSATION

In consideration for the Services, the City agree to pays the sum of up to \$30,905 per quarter (the "Scheduled Payments") to Elite. Said quarterly sum shall be paid by the City, upon receipt of a monthly invoice and quarterly financial report from Elite for the Services rendered during the preceding quarter. Invoices and quarterly financial reports are to be submitted by Elite to the City

within 30 days after the close of the quarter.

VIII. COMMUNICATION WITH THE HORIZON CITY POLICE DEPARTMENT

Elite agrees to maintain communication with the Horizon Police Department, or its designee, at all times. Elite acknowledges and understands that the Horizon Police Department is authorized and empowered by the City to deal directly with Elite in terms of calling for the Services and in delegating responsibilities to Elite in an emergency or disaster situations.

IX. DEFINITIVE CARE PROCEDURES

If used, definitive care procedures (including, but not limited to, IV, therapy, drug administration, cardiac defibrillation and endotracheal instrumentation) shall be pursuant to the Medical Protocol approved by the medical director of Elite. Elite shall have protocols approved by its medical director identifying procedures for each EMS certification or license level utilized by the provider. Protocols shall also address the use of non-EMS certified or licensed medical personnel who, in addition to the EMS staff, provide patient care on behalf of Elite and/or in the provider's EMS vehicles. Physicians, nurses, and other health care practitioners who regularly provide patient care in EMS vehicles shall be EMS certified. The protocols shall address the use of all required, additional, and specialized medical equipment carried by any EMS vehicle in the provider's fleet. Protocols shall have an effective date and an expiration date, which corresponds to the effective and expiration dates of the provider's EMS license, and shall indicate specific applications including geographical area and duty status of personnel. For patient care reasons and with appropriate consideration from the medical director, a provider's protocols may be expanded or overridden by on-line medical control, off-line medical direction, or by patient-specific orders.

X. RECORDS AND REPORTS

A. Elite agrees to provide the City with a monthly report indicating its total EMS services in the City's defined service area, demonstrating its monthly compliance with the promptness requirement, indicating its overall average response time for all emergency calls in the City limits, and certifying all vehicles, equipment, supplies, and required personnel requirements were met during the reporting period. Additionally, Elite will submit quarterly financial reports to the City.

B. Elite's monthly report to the City must include the following reporting categories and supporting data:

1. Total breakdown of responses including:
 - a. Actual transports
 - b. Cancellations
 - c. Refusals without treatment
 - d. Refusals with treatment

2. Licensed siren responses:

- a. Number of Code 3 Responses
- b. Number of Code 1 Responses

3. Levels of care provided:

- a. BLS patients
- b. ALS patients
- c. ALS 2 patients
- d. Availability of paramedic for transports requiring paramedic response

4. Response Times:

- a. Percentage of EMS responses times that were at or below ten (10) minutes from the time that a call is received by Elite for EMS transport services to the time of patient contact
- b. Exception report for all response times greater than 10 min, explaining the reason or circumstance leading to the delayed response to include train interceptions, rain, or other causes.

C. Furthermore, Elite agrees to provide the City with a quarterly financial report to include all revenues and expenses incurred during the execution of the contract services, and the profit / losses incurred during said quarter. This quarterly financial report shall be submitted to the City within 30 days after the close of the quarter. The City reserves the right to request further clarification and backup documentation to justify specific expenses, as needed.

D. The City reserves the right to request any additional information in relation to monthly reports or quarterly financial reports, if needed, in order to ensure compliance with stipulations as stated in this contract, to include quality assurance. Elite must also agree to surprise audits by the City's designee throughout the duration of the contract period. Surprise audits may be conducted at least once annually with the goal of ensuring all contractually agreed upon services, performance measures, personnel, vehicles, equipment, and supply requirements are being met.

XI. AUDITS

At any time, the City, or its duly authorized representatives, shall have the right to enter the offices of Elite in order to inspect or audit financial books and records that pertain to the City. At such times, the City, or its duly authorized representatives, shall have the right to inspect any records it deems necessary and appropriate to conduct such an audit; including but not limited to: (i) all billings and invoices; (ii) all personnel records; (iii) all equipment maintenance records; (iv) all bank account records; (v) all federal income tax returns; (vi) all State of Texas franchise tax returns; (vii) all payroll tax records; (viii) all correspondence files; and (ix) all accountant's work papers. The City shall have a right to copy, at its own expense, any records pertaining to City emergency

business. The cost of any such audit shall be borne by the City unless a discrepancy of 3% or greater is found in total income, total expenses, or total cash flow items, in which case the cost of the audit shall be paid by Elite.

XII. RESPONSE TIME

Elite agrees to respond to all calls and to transport all clients to their destination with as much speed as is reasonable and prudent under the prevailing conditions. Response times begin at the time that the call for service is received by Elite. Elite agrees to meet the following response time requirements: Within the City Limits of Horizon City – 8 minutes or less, 90% of the time for the calendar month.

XIII. WARRANTIES AND REPRESENTATIONS

A. Elite warrants and represents to the City that:

1. It has utilized its best efforts to ensure that all of its employees and independent contractors meet all of the qualifications as stated herein;

2. It will promptly terminate, suspend or remove from the position that requires the qualifications, any employee who does not meet the qualifications contained herein. Further, it will immediately remove from the position of driver, any driver who is arrested, on or off duty, for driving while intoxicated or driving under the influence of drugs;

3. It will promptly replace or repair any vehicle or equipment that is not in first class condition, reasonable wear and tear excepted;

4. It will cause its Services to be operated, at all times, in strict compliance with all applicable statutes, laws, regulations, and ordinances, and maintain any bonds required under the Texas Administrative Code.

5. It will pay, in a timely fashion, all taxes and fees.

6. the execution of this Agreement and the performance of its obligations pursuant to this Agreement will not violate the terms of any other agreement;

7. It has reviewed this Agreement with its attorney and has been fully apprised of the legal effect of the terms and conditions of this Agreement;

8. All of the above warranties and representations are true and correct as of the date of this Agreement and will remain true and correct throughout the term of this Agreement.

XIV. OTHER TERMS AND CONDITIONS

A. Insurance

Elite shall provide, at its own expense, the following insurance coverage:

1. Comprehensive automobile insurance coverage extended for fire, theft or any other physical loss of ambulance except by collision or upset.
2. Collision and upset insurance for all ambulances with value no less than current value of vehicle and contents with not more than One Thousand Dollars (\$1,000) deductible.
3. Automobile liability insurance coverage as required by State Law as may be amended from time to time. Current requirements are in amounts of at least One Million Dollars (\$1,000,000) bodily injury per person; One Million Dollars (\$1,000,000) bodily insurance per incident; and One Million Dollars (\$1,000,000) property damage, including Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth
4. Commercial General Liability insurance or its equivalent, listing the City as an additional insured, providing limits of not less than \$1,000,000 for bodily injury and property damage per occurrence, consistent with potential exposure to City under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims arising out of the services etc. provided with a general aggregate of \$2,000,000, and a products and completed operations aggregate of \$2,000,000. Coverage should include: Damaged to rented premises at a minimum of \$100,000 per occurrence.
5. Liability for Independent Providers Workers' Compensation and Employers' Liability- insurance is equivalent to State of Texas Workers' Compensation Statutory Limits, providing limits of not less than \$1,000,000 for each accident, each disease per employee \$1,000,000, and policy limit of no less than \$1,000,000. There shall not be any policy exclusions or limitations.
6. Insurance must be written by companies licensed to do business in the State of Texas. Elite agrees to name City as additional insured in the above referenced insurance policies.
7. All insurance policies must contain a provision that the policy shall not be canceled, modified, expired or otherwise terminated until after at least thirty (30) days written notice to that effect is given to City.
8. All insurance policies shall be in form and content satisfactory to City and should be submitted to The Town of Horizon at the time of contract execution.

The City reserves the right, at any time during the term of this contract, to change the amounts and types of insurance required hereunder by giving Elite thirty (30) days written notice. If such change should result in substantial additional cost to Elite, the City agrees to modify the contract for additional compensation proportional to the increased benefit to The City.

Elite's failure to procure and maintain the required insurance or self-insurance program during the entire term of this contract shall constitute a material breach of this contract under which

the City may immediately terminate this contract or, at its discretion, procure or renew such insurance to protect the City's interests and pay any and all premiums in connection therewith, and recover all monies so paid from Elite.

B. Nondiscrimination

In connection with the performance of work under this agreement, Elite agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

C. INDEMNIFICATION/HOLD-HARMLESS AGREEMENT

ELITE AGREES TO HOLD HARMLESS THE CITY FROM ANY AND ALL LAWSUITS OR LITIGATION WHICH MAY ARISE AT ANY TIME FROM THE OPERATION OF ITS MOTOR VEHICLES OR THE CONDUCT OF ITS EMPLOYEES WHILE UNDER CONTRACT TO THE CITY, AND ALSO AGREES TO INDEMNIFY THE CITY FROM LIABILITY IMPOSED UPON IT AS A RESULT OF ANY OF ITS ACTIVITIES HEREUNDER. ELITE SHALL BE SOLELY RESPONSIBLE FOR ASSUMING LIABILITY OF ITS PERSONNEL AND OF THE PATIENTS CARRIED IN ITS VEHICLES WHILE UNDER CONTRACT WITH CITY.

D. Independent Contractor Status

Elite agrees that it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

XV. DEFAULT

A. The occurrence of any of the following events (each, an "Event of Default") constitutes an immediate breach of, and default under, this Agreement, entitling the City to exercise all rights and remedies specified in this Agreement and under all applicable laws:

A. Elite's failure to pay any obligation it is required to pay by the terms of this Agreement;

B. Elite's failure to fully and timely perform any of its obligations pursuant to the terms of this Agreement;

C. The insolvency, or transfer in fraud of creditors, or assignment for the benefit of creditors by Elite, or any of its Principals, defined as all officers and directors of Elite as well as any shareholder having a controlling ownership of Elite's outstanding capital stock;

D. The filing by Elite, or any of its Principals, of a petition for bankruptcy, or the adjudication of Elite, or any of its Principals, as bankrupt insolvent in proceedings filed against Elite, or any of its Principals;

E. The appointment of a receiver for all or substantially all the assets of Elite or any of its Principals;

F. The transfer, conveyance, sale, gift or assignment by the Principals of Elite of ownership of any portion of the assets and business of Elite, except that the transfer of shares of the business between the Principals existing at the time of the execution of this Agreement is permitted;

G. The involuntary conveyance or transfer of ownership of any portion of the assets or business of Elite.

XVI. TERMINATION AND REMEDIES

Upon the occurrence of any Event of Default as described in this Agreement, the City may do any or more of the following without any notice or demand whatsoever;

1. Terminate this Agreement;
2. Proceed against Elite for monetary damages;
3. Specifically enforce the provisions of this Agreement by means of a decree from a court of competent jurisdiction.

Absent an Event of Default, either Party may terminate this Agreement at any time without cause by giving thirty (30) days' written notice to terminate to the other party, or upon mutual consent. Both Parties shall cease to incur costs associated with this Agreement upon termination or receipt of written notice to terminate, whichever occurs first.

XVII. MISCELLANEOUS

A. No waiver by the City of any violation or Event of Default shall be deemed or construed to constitute a waiver of any other violation or Event of Default herein contained. Forbearance by the City to enforce one or more of the remedies herein provided upon an Event of Default shall not be deemed or construed to constitute a waiver of such default

B. The contract may not be assigned or subcontracted by Elite without the written consent of the City. If all or a portion on the contract work is proposed to be assigned or subcontracted, the name of the individual(s) to complete the work, address and Elite proposed shall be submitted within the scope of the proposal.

C. This Agreement shall be construed in accordance with the laws of the State of Texas and both parties consent to El Paso County as the exclusive venue for any lawsuits arising from this Agreement. In the event either party fails to perform its obligations and responsibilities as set

forth herein and it becomes necessary for other party to enforce its rights by hiring an attorney or third party, the non-prevailing party shall be responsible for all fees and costs incurred by the prevailing party to enforce such rights.

D. The City reserves, and does not waive, its rights of sovereign immunity and similar rights, and its rights under the Texas Tort Claims Act. No provision of this Agreement imposing any obligation or restriction on the City not permitted by applicable law shall be enforceable. Records relating to this Agreement may be subject to disclosure pursuant to the Texas Public Information Act, Section 552.001 et. seq. of the Texas Government Code. Any provision of this Agreement permitting or requiring discretion, consent, or approval by Elite shall be deemed to require the same be exercised reasonably and in good faith.

E. Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural unless the context otherwise requires

F. The captions are inserted in this Agreement for convenience only and in no way define, limit or describe the scope or intent of this Agreement, or any provisions thereof, nor in any way affect the interpretation of this Agreement

G. This Agreement may not be altered, changed or amended except by an instrument in writing signed by both Parties.

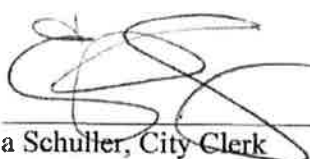
H. If any provision of this Agreement is found to be illegal, invalid or unenforceable, the remaining provisions of this Agreement shall continue as if such illegal, invalid, or unenforceable provision was not part of this Agreement.

I. This Agreement is the entire agreement between the parties hereto with respect to the matters covered herein. No other agreements, representations, warranties, or other matters, oral or written, purportedly agreed to or represented by or on behalf of either party or by any of their employees or agents, shall be deemed to bind the parties hereto with respect to the subject matter hereof. Both parties acknowledge that they are entering into the Agreement solely on the basis of the representations and warranties contained herein.

[signatures appear on next page]

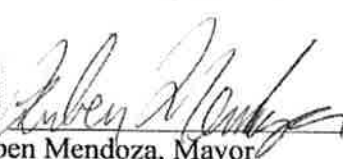
IN WITNESS WHEREOF, we have hereunto set our hands on this the ^{24th} day of ^{February}, 2020.

ATTEST:

By: 
Elvia Schuller, City Clerk



TOWN OF HORIZON CITY:

By: 
Ruben Mendoza, Mayor

ELITE MEDICAL TRANSPORT OF TEXAS,
LLC.

By: 
Rob Campion, President

**FIRST AMENDMENT TO
COLLECTIVE BARGAINING AGREEMENT
BY AND BETWEEN
TOWN OF HORIZON CITY, TEXAS AND
HORIZON CITY POLICE OFFICERS' ASSOCIATION**

THIS FIRST AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT ("First Amendment") is by and between the Town of Horizon City, Texas, a home rule city ("the City") and the Horizon City Police Officers' Association, a collective bargaining unit ("the Association").

WHEREAS, on or about November 15, 2019, the Association sent a notice to the City to engage in the commencement of good-faith collective bargaining negotiations on or after January 1, 2020 for the purpose of agreeing upon a new agreement to replace the Collective Bargaining Agreement currently in effect from October 1, 2016 through September 30, 2020 between the parties ("CBA");

WHEREAS, the City and the Association through their respective representatives commenced discussions to engage in such negotiations in February 2020 and to schedule meetings in March 2020 and such negotiations were temporarily suspended when the governor, as well as the Mayor and Council, issued a Declaration of Emergency with regard to the coronavirus epidemic;

WHEREAS, the City and the Association negotiating teams resumed discussions about scheduling meetings for the purpose of negotiating the CBA and held two teleconference meetings in May 2020 to discuss ground rules and proposals presented by the parties;

WHEREAS, the City's finances for FY2020-21 is affected by the economic uncertainties created by the coronavirus Emergency Declaration and the first year of the legislative cap imposed by the approval of Senate Bill 2 (Chapter 26 of the Texas Tax Code) by the legislature and governor on property taxes;

WHEREAS, on May 26, 2020, after a proposal by the City, a Counterproposal by the Association and a revised proposal by the City that was accepted by the Association's negotiating team agreed to the revised proposal, as set forth herein;

WHEREAS, the negotiating teams for the City and the Association agreed they would take the proposal to the City Council and the Association membership and recommend that the proposal set forth in this First Amendment be approved; and

WHEREAS, in consideration of the Association's agreement to make the changes to the Assistant Chief's position effective on July 15, 2020, the City agrees that the effective date of this First Amendment shall be July 15, 2020.

NOW THEREFORE, the City and the Association therefore, acting through designated members of their respective negotiating committees who are authorized to execute this First Amendment, and in consideration of the mutual promises contained herein, agree as follows:

AGREEMENT

1. The City and the Association have bargained in good faith and agree to the following amendments to the terms and conditions of the CBA:

A. Article I, Duration is revised to add the following:

“The term of the Collective Bargaining Agreement is extended for a period of one (1) year, until September 30, 2021.”

B. Article XIX, Wages and Compensation, Section 2 is revised to add the following:

The base salaries for all members of the Collective Bargaining Unit set forth as Increase (COLA and salary adjustment) shall be increased by three percent (3%) for FY2020-2021, which shall be effective on July 19, 2020.

Year	Increase (COLA and salary adjustment)	Advancement in grade*
FY2020-21	3.00%	
Total Increases	13.50%	2.0%

C. Article XX, Hours of Work, Overtime and Court Time, Section 4, Miscellaneous is revised to add the following:

c) The policy regarding Daylight Savings Time be revised so that officers working the third (3rd) shift will be paid 8 hours on the date that Mountain Daylight Savings Time is effective in the Spring of each calendar year, and overtime for one (1) additional hour of work during the date in which the Mountain Standard Time becomes effective in the Fall of each calendar year.

d) For the purposes of this Article XX, as of July 19, 2020, the Assistant Chief shall be considered exempt under FLSA and shall not be eligible for overtime under this Agreement.

2. The remaining terms and conditions of the Collective Bargaining Agreement beginning on October 1, 2016 shall continue in full force and effect until the expiration of the Agreement as amended by this First Amendment, or as otherwise set forth in Article I of the CBA.

3. The Collective Bargaining Agreement, as revised by this First Amendment, is attached as Exhibit A, which is hereby incorporated into this amendment by reference.

4. In the event of a conflict between this First Amendment and the original Collective Bargaining Agreement, the terms of this First Amendment shall prevail.

5. The Effective Date of this Amendment shall be July 19, 2020.

EXECUTED by the parties below.

HORIZON CITY POLICE OFFICERS' ASSOCIATION

By: _____
Jesus Ortega, President

TOWN OF HORIZON CITY, TEXAS

By: _____
Ruben Mendoza, Mayor

ATTEST:

Elvia Schuller, City Clerk

Approved as to Form:

Bertha A. Ontiveros, Asst. City Attorney

AGREEMENT*
TOWN OF HORIZON CITY
AND HORIZON CITY POLICE OFFICER'S ASSOCIATION
AGREEMENT TIME PERIOD
OCTOBER 1, 2016 THROUGH SEPTEMBER 30, ~~2021~~2020

* As amended on July 14, 2020

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PREAMBLE

The following Agreement by and between the Town of Horizon City, Texas, hereinafter referred to as the City and Horizon City Police Officers Association, hereinafter referred to as the Association, is recorded in accordance with the Fire and Police Employee Relations Act of the State of Texas. The City and the Association agree that the efficient and uninterrupted performance of the municipal police function is a primary purpose of this Agreement, as well as the establishment of fair and reasonable compensation and working conditions for the Police Officers of the City. The Agreement has been reached through the process of collective bargaining with the City and its Police Officers. The Agreement therefore, is intended to be, in all respects, in the public interest.

DRAFT

ARTICLE I
DURATION

This agreement will be effective as of the 1st day of October, 2016, and shall remain in full force and effect until the 30th of September ~~2021~~~~2020~~, as extended by the First Amendment to the Collective Bargaining Agreement, or until such time as a successor agreement is reached, whichever is later.

DRAFT

ARTICLE II
DEFINITIONS

1. "Agreement" refers to this Collective Bargaining Agreement negotiated between the TOWN OF HORIZON CITY and the ASSOCIATION;
2. "Association" means the Horizon City Police Officers' Association.
3. "Association's Grievance Committee" means the grievance committee established by the by-laws of the Association.
4. "Bargaining Agent" refers to the duly recognized ASSOCIATION and the designated sole and exclusive bargaining agent, which for this contract is the COMBINED LAW ENFORCEMENT ASSOCIATIONS OF TEXAS, hereinafter referred to as CLEAT.
5. "Base Pay" means the rate of pay set out in Section 2 and section 3 of the Wages and Compensation Article of this Agreement, and does not include any other incentive pay programs (i.e., longevity, certificate, or shift differential pay).
6. "Budget" (Fiscal) Year – refers to a CITY's fiscal year commencing on October 1 and ending on September 30 of the subsequent year.
7. "Calendar Year" refers to a year beginning on January 1 and ending on December 31 of that year.
8. "Chief" means the Chief of Police of the Town of Horizon City, Texas.
9. "City Personnel Policy or Policies" – refers to the Town of Horizon City Personnel manual, and Horizon City Police Procedure Manual as they may be amended.
10. "City" means the TOWN OF HORIZON CITY, TEXAS.
11. "Effective Date" refers to the date established as the effective date or on which the terms and conditions of the Agreement are formally adopted and approved by both the ASSOCIATION and the TOWN OF HORIZON CITY, TEXAS, whichever is later
12. "Employee" means any sworn police officer employed in the Police Department of the City, with the exception of the Chief of Police.
13. "Employer" means the TOWN OF HORIZON CITY, TEXAS.
14. "FLSA" refers to the Fair Labor Standard Act, as amended.
15. "Gender"- Reference to the male gender throughout this Agreement shall have equal force and include reference to the female gender.

16. "Grievance" for purposes of this Agreement is defined as any dispute, claim, or complaint involving the interpretation, application or alleged violation of a provision or provisions of this Agreement, as raised by the Grievance procedures in this Agreement.
17. "Holiday" shall refer only to City recognized holidays, such holiday to begin at 12 o'clock a.m. and end at 11:59 p.m. on the specified day.
18. "Management" means any person acting on behalf of the City in the administration of this Agreement.
19. "Officer" means any sworn Police Officer of the City with the exception of the Chief of Police.
20. "On-call" shall mean a period of time when the employee is not actually performing work but is required to be accessible by telephone or paging device or otherwise leave information as to where he can be reached while on call and to be able to return to his duty station when called upon. The employee is allowed to effectively use his time for his own purposes, however, Chief may establish rules governing the use of alcohol or participation in certain activities that relate to the employee's ability to respond and perform the requested work. The Chief shall establish a procedure by which employees are placed on-call and such practice shall not be for less than a full week, except with the consent of the employee. The receipt of a call to return to duty or being generally subject to receiving a call to return to duty does not constitute being on-call.
21. "Paid Time Off" refers to any time period for which an employee is entitled to receive pay without actually being at work for that time period.
22. "Parties" refers to the TOWN OF HORIZON CITY and the ASSOCIATION jointly.
23. "Probationary Officer" means a newly hired Police Officer during the first twelve (12) months of employment during which time the Police Officer has no right to the grievance (appeal) procedures provided in Article IX.
24. "Promotion" means advancement from a lower rank to a higher rank within the Department.
25. "Seniority" means the total years of service with the town of HORIZON CITY POLICE DEPARTMENT serving in a law enforcement capacity.
26. "Strike" means, whether done in concert or individually, a failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment (including, but not limited to, "slowdowns", "sickouts", and the intentional failure to make arrests), for the purpose of inducing, influencing, or coercing a change in the conditions, compensation, rights, privileges, or obligations of employment.
27. "TCOLE" shall refer to the Texas Commission on Law Enforcement or any successor agency.

ARTICLE III

ASSOCIATION RECOGNITION, RIGHTS AND DUTIES

SECTION 1 Recognition

The City recognizes the Association as the sole and exclusive collective bargaining agent for the unit consisting of all sworn Texas Peace Officers, except the Chief of Police. The Association recognizes the Combined Law Enforcement Associations of Texas as the sole and exclusive bargaining agent for the Association.

SECTION 2 Payroll Deductions

- A. The City shall deduct monthly Association dues from each individual member who has voluntarily authorized Association dues deductions.
- B. Any individual member of the bargaining unit wishing to voluntarily withdraw his authorization for Association dues deduction must personally sign the appropriate form as required by the City.
- C. The City shall notify the Association in writing of any member who revokes or adds his authorization for any deduction herein within thirty (30) calendar days from the revocation or addition of the deduction.
- D. The amount of the deductions shall be set forth in any deduction authorized by individual members or letters of request signed by the President of the Association. Any deductions as set forth herein already previously authorized by a member shall be automatically increased by the City upon any letter signed by the President of the Association and stating that such increase has been approved consistent with the Constitution and By-Laws of the Association.
- E. All amounts deducted pursuant to this article shall be paid to the legally designated representative of the Association in accordance with reasonable procedures established by the City.
- F. The City agrees to separate CLEAT dues from the members and send such dues to the CLEAT Office in Austin, Texas.
- G. The Association will defend, save, hold harmless and indemnify the City from any and all claims, demands, suits or any other form of liability which may arise out of the execution, placing into effect or carrying out the terms of this Section.

SECTION 3 Conducting Association Business

- A. The Association President or CLEAT Representative shall be permitted to speak to officers within the unit about Association or CLEAT related business at shift meetings with advance scheduling with the chief. Such association business will be kept brief as to not interfere with the functions of the Police Department.
- B. The Chief of Police and the Association President agree to adjust hours of work for the Association President and three (3) other member of the association to attend the CLEAT Convention and two (2) CLEAT related training seminars within the calendar year. In the event the Association President cannot attend any of the functions he may choose another member of the Association to attend in his place. All cost of the members attending such functions will be paid by the Association. The ability to adjust the work schedule will be contingent upon the needs of the Police Department, but said requests for schedule adjustments

- shall not be unreasonably denied. Provided however, that any attendance by any member of the Association shall be on off-duty time.
- C. The Association may provide at its own expense one (1) bulletin board at the police station. The bulletin board shall be located in a conspicuous location by mutual agreement of the Association President and Chief of Police. The board may be used for the following notices.
1. Association Meetings.
 2. Association Elections.
 3. Reports of the Association Committees.
 4. Rulings, information, or policies of the State or National Associations.
 5. Legislative Enactments and Judicial Decisions Affecting Public Employee Labor Relations.
 6. Notices or announcements pertaining to the political activities of the Association. No political signs for a particular candidate shall be placed on the bulletin board.
 7. No posting shall be sexually or racially objectionable or offensive. Such determination on the sexual or racial nature shall be made by the chief.

SECTION 4. NON-DISCRIMINATION

The Association shall not engage in the following practices:

- A. Interfere with, restrain or coerce employees in the exercise of rights granted in this Agreement;
- B. Cause or attempt to cause the City to discriminate against any employee in hiring, tenure, training, or other terms or conditions of employment because of the employee's membership or lack of membership in any labor organization.
- C. Cause or attempt to cause the City to discharge or discriminate against any employee because has given information or testimony alleging a violation of this Agreement, any law of the United States or the State of Texas, the City Charter, or the Rules and Regulations of the Department; and
- D. Discriminate against any employee in the application or interpretation of the provisions of this Agreement on the basis of the employee's Association membership or non-membership.

ARTICLE IV
MANAGEMENT RIGHTS

SECTION 1

The Association recognizes the prerogative of the City to operate and manage its affairs in all respects, including the provision of competent and efficient service to the citizens of the Town of Horizon City.

SECTION 2

The Association agrees that the City shall maintain and be vested with all of its rights, powers, and authority to operate and manage the Department and its work force, without limitation, subject to applicable federal and state statutes and local ordinances, resolutions and rules, unless specifically limited by this Agreement. These rights include, but are not limited to: the right to hire, demote, suspend, discharge lay off, promote, assign or transfer employees to any job or any work; to increase or decrease the work force; to determine the number and size of the work shifts; to grant paid and unpaid leaves of absence for any reasons; to determine the number of and assign employees to any work or duties; to determine and re-determine the hours of work per day or week; to make and enforce work rules for the purpose of efficiency, safe practice, discipline or any other reason; to establish performance standards and to review employees under these standards; to determine the equipment to be used; to make technological changes; to eliminate work; to require overtime work pursuant to federal and state law; to establish, modify and enforce rules and regulations.

The rights and powers of management mentioned in this section do not list all such powers, and the rights listed, together with all other rights, powers and prerogatives of the City, not specifically ceded in this Agreement, remain vested exclusively in the city as employer. If this agreement does not, by its terms, specifically restrict management, then management retains power over the matter in question.

ARTICLE V

NO STRIKE CLAUSE

The Association shall not cause, counsel, or permit its members to strike, slow down, disrupt, impede or otherwise impair the normal functions of the Department; nor to refuse to cross any picket line by whomever established, where such refusal would interfere with or impede the performance of the employee's duties as an employee of the City, in accordance with Texas Local Government Code 174.101 et seq.

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ARTICLE VI

MANAGEMENT DUTIES TO THE ASSOCIATION

SECTION 1

The City shall provide the following materials to every employee

- A. A copy of special orders, general orders, training bulletins, and rules and regulations;
- B. A copy of this Agreement in either paper copy or any electronic format.

SECTION 2 Prohibited Practices

The City shall not engage in the following practices:

- A. Dominate, interfere, or assist in the formation or administration of the Association or any competing employee organization; or contribute any financial support to any such organization. This practice shall include any assistance either direct or indirect, to another labor organization that can possibly be certified under Section 174.104, of the Texas Local Government Code as an exclusive bargaining representative.
- B. Encourage or discourage membership in any police or police labor organizations by discriminating in hiring, tenure, training, or other terms or conditions of employment.
- C. Discharge, discipline or discriminate against any employee because he has filed an affidavit, petition, grievance, or complaint; or given any information or testimony alleging violations of this Agreement; or because he/she has formed, joined, or chosen to be represented by any police or police labor organization.
- D. Make or permit any agreement, understanding, or contract with a member of the bargaining unit, which in any manner circumvents, alters amends, modifies, or contradicts any provision of this agreement.
- E. Discriminate against any employee in the application or interpretation of the provisions of this Agreement on the basis of the employee's Association membership or non-membership.

SECTION 3

The City recognizes its responsibility to a reasonable, fair, and consistent interpretation and application of Department Rules and Regulations, Special Directives, and Administrative Orders which govern the conduct of employees on the job.

SECTION 4

Any alleged violations of this Article shall be raised and submitted for resolution through the Grievance Procedure, Article X.

ARTICLE VII

MAINTENANCE OF STANDARDS AND BENEFITS

SECTION 1

All standards, privileges, rights and benefits, presently enjoyed by the employees of the Town of Horizon City at the effective date of this Agreement, which are not included in this Agreement, shall be extended to the members of the Association for the duration of the Agreement except items which are excluded herein.

SECTION 2

The parties agree that the City will provide health insurance to employees and employees will accept the health insurance that is provided for all non-police employees of the Town of Horizon City. It is understood that the City has the right to periodically reevaluate the benefits provided and make changes. Before the City makes such changes, the Association will be notified. At such time as the receives City written notice of the proposed rates for the next coming year, the City will within one business day give a copy of the written notice to the President of the Association. The President or his designee will be included in the City's discussions relating to the decision to accept the new rates or to seek quotes for different health insurance coverage. If the City decides to seek quotes for different health insurance coverage, the President or his designee will be included the discussions relating to the decision and the type of coverage to be obtained and will be kept informed as to each step of the process of obtaining the new health insurance. The City agrees to provide suitable health care insurance for its employees.

SECTION 3

The parties agree that the City may provide a defined contribution plan, such as a 457b plan, for employees and employees will accept such defined contribution plan under the same terms and conditions as it is provided for all non-police employees of the Town of Horizon City, as approved by the City Council. Any revisions to the defined contribution plan as in effect on the effective date of this Agreement excluding elimination of the plan, will automatically apply to the employees upon the effective date of the plan as approved by the City Council.

SECTION 4

The provisions of the travel policy applicable to all officers and employees of the City, as approved or amended by the City Council, will apply to the employees. Any revisions made to the travel policy shall automatically apply to the employees upon the effective date of the change as approved by the City Council.

ARTICLE VIII

INTERNAL ADMINISTRATIVE INVESTIGATIONS

SECTION 1

To insure that internal administrative investigations are conducted in a manner conducive to good order and discipline, while observing and protecting the individual rights of each officer on the force, the following procedures shall apply:

1. The Chief of Police, or Assistant Chief of Police if so designated, shall cause an investigation to be conducted of all written complaints, unless a complaint is determined to be unfounded.
2. As is provided in state law, a written complaint is a complaint that is in writing and signed by the person making the complaint or initiating a formal administrative investigation. A copy of the written complaint shall be given to the employee within a reasonable time after the complaint is filed. A formal administrative investigation complaint will be generated on a Department created form that purpose, and the use of other Departmental documentary systems, to include but not be limited to supervisory logs and notes, which may be used for documenting or otherwise noting information relating an employee's work, conduct and behavior, shall not constitute a written complaint.
3. Interviews conducted by the Department during the investigation of a written complaint shall be conducted in accordance with the following rules:
 - A. The interview of any officer shall be at a reasonable hour, preferably when the officer is on duty or during the daylight hours, unless the exigencies of the investigation dictate otherwise.
 - B. The interview shall take place at a location designated by the Chief.
 - C. The officer shall be informed of the nature of the investigation before any interview commences. If it is known that the officer is being interviewed as a witness only, the officer shall be so informed.
 - D. During an investigation of a critical incident, to include but not limited to an officer-involved shooting and/or in-custody death, an officer shall not be compelled to participate in a "walk-through" investigation without their legal counsel being present. The parties agree that a "walk-through" is defined as an investigative tool where the investigators and/or supervisors request the officer to re-trace his actions in the critical incident while being questioned concerning his observations and actions in the incident. Such "walk-through" shall not be videotaped. Sufficient information to reasonably apprise the officer of any allegations shall also be provided to him prior to or during the "walk-through."
 - E. The interview shall be completed with reasonable dispatch.
 - F. The officer shall not be subjected to any offensive language, nor shall the officer be threatened with transfer, dismissal or other disciplinary punishment. No promise of reward shall be made as an inducement to answering questions. Nothing in this Section is to be construed so as to prohibit the investigating officer from informing the officer that the officer's conduct can become the subject of disciplinary action resulting in disciplinary punishment.
 - G. If an officer is under arrest or likely to be (that is, if the officer is a suspect or a target of a criminal investigation), the officer shall be given his rights pursuant to the existing law.
 - H. Upon request, the officer shall be given an exact copy of any written statement the officer may execute.
 - I. The refusal by an officer to answer, pursuant to a direct order, pertinent questions concerning any non-criminal matter may result in disciplinary actions.

- J. Upon the request of either the officer being interviewed or the Chief or other officer conducting the interview, the City shall record the interview. The recording shall commence immediately at the beginning of the interview. There shall be no “off the record” questions. All recesses called during the questioning shall be noted in the record. The officer shall always have a right to a copy of the recording at the officer's expense. The recording shall not be introduced by either party at any appeal hearing (grievance).
- K. The officer shall be allowed to consult the officer's attorney at any time during the investigatory process so long as such consultation does not impede the investigatory process.

SECTION 2

Nothing in this Article will preclude discussions of matters involving an employee's work, conduct and behavior such as requesting the completion of routine reports or providing initial explanatory information regarding an incident or matter before a written complaint may be prepared and signed, giving an employee non-disciplinary verbal counseling, giving additional training or guidance on a procedure or other matter or issue, or issuing a performance report or evaluation. Nothing in this Article will preclude the Department from immediately acting to start an investigation of a serious incident, such as one involving an officer-involved shooting or the death or serious injury of an individual, before the written complaint is prepared and signed.

SECTION 3

A police officer shall not be required to submit to a polygraph examination as part of an administrative or internal investigation, regarding the officer's conduct unless the complainant is first examined by a licensed polygraph examiner. If a police officer is subjected to a polygraph examination, the licensed examiner who administers the examination shall not know the results of the complainant's polygraph examination or the name of the licensed examiner who conducted such examination. Any applicable prohibitions in future statutes concerning the use of the polygraph examinations shall be followed as of the date the law becomes applicable to the unit covered by this Agreement.

ARTICLE IX
DISCIPLINARY GRIEVANCE PROCEDURES

SECTION 1 General Rules, Procedures & Definitions

A. Calculation of Time and Transmittal

For the purposes of this Article, the term “days” shall mean calendar days, unless otherwise specified. The day of the act, event, or default after which the designated period of time begins to run is not to be included. The last day of the period so computed will be included, unless it is a Saturday, Sunday, or legal holiday, which event the period runs until the end of the next day which is not a Saturday, Sunday, or legal holiday.

B. Disciplinary Grievance is an appeal from a suspension for more than five (5) working days, demotion or termination of an employee conducted through the arbitration process specified in this Article.

C. Contract Grievance is a dispute involving the application, interpretation or enforcement of this Agreement, but not involving the suspension, demotion or termination of an employee conducted through the arbitration process specified in Article X.

D. Payment of Arbitration: The cost of selecting and engaging an arbitrator for any arbitration required by this article shall be split evenly between the parties. Nothing herein prevents the arbitrator from requiring the parties to prepay the costs in advance. Each party shall be responsible for their own costs and expenses incurred during the arbitration process, including but not limited to their attorney’s fees.

SECTION 2 Discipline and Disciplinary Grievances

A. City’s Authority

The City shall have the authority to demote, reprimand, suspend without pay not to exceed thirty (30) days, or terminate any officer who has completed the probationary period for the causes set forth in the rules and regulations, policies, general and special orders, and directives of the Town of Horizon City Police Department. A Probationary Officer may be discharged at any time during the probationary period for any reasons, but for the record, a full statement of those reasons must be filed with the Human Resources Director within three (3) days of the discharge. Disciplinary action for non-criminal activity shall not be initiated against any employee for a violation which occurred more than 180 days prior to the service of the Notice of Proposed Disciplinary Action or written reprimand upon the employee.

B. Written Reprimands

Officers shall not have the right to appeal or file a grievance regarding a letter of reprimand, but may submit a written response to the letter of reprimand for inclusion in their personnel file.

C. Suspensions of Five (5) Working Days or Less

The parties agree that when an officer is suspended with or without pay by the employer for five (5) working days or less, the officer may only proceed as follows:

Vacation Option At the time of receipt of the notice of suspension, the officer may forfeit accrued vacation time or accrued compensatory time equal to the length of the suspension, or

forfeit for any number of full days combined with the remaining period to remain suspended without pay, to serve the suspension with no break in service for purposes of seniority or promotion. The forfeited vacation time or compensatory time will not constitute hours worked for the purpose of overtime pay. In the event an officer has received a disciplinary suspension within the proceeding 24-month period, the officer may forfeit vacation time or compensatory time only with the employer's written permission.

D. Notice of Proposed Disciplinary Action/Pre-Termination Process

1. Suspension of more than five days or Demotion. When the disciplinary action contemplated is to be a suspension of more than five working days, or a demotion, the affected employee must first be served with a Notice of Proposed Disciplinary Action that shall include the Departmental Rules or Regulations violated, the date, time, and place that the employee violated the rule(s); together with a specific description of the employee's conduct which violated the rule(s). The Notice shall be personally served upon the employee or sent by United States Postal Service, certified mail, return receipt requested to the address he has on file with the Department. The statement shall inform the officer that he has seven (7) days after receipt thereof to request a conference with the Chief of Police. Within five (5) working days of receipt of the employee's request, the Chief or the Assistant Chief if designated by the Chief shall meet with the employee, provided that this period may be extended with the mutual consent of the Chief and the employee. During the conference the employee, their representative and the Chief shall engage in discussions with a view toward reaching a consensus and agreement relative to the proposed disciplinary action. No part of the discussions that take place during the conference may be offered into evidence at any subsequent proceeding, except for the limited purpose of determining compliance or non-compliance with the provisions of this Article and for impeachment purposes.
2. Termination. When the disciplinary action contemplated is to be a termination, the affected employee must first be served with a Notice of Proposed Termination that shall include the Departmental Rules or Regulations violated, the date, time, and place that the employee violated the rule(s); together with a specific description of the employee's conduct which violated the rule(s). The Notice shall be personally served upon the employee or sent by United States Postal Service, certified mail, return receipt requested to the address he has on file with the Department, along with a Notice of Pre-Termination Hearing, at least 24 hours prior to the time set for the hearing.

The Pre-termination Hearing will be conducted by the Chief of Police or the Assistant Chief of Police, if so designated by the Chief. The employee is entitled to have a representative to assist him in making his response to the Chief or designee. The Chief will consider the response as he deems appropriate in making his final determination on disciplinary action to be taken.

If settlement is discussed during the Pre-termination Hearing, no part of those discussions that take place during the Hearing may be offered into evidence at any subsequent proceeding, except for the limited purpose of determining compliance or non-compliance with the provisions of this Article and for impeachment purposes. In the event such a consensus is reached regarding disciplinary action, the execution by the employee of documents finalizing the settlement agreement shall constitute a waiver of the employee's right to file a grievance, and the employee shall be so advised in plain language.

3. Representation. In the situations where the representative assisting an employee in a conference or pre-termination hearing is a department employee, the representative shall not participate in this process on City time.
4. Grievance Steps. If a settlement has not been reached and disciplinary action is taken by serving the employee with a Notice of Disciplinary Action, the employee may submit a disciplinary grievance for arbitration pursuant to the procedure set forth in Subsection E of this Section. However, the Association Grievance Committee shall meet to determine whether arbitration is appropriate. If the Association Grievance Committee decides that arbitration is not appropriate, no further action will be taken. The Association Grievance Committee shall make a decision on this matter within (7) days after the receipt of the Notice of Disciplinary Action is delivered to the employee.

E. Notice of Final Disciplinary Action and Arbitration Procedure

1. Disciplinary Action. If a conference was held under Section D 1 and no settlement reached, or upon completion of a Pre-Termination Hearing under Section D 2, and the Chief determines that disciplinary action will be imposed, a Notice of Disciplinary Action shall be made by hand delivery on the employee or by the United States Postal Service, certified mail, return receipt requested, to the employee's address on file with the City. It shall include the departmental rule(s) or regulations violated, the date, time and place that the employee violated the rule(s). Said statement shall inform the employee that he has fourteen (14) days after the receipt thereof to file a written request for arbitration with the City.
2. Disciplinary Grievance: Notice of a request for arbitration of a disciplinary grievance shall be in writing, addressed to the Chief of Police and made by hand delivery on the Chief or by depositing at the United States Postal Service, certified mail, return receipt requested, using the official mailing (contact) address of the Town of Horizon City, as provided on its website, no later than the 14th day after the date the employee receives the written Notice of Final Disciplinary Action.
3. Discovery: Within seven (7) days of service of the employee's Request for Arbitration, the City shall forward a copy of the officer's entire administrative investigatory file of the incident made the subject of the disciplinary action and the employee's administrative investigatory disciplinary history showing the complaints filed against the employee and the dispositions of each case. All other discovery requests must be made by the employee in writing to the City no later than the 21st day before the date scheduled for the arbitration hearing. The City must provide complete responses to the employee's discovery requests within seven (7) days of the service of the request. The City shall have the right to make discovery requests to the employee or his representative no later than the 21st day before the date scheduled for the arbitration hearing. The employee must provide complete responses to the City's discovery request within seven (7) days of the service of the request.
4. Witness Lists and Exhibits: Upon request of a party, the other party will provide a list of witnesses and copies of their numbered and lettered exhibits no later than the seventh (7th) day before the arbitration hearing is to be held.
5. Selection of Arbitrator: All arbitrations shall be heard by an arbitrator which will be selected on a rotating basis from a panel of four (4) or more selected arbitrators. The

decision of the arbitrator shall be final and binding upon the employee and the City, subject to any rights of appeal to a court of law as permitted by law. During the arbitration process parties shall have the right to be represented by an attorney or a representative of their choosing.

The arbitration panel shall have at least four (4) local arbitrators appointed by mutual agreement of the City and the Association. The members of the panel shall serve a one-year term and be subject to reappointment by mutual agreement of the City and the Association. Subject thereto, the City and the Association may, at any time remove or add agreed upon members by mutual consent. If there is a vacancy, such as by resignation, death, or agreed upon removal, the City and the Association shall act promptly to select enough new members to ensure that the panel contains not less than four (4) active members. On or before January 1st of each year the parties shall meet and confer in regards to reappointment or replacement of the arbitration panel.

6. Final Hearing: Once the hearing date is established, the legal counsel for the City and the employee may each request one continuance for a period of time not to exceed twenty (20) days. Additionally, the arbitrator may grant other continuances upon a showing of good cause or upon mutual agreement by both the legal counsel for the City and the employee or his representative.

The employee and the City shall be entitled to representation by any person of their choice; cross examination of witnesses; presentation of evidence; authority to compel the production of required papers, documents, evidence and the attendance of employees of the City, which production and attendance shall be commanded by the Mayor or the Chief of Police on behalf of the employee; stenographic or non-stenographic recording of the proceedings and any other procedures needed to ensure a fair and impartial hearing.

All issues of jurisdiction or procedural arbitrability shall be decided by the arbitrator before the final hearing. The parties will make every effort to have all preliminary issues heard by submission.

The City has the burden of proof, by a preponderance of the evidence, to prove that the discipline imposed upon the employee was based on just cause and proper under the circumstances.

7. Decision of the Arbitrator: The Arbitrator shall have the authority to interpret the Agreement, to make conclusions of fact based upon the evidence submitted at the proceeding and to apply the contractual provisions to said facts. The jurisdiction of the arbitrator is limited in that he has no authority to add to, subtract from, amend or otherwise change or in any way modify the provisions of this Agreement. The Arbitrator has the authority to sustain the discipline in whole or in part, reverse the discipline in whole or in part, or alter the discipline notwithstanding the ruling in *City of Waco v. Kelley*, 309 S.W.3d 536 (Tex. 2010). In no circumstances is the arbitrator authorized to impose greater discipline than that originally imposed by the City. In cases of termination in which the Arbitrator imposes a suspension in lieu thereof, such suspension shall not exceed the greatest amount of time authorized to be imposed by the City.

The Arbitrator shall, when mutually requested by the legal counsel for the City and the employee, be required to issue a bench award at the conclusion of the hearing and in such event, no legal briefs will be allowed.

The City shall maintain a personnel file on each employee, which may be used for evidentiary purposes in hearings under this Article.

The decision of the Arbitrator is final and binding upon the employee and the City. If the suspended or terminated employee should be re-instated to his position by order of the Arbitrator, then at the discretion of the Arbitrator, the employee may receive: (a) full compensation at the rate of pay that was provided for his position at the time of his suspension or termination; (b) credit for all PTO lost as a result of the suspension or termination; (c) contributions toward any defined contribution plans lost as a result of the suspension or termination; (d) FMLA credit; (e) seniority; and (f) any and all other relief to which he may show himself justly entitled. If the demoted employee should be re-instated to his former rank by order of the Arbitrator, then at the discretion of the Arbitrator, the employee may receive: (a) compensation for any lost base pay if the employee's base pay had been reduced for the time that the employee's rank was reduced; (b) seniority; and (c) any and all other relief to which he may show himself justly entitled. Should the City refuse to comply with the arbitration award, the employee shall have the right to proceed to court for purposes of enforcing same and may recover attorney's fees in such an action.

ARTICLE X

CONTRACT GRIEVANCES

The City and the Association agree that the purpose of this grievance procedure is to provide a just and equitable method for resolving disagreements between the parties regarding the interpretation of the provisions of this Agreement, matters involving the interpretation, application, or alleged violation of a specific provision of this Agreement shall be subject to this grievance procedure.

A. **STEPS** A contract grievance shall be handled as follows:

Step 1: The Police Officer shall submit the grievance in writing to the Chief within fourteen (14) calendar days of the Police Officer's actual or constructive knowledge of the occurrence or the event causing the problem. The written grievance must state the grievance and the facts upon which it is based, the date the Police Officer became aware of his grievance, the remedy or adjustment sought, the section(s) of the Agreement violated, and it must be signed by the grieving party. After receipt of the grievance, the Chief shall evaluate the grievance and respond to the Police Officer within fourteen (14) calendar days. Nothing in this procedure prohibits the grieving Police Officer from attempting to informally resolve the grievance with his supervisor(s) or the Chief prior to submission of the written grievance, and the Association and the City encourage such actions.

Step 2: If the Police Officer is not satisfied with the response from the Chief, the Police Officer may submit his grievance to the Association Grievance Committee to determine if a grievance exists. The Association Grievance Committee shall meet, render its decision and file the notice required under Step 3 with fourteen (14) calendar days of the Step 1 ruling, if the Association Grievance Committee decides that a grievance exists. The Association, beginning with the Step 3 process, shall represent the aggrieved Police Officer. In the event that the Association Grievance committee decides that no grievance exists, the Association shall notify the Mayor in writing that no grievance exists and there shall be no further action taken under this procedure.

Step 3: If a grievance is believed to exist, it shall be presented in writing to the Mayor. The Mayor or his designee may meet with the grieving Police Officer and the Association representative to discuss and attempt to alleviate said grievance. The Mayor shall submit a written answer to the grievance within ten (10) calendar days of receiving the grievance and advise the chairman of the Association's Grievance Committee and/or the President of the Association of the response in writing.

Step 4: If the grievance has not been settled at Step 3, the Association shall have fourteen (14) calendar days from the date of the Mayor's decision in which to notify the City that it desires to submit the matter to mediation and/or file a request to arbitrate the grievance. Such request shall be submitted in writing to the Mayor or his designated representative. Arbitrators for contract grievances shall be selected from a list of up to 5 arbitrators provided by the American Arbitration Association (AAA) under procedures set out by AAA. However, if the City agrees to a mediation request, the City need not request an arbitrator list from AAA until after the mediation is completed. Notwithstanding this provision, the parties may at any time during the grievance process, mutually agree to submit a matter to non-binding mediation.

B. **Time Limits**

The parties shall adhere to the time limits as set forth in the procedure. In the event the Police Officer or Association fails to meet the time limits at Step 1 of the procedure, the grievance

shall be considered satisfied and no further action shall be taken. Failure by the City to meet the time limits at any other Step shall be considered an unsatisfactory response and shall automatically allow the grievance to proceed to the next Step. Failure by the Association to meet the time limits at any other Step shall be a determination that the Association is satisfied with the last decision. Any deadline or time restrictions set out in this Agreement with respect to grievance proceedings may be modified by written agreement of the parties. However, neither party may be compelled to waive its right to insist upon the deadline and time restrictions provided herein.

C. Discovery

All discovery requests must be made by the Association in writing to the City no later than the 21st day before the date scheduled for the hearing. The City must provide complete responses to the Association's discovery requests within seven (7) days of service of the request. Disputes regarding discovery will be resolved by the arbitrator. The City shall have the right to make discovery requests to the Association no later than the 21st day before the date scheduled for the arbitration hearing. The Association must provide complete responses to the City's discovery request within seven (7) days of the service of the request.

D. Witness Lists & Exhibits

Upon request of a party, the other party will provide a list of witnesses and copies of their numbered or lettered exhibits no later than the 7th day before the final hearing of the grievance.

E. Decision of Arbitrator Final

The Arbitrator to whom any grievance shall be submitted in accordance with the provisions of this Article shall have the authority to interpret the Agreement and make conclusions of fact. The decision of the Arbitrator is final and binding upon the Association and the City.

F. Payment of Arbitration and/or Mediation

The cost of selecting and engaging an arbitrator for any arbitration required by this article, or the costs of selecting and engaging a mediator for a mutually-agreed upon mediation, shall be split evenly between the parties. Nothing herein prevents the arbitrator or mediator from requiring the parties to prepay cost in advance. Each party shall be responsible for his own cost and expenses incurred during the arbitration or mediation process, including but not limited to their attorney's fee.

ARTICLE XI

SAFETY AND EQUIPMENT

SECTION 1

EQUIPMENT The City shall maintain at all times an adequate quantity of modern, marked and plain vehicles, and other essential equipment in sound working condition to ensure a safe work place and for each employee to maximize his potential in support of the Department's prime objectives of public safety. Management shall be responsible for the determining of the quantity, quality, and specifications of such equipment.

The City shall provide each employee with a properly fitted bullet proof vest without unreasonable delay subsequent to employment. Vests shall be replaced every five (5) years, or at intervals recommended by the National Institute of Justice.

SECTION 2

CLOTHING AND EQUIPMENT A set of uniforms shall be provided to each employee upon entering the Department. A set shall consist of five (5) short sleeve shirts, five (5) long sleeve shirts, five (5) pair of pants, one (1) set of BDUs, one (1) coat, one (1) pair of boots and one (1) rain coat. Uniformed employees shall be provided with leather gear and other equipment, including handcuffs, flashlight, batteries, etc. Purchasing of said equipment shall be the sole responsibility of the City and at no time shall any employee be allowed to purchase equipment without the permission of the Chief of Police or his designee. The total cost of uniform or equipment replacement shall not exceed four hundred (\$400.00) per year, except in the case of the initial provision of uniforms and equipment for new employees.

The employee shall provide his own firearm as designated by the Chief of Police at the time of employment.

All of the above clothing and equipment shall be replaced by the City as needed for normal wear and tear. The City may require that worn and damaged equipment be turned in upon replacement.

Employees assigned to non-uniformed duties as their regular duty shall be entitled to receive reimbursement for the ordinary and necessary expenses in obtaining appropriate clothing to be worn on duty in an amount not to exceed five-hundred (\$500.00) per year. All expenditures must be substantiated and the explanation and receipts for such expenditures shall be submitted within sixty (60) days of the expenditure.

Employees assigned to non-uniformed duties shall also be provided with leather gear and equipment not to exceed the value of two hundred and fifty dollars (\$250.00) per year.

All non-uniformed employees shall comply with the dress code established in the approved Police Manual.

ARTICLE XII**SENIORITY****SECTION 1**

SENIORITY RIGHTS City seniority shall only establish rights within a department pertaining to transfer, promotion, or layoff. Seniority will be a factor in transfers, promotion, or layoffs. In making transfers, promotions, or layoffs, the person having greater seniority, will be given preference when, in the opinion of the Chief, the skills and qualifications of those eligible for the transfer, promotion or layoff are equal.

SECTION 2

TRANSFER OF SENIORITY When an employee transfers from one city department to another city department, he loses all seniority accumulated in the previous department. Such an employee will not lose City seniority. The City shall maintain an up-to-date seniority list. The seniority list shall include City seniority and the employee's most recent date of entry into the department as a regular employee.

ARTICLE XIII**OFF-DUTY EMPLOYMENT**

Off-duty employment shall be permitted consistent with the guidelines established by the Chief. Permission or request to work off-duty employment shall not be unreasonably withheld by the Chief.

Employees shall be allowed to utilize the Horizon City Police Uniform and personal equipment in compliance with applicable Police Department policies and procedures.

Employees are advised that they should determine what Workers' Compensation benefits, liability protection, or legal representation is available from their secondary employers.

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ARTICLE XIV

PROMOTIONS

SECTION 1

GENERAL The City shall solely determine whether any vacant position in any rank will be filled or eliminated. The promotional process described in Section 2 below shall not be applicable to filling the Assistant Chief's position. The Assistant Chief shall be selected by the Chief and shall serve at the pleasure of the Chief and may be demoted from said position at the Chief's discretion. In such event, such employee shall normally be returned to the position from which the employee was appointed and such employee's salary shall be in accordance with that position. If the Chief demotes such employee to a position lower than that from which such employee was appointed, such employee retains all rights to file a grievance regarding said demotion in accordance with Article IX. An arbitrator shall have the power or authority to restore such employee to the position from which the employee was appointed, but no higher.

As positions become vacant, notice of the job opening will be posted at the Police Station at least thirty (30) days in advance of the date of the examination. The posting notice shall also identify all materials from which the examination is drawn and the source for all such materials.

SECTION 2

ORAL INTERVIEW PANEL Following the determination regarding which applicants meet the minimum qualifications as stated in the City's job description for the position being filled, the Chief or his designee shall select two (2) individuals who are active law enforcement officers, from outside law enforcement agencies, with a rank equal or higher than the position being filled, who shall conduct an oral interview of the candidates. Additionally, the President of the Association or his designee shall sit on the oral board as the third (3rd) member of the interview panel.

A structured approach shall be utilized in order that the same issues and questions are applied to each candidate and all issues are to be job related. The City, through the Chief, shall provide the questions to be utilized and the issues to be covered. Each interviewer shall rate the candidate on the basis of a scale of one to five, with one being the lowest and five being the highest. During the oral interview, the questions asked shall be used to rate the candidate on appearance, content, communication skills and presentation. The average of the three interviewer's rating shall be used as the oral interview score and a list of the top three candidates will be created and be submitted to the Chief who then shall make a selection from this list of three. Provided however, if more than seven employees participated in the oral interviews, a list of the top five candidates will be created and the Chief shall make a selection from this list of five.

In the event that the Panel unanimously determines that none of the interviewed officers are qualified to be promoted, the Panel may recommend to the Chief that someone from outside the Department be employed to fill the vacancy.

SECTION 3

VOLUNTARY DEMOTION. In the event that an employee requests a voluntary demotion to an open or vacant position, the Chief, upon determining that such employee meets the minimum qualifications as stated in the City's job description for the open or vacant position, may choose to demote and appoint such employee to the position without going through the oral interview process provided in Section 2. Before assuming the new position, such employee shall agree to and sign a waiver of his rights to file a grievance or appeal the demotion.

SECTION 4

PROBATIONARY PERIOD FOR SUPERVISORS. Upon receiving a promotion, the employee shall be on probation for six months. During the probationary period, the Chief may, upon making a determination that the employee is not performing to acceptable standards, demote the employee. In such event, the employee shall normally be returned to the position from which the employee was appointed and the employee's salary shall be in accordance with that position. If the chief demoted the employee to a position lower than that from which the employee was appointed, the employee retains all rights to file a grievance regarding said demotion in accordance with Article IX. An arbitrator shall have the power or authority to restore the employee to the position from which the employee was appointed, but no higher.

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ARTICLE XV

DRUG-FREE WORKPLACE

SECTION 1

As required in compliance with the Texas Workers' Compensation Act and the Federal Drug-Free Workplace Act of 1988, as amended, the City and the Association adopt the following policy for the purpose of elimination of drug abuse in the workplace.

It is the goal of the City to provide a work environment that is free from the use, sale, possession or distribution of controlled substances or illegal drugs, and free from the abusive use of legal drugs or alcohol. The City will take reasonable measures to ensure that employee alcohol and drug use does not jeopardize the safety and health of other employees, the public, the success of the city business or our constituent relationships. Employees are absolutely prohibited from using, selling or transferring any controlled substance or drugs while on city property or while performing services pursuant to their employment with the City. Employees are prohibited from reporting to work or from performing any work for the City while impaired by or under the influence of a controlled substance, drug or alcohol.

SECTION 2

For the purposes of this policy, controlled substances are defined as, but not limited to, illegal drugs, any hallucinogenic substances and any non-prescription depressants or stimulants. For the purposes of this provision, the term "drug" also includes alcoholic beverages, prescriptions and illegal inhalant drugs. This provision does not prohibit the use of prescription drugs when taken as directed by an employee's doctor(s) unless the prescription drug impairs the employee's ability to perform his job duties effectively and safely, nor does it prohibit the moderate use of alcohol at City-sponsored social events or business development functions.

SECTION 3

The City will test for presence of alcohol and illegal drugs when there is reasonable cause (i.e. following a work related injury). As a condition of employment, employees may be required to submit to drug tests under circumstances that include, but are not limited to, the following:

- A. incident to investigations of accidents resulting in bodily injury or property damage;
- B. where, in the City's opinion, violations of safety rules or procedures are suspected;
- C. where, in the City's sole discretion, there is reasonable cause to believe an employee has been engaging in illegal drug use at any time, or working under the influence of alcohol; and
- D. on a periodic basis for employees who return to work after participation in a rehabilitation program.

If there is sufficient cause for an employee to be sent for substance testing, the employee can be removed from the job until the results of the test have been received. Should a test return with positive results, the City reserves the right to discuss the results with the employee. Any employee(s) found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Refusal by an employee to complete and sign the substance testing form, to provide an adequate amount of breath, body fluids or otherwise refuse to cooperate may subject the employee to further disciplinary action, up to and including termination of employment.

SECTION 4

The City will contract when necessary with certified laboratories that are required to maintain employee test records in confidence. The laboratory shall disclose information related to the results of the drug test of an individual to the individual, to a Human Resources representative and to the Chief of Police only. An employee subject to testing is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol and illegal drugs, including any records pertaining to his or her substance tests. The City will promptly provide the records requested by the employee.

An employee may request help for a substance abuse problem before job performance is impacted. The availability of any rehabilitation programs is governed by the terms of the health insurance policy in effect for all employees. Employees who voluntarily apply for participation in a rehabilitation program shall not be subject to discharge provided the employee seeks assistance prior to being tested for the use of substances covered by this policy and before the City has reason to believe the employee has violated the policy.

Due to the nature of the City's operations and variations necessary to accommodate individual situations, the provisions of this policy or of any related policies, practices, or guidelines may not apply to every employee in every situation. The City reserves the right, within the requirements imposed by federal, state or local government, to rescind, modify or deviate from this or any other policy, practice, or guidelines as it considers appropriate in its sole discretion in either individual or citywide situations with or without notice.

A Human Resources representative will schedule substance testing. The employee will be notified by the Human Resources representative when and where to report for testing

If an employee recognizes a substance abuse problem, they should contact their private physician for assistance. The employee may also request assistance through the Human Resources department.

ARTICLE XVI

REIMBURSEMENT FOR LOST OR DAMAGED ITEMS

SECTION 1

An officer may file a written request with the Chief or his designee for reimbursement for items of a personal nature that are lost or damaged as a result of work-related activity. Except in the case of the Officer's incapacity or required travel out of town, the request must be submitted within five days, in writing, after the incident that resulted in the loss/damage, and the request must be accompanied by a clear explanation of the circumstances of the loss, damaged or stolen property.

Reimbursement is limited to \$300.00 per occurrence, except for a firearm, in which case the limit is \$650.00. The replacement item must be purchased within 30 days of the date the original item was lost or damaged and the receipt must be submitted to the City within 10 days of purchase, unless prior approval of the Chief has been obtained for a different time frame for purchase and submission.

SECTION 2

The City may, at its option, replace the item with an item of comparable worth and quality

SECTION 3

Reasonable proof of value (such as receipt, cancelled check, seller's statement or catalog information), satisfactory to the Chief, must be provided within thirty (30) days after the occurrence and no payment shall be authorized without such proof.

ARTICLE XVII**TRAINING AND CONTINUING EDUCATION****SECTION 1**

A training committee shall be established to make recommendations on training and continuing education for officers. The committee shall consist of the Chief of Police, the President of the Association or his designee and the training officer. The committee shall meet as necessary to make recommendation to the Chief as to training. However, all training decisions shall be totally within the discretion of the Chief.

SECTION 2

The City shall make core training courses, as designated by TCOLE, and necessary for the continuation of an officer's certification, available to all officers. All classes that are offered at no charge in the local and surrounding communities shall be exhausted first, before any out of town training is approved.

SECTION 3

In addition to the annual in service training mandated by the Texas Commission of Law Enforcement (TCOLE), each officer may attend up to forty (40) hours per year of TCOLE approved training during on duty hours.

ARTICLE XVIII

PERSONNEL FILES

SECTION 1 Badge upon Separation

Each Officer who honorably separates from the Department after 20 years of service shall be given his badge at no charge.

SECTION 2 Permanent Personnel File.

The Human Resources Director shall maintain one permanent personnel file of all employees. Nothing herein shall preclude the Chief from maintaining an administrative investigatory file or other private administrative file. The Personnel file must contain any letter, memorandum, or document relating to:

- A. A commendation, congratulation, or honor bestowed on the employee by a member of the public or by the employing Department for an action, duty, or activity that relates to the person's official duties;
- B. Any misconduct that resulted in disciplinary action by the Department in accordance with this Agreement. The personnel file shall not contain any information relating to any alleged misconduct by the employee if the final resolution of the entire matter was held to be not sustained, unfounded or reversed in its entirety by an Arbitrator. In the event that an Arbitrator reduced the disciplinary action taken, the personnel file shall reflect the Arbitrator's decision. A letter, memorandum, or document relating to the alleged misconduct by the employee may not be placed in the person's permanent personnel file if the Department determines that there is insufficient evidence to sustain the charge of misconduct; and
- C. The periodic evaluation of the employee by a supervisor.

A letter, memorandum, or document relating to the alleged misconduct by the employee that is placed in the person's permanent personnel file as provided herein and did not result in disciplinary charge or hearing shall be removed from the employee's file if:

1. The disciplinary action was taken without just cause; or
2. The charge of misconduct was not supported by sufficient evidence.

The employee is entitled, on request, to a copy of any letter, memorandum, or document placed in his permanent personnel file. The City may charge the employee a reasonable fee not exceed actual cost for any copies provided under this subsection. Written reprimands shall be removed from an employee's personnel file after two (2) years.

SECTION 3 Ammunition/Gun Qualifications.

The City shall supply sufficient rounds of ammunition for Officer's use in the gun he carries while on duty, in the amount as determined by the Chief.

The City shall provide ammunition for target practice/gun qualification in the amount determined as necessary and appropriate by the Chief for such purposes. The City shall allow officers to qualify with their weapons during on duty hours. The City agrees to purchase industry standard law enforcement ammunition for all department approved weapons.

ARTICLE XIX
WAGES AND COMPENSATION

SECTION 1

All wages, monetary supplements, and other monetary benefits are contained in this Article.

SECTION 2

Effective on the first day of each City fiscal year set forth below, the base salaries of all police officers shall be increased by the following percentages or the percentage of base salary increase paid to the City's non-bargaining unit employees, whichever percentage of salary increase is greater:

Year	Increase (COLA & salary adjustment)	Advancement in grade*
FY2016-17	3.00%	N/A
FY2017-18	3.00%	2.00%
FY2018-19	2.50%	-
FY2019-20	2.00%	-
<u>FY2020-21</u>	<u>3.00%</u>	
Total increases	13.50%	2.00%

*Advancement in grade to a senior status will occur on year four of time in grade, beginning with the first pay period on or after the employee's anniversary date of time in grade. For those employees meeting the criteria on October 1, 2017, their advancement in grade will occur with the first pay period on or after October 1, 2017.

SECTION 3

Effective October 1, 2016, Table 1 attached hereto sets forth the City base salary schedule for those employees who were paid as of September 30, 2016, the salary or any amount less than or within \$2.00 of the salary as listed as "pay on 9/30/16", and shall be the base salary schedule for all employees hired on and after October 1, 2016 and all supervisors promoted on and after October 1, 2016. For those employees being paid as of September 30, 2016, a salary in an amount more than \$2.00 higher than the salary level listed as "pay on 9/30/16", their salaries will be individually adjusted by the percentages listed above.

Probationary Officers will receive a base salary increase in the amount of \$1,000.00 beginning on the date of the first pay period following the officer's completion of the FTO program or six months after their date of hire, whichever comes first.

In the event that the Chief wishes to establish a Lieutenant position as included within Table 1, he shall give sixty days written notice to the Association of the date on which the position will be established. The promotion process set forth in Article XIV shall apply to the Lieutenant position.

SECTION 4

FTO Pay

The City agrees to pay each officer assigned to perform Field Training Officer duties an additional sum of \$.50 per hour while performing said duties. The Chief shall have the right to establish criteria for selection of officers to be assigned as Field Training Officers. The Chief shall determine the number of Field Training Officers needed and may reduce or increase the number of assignment depending upon the needs of the Department.

SECTION 5

Longevity Pay

- a) Longevity pay in the amount of \$96.00 per year of departmental service, up to a maximum of 25 years, shall be paid on a bi-weekly basis with the officer's regular pay.
- b) It is expressly understood and agreed that this section shall be entitled to preemption including but not limited to the provision of §141.032 of the Texas Local Government Code.

SECTION 6

Education and Certificate Pay

Effective October 1, 2013 an employee shall be entitled to either Certificate pay or Education pay, at the highest qualifying rate, but shall not be entitled to both. Education pay shall only be payable for degrees or college credit from an accredited college or university. An accredited college or university is an institution of higher education that is accredited or authorized by the Southern Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the New England Association of Schools and Colleges, the North Central Association of Colleges and Schools, the Northwest Association of Schools and Colleges, or the Western Association of Schools and Colleges (Reference: TCOLE Rule 211.1(a)(3), as modified by the Commission from time to time). Employees hired on and after October 1, 2013 will not be eligible for either education or certificate pay until their one year anniversary date.

It shall be the employee's obligation to notify the Police Chief and provide documentation regarding the certificate(s) and/or degree(s) or amount of college credit held by the employee. The employee shall make such notification within 30 days of obtaining one of the below listed certificates or degrees or upon meeting the required amount of college credit. An employee making such a timely notification shall receive the applicable pay dating from the date the certificate, degree or credit is obtained, or in the case of a new hire on their one year anniversary date. An employee who fails to make such a timely notification shall receive the applicable pay from the date of notification to the Chief.

a) Certificate Pay

- (1) Each employee holding an Intermediate TCOLE Certificate shall be paid one hundred dollars (\$100.00) per month. Each employee holding an Advanced TCOLE Certificate shall be paid one hundred twenty-five dollars (\$125.00) per month. Each officer holding a Master TCOLE Certificate shall be paid one hundred fifty dollars (\$150.00) per month.

b) Education Incentive Pay

- (1) Each employee holding an Associate's degree or sixty (60) hours of college credit shall be paid one hundred dollars (\$100.00) per month.

- (2) Each employee holding a Bachelor's degree shall be paid two hundred dollars (\$200.00) per month.
- (3) Each employee holding a Master's degree shall be paid three hundred dollars (\$300.00) per month.

Section 7

Shift Differential

- a) While working the evening/swing shift, Officers shall be paid a shift differential of one dollar (\$1.00) per hour.
- b) While working the graveyard shift, Officers shall be paid a shift differential of fifty cents (\$.50) per hour.
- c) Overtime is paid based on the shift the officer was assigned to and worked that day.
- d) An Officer working a special shift that overlaps two of the regular shifts shall be paid based on the highest applicable shift differential.
- e) This provision shall apply in lieu of any City policy applicable to shift differential for any other employees,

Section 8

Monthly Paid Compensation

It is expressly understood and agreed that the City reserves the right to prorate and pay all monthly payments in biweekly equivalents.

ARTICLE XX

HOURS OF WORK, OVERTIME AND COURT TIME

Section 1. Hours of Work

Employees are normally scheduled to work 40 hours per week as scheduled by the Chief or his designee, but nothing in this Agreement shall constitute a minimum or maximum number of hours of work in any day or week. A meal break and rest break may be taken during the employee's shift in compliance with the Rules and Regulations of the Department.

Section 2. Overtime

For the duration of this Agreement, the policy applicable to the computation of overtime and compensatory time shall be as follows: Non-exempt employees, in accordance with the FSLA, are eligible to receive overtime pay or compensatory time in lieu of direct compensation equal to one and one-half (1 ½) times their regular hourly wage for hours worked over forty (40) hours in a work week. Additionally, non-exempt employees are eligible to receive overtime pay of two and one-half (2 ½) times their regular hourly wage for hours worked on a city-designated holiday. The election to receive overtime or compensatory time in lieu of direct compensation for overtime pay is made by the employee each pay period. Overtime is based on hours paid.

At the expiration of this Agreement, the policy applicable to the computation of overtime and compensatory time shall be as provided in the Town of Horizon City Employee Policy Manual or as otherwise further negotiated and agreed to by the parties.

Section 3. Court time

- a) An officer who attends court more than one hour before the start of his regularly scheduled shift shall receive a minimum of three (3) hours compensation at time and one half.
- b) If the officer attends court one hour or less before the start of his regularly scheduled shift, the officer shall receive one (1) full hour of compensation at time and one half.
- c) An officer who attends court after his regularly scheduled shift has ended shall receive a minimum of three (3) hours compensation at time and one half.
- (d) If the officer's court assignment begins during his regularly scheduled shift but continues beyond his normal duty hours, the officer will only be entitled to the actual amount of overtime hours worked.

Section 4. Miscellaneous

- a) Non-exempt officers who are off-duty and receive notification to return to duty status more than one hour before their regularly scheduled shift or more than thirty minutes after the conclusion of their regularly scheduled shift, shall receive a minimum of three (3) hours of compensation at time and one half.
- b) The City will pay compensation to non-exempt employees for on-call time at the rate of credit for four (4) hours worked for each week on-call.

- b)c) The policy regarding Daylight Savings Time be revised so that officers working the third (3rd) shift will be paid 8 hours on the date that Mountain Daylight Savings Time is effective in the Spring of each calendar year, and overtime for one (1) additional hour of work during the date in which the Mountain Standard Time becomes effective in the Fall of each calendar year.
- d) For the purposes of this Article XX, as of July 20, 2020, the Assistant Chief shall be considered exempt from under FLSA and shall not be eligible for overtime under this Agreement.

DRAFT

ARTICLE XXI

HOLIDAYS, PTO AND BEREAVEMENT LEAVE, AND STRESS MANAGEMENT

Section 1

Paid Time Off

Employees should have the opportunity to enjoy time away from the workplace to help balance their lives. Taking some time away from work is essential in maintaining quality performance, job efficiency and health. A designated Paid Time off (PTO) plan that combines traditional time off benefits. Employees may use this for any reason in accordance with the procedures established in this section.

This bank of time does not include the designated holiday schedule. Other time off due to bereavement, military or jury duty is also considered separate from the PTO policy.

PTO must be scheduled in advance, with the supervisor's approval. PTO will not be approved for any day in which the employee is scheduled to appear for court, except to the extent necessary to address illness, medical issues or emergency situations. The only exception to this requirement is an illness or other emergency that you cannot predict in advance. The supervisor will approve the request for non-emergency PTO based on considerations like work flow, operational requirements, business needs and length of service. Officers are accountable and responsible for managing their own PTO hours to allow for adequate reserve to meet paid time off needs.

If the employee is unable to use the full PTO allotment during the year, the employee may be eligible to roll accrued, unused PTO hours into their PTO Bank. The overall maximum number of hours that may be rolled over and carried in the PTO Bank is 1,200 hours.

While the employee's preference will be accommodated when feasible, there may be times when, due to business considerations, the employee may need to take PTO on days other than preferred ones. The direct supervisor needs approval from the Mayor to payout any accrued, unused PTO not eligible for rollover into the PTO Bank to an active employee.

Section 2.

Payment of Paid time off Bank (PTO) on Separation

Separation pay for accrued PTO will be paid only to employees with at least six (6) years of actual service who separate in good standing. An employee shall not be considered to have separated in good standing if he is indefinitely suspended or leaves the Department in lieu of termination. The maximum accrued PTO payable will be 1200 hours.

Section 3.

PTO Accrual Rates and Carryover

PTO Schedule for Regular Full-Time Employees

	Years of Service	Annual Paid Time Off Allotment	Max PTO Leave Bank Carryover Per Year
A	90 days or less	16 hours	No hours allowed except for an employee hired from October 1 st through December 31 st .
B	91 days to 1 year	64 hours	No hours allowed except for an employee hired from July 1 st through September 30 th .
C	1 year	160 hours on an annual basis, proportionally reduced to be allotted from the date of the first anniversary through December 31 st .	80 hours or one half of allotment, whichever is less.
D	2 to 5 years	160 hours	80 hours
E	6 years	168 hours	80 hours
F	7 years	176 hours	80 hours
G	8 years	184 hours	80 hours
H	9 years	192 hours	80 hours
I	10 to 15 years	200 hours	80 hours
J	Over 15 years	240 hours	80 hours

Employees in their first year of employment will be allotted PTO as provided in lines A and B in the above chart, starting on the first day of employment. Any employee hired during the period from October 1st through December 31st may carryover a maximum of 8 hours of PTO of their first year's PTO allotment, and any employee hired during the period from July 1st through September 30th may carry over a maximum of 32 hours of PTO during their first year's PTO allotment.

On the day of their first anniversary of employment, PTO will be allotted as provided in line C in the above chart. Such allotment will be proportionally reduced so as to be an allotment only for the time period beginning on the day of the Employee's first anniversary through December 31st of that year. However, in no event will an Employee receive a proportional allotment of less than 8 hours of PTO.

PTO for employees with two and more years of service will be allotted their PTO as provided in the applicable line from D through J of the above chart on January 1st of each year.

Proportional reduction of an employee's PTO allotment is to reduce the maximum annual PTO allotment based on the difference between a full year and the number of days remaining in the year at the time the allotment is made. By way of example, an employee who is awarded his PTO on a first anniversary date of June 1st, will have his PTO proportionally reduced by 50%, and will be allotted 80 hours of PTO through December 31st.

Section 4**Bereavement Leave**

A. Funeral Leave for an Immediate Family Member. When a death occurs in an employee's immediate family, all regular full time employees may take up to four (4) days off with pay to attend the funeral or

make funeral arrangements. The days off must be consecutive and must be taken within one week after the death occurs. The City requires verification of the need for the leave. Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, foster children, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. Spouse includes a common-law spouse and a person with whom the employee lives in a similar relationship.

B. Funeral Leave for an Extended Family Member. All regular, full-time employees may take up to two (2) days off with pay to attend the funeral of an extended family member. Extended family members are defined as an employee's step-siblings and step-grandchildren, an aunt and uncle by consanguinity (blood) or affinity (marriage), and a first cousin, niece, and nephew by consanguinity.

C. Funeral Leave for other Family or Non-Family Members. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a family member not listed above or a close, non-family member. This time off will be considered by the Chief on a case-by-case basis. The City requires verification of the need for the leave. This leave benefit is limited to 2 paid workdays per calendar year per employee.

D. Additional Time Off. The City understands the deep impact that death can have on an individual or a family therefore additional non-paid time off (or paid-time off from an employee's personal annual allotment) may be granted. The additional time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

Section 5 Holidays

The designated holidays are as follows:

Day*	Date
New Year's Day	January 1
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

* = Officers working shifts will be given an additional day off if the holiday falls on his regularly scheduled day off.

If the City provides non-bargaining unit employees with an additional holiday, employees who are members of the bargaining unit shall receive the additional holiday.

An employee must work the scheduled work day before and after a holiday to receive holiday pay unless the absence is due to:

- Personal illness or injury which can be substantiated;

- Approved PTO;
- Jury Duty;
- Family Death;

Holiday hours have no cash value upon termination. Holiday hours are considered “hours worked” and are therefore included in the calculation of overtime.

Section 6 Administrative Leave

Officers may be granted Administrative Leave based on participation in a City or departmental program that awards Administrative Leave to program participants or for any purpose or event authorized by the Chief.

Section 7 Stress Management

Both the City and the Association believe that it is to be their mutual benefit to have the stress management services set forth in this Article available to officers when the Chief has determined that such services will benefit the officer and the City.

1. The City will, on an independent contract basis, engage the service of qualified individuals to provide individual counseling services for officers (hereafter designed as an “expert”) under the following circumstances and conditions:
2. The Chief may require an officer to participate in individual counseling services provided by the expert as part of a behavioral cause investigation or a post trauma referral.
 - a) A behavioral cause investigation is an after the fact referral made when, during the course of an administrative investigation, the Police Chief determines there is a reasonable belief that such exam or assistance is necessary for the continued employment of the officer. The employee shall be given the opportunity to confer with an Association representative prior to an examination ordered under this provision.
 - b) A post trauma referral occurs when an officer, in the performance of his duties, has been involved in the shooting of another individual, where the officer has been exposed to any incident or situation where another may have suffered injury or death, or where the officer has been involved in any other situation that the Chief determines to be of such a serious nature such that referral will benefit the officer and/or the Department.

In cases where an officer, in the performance of duties, has been involved in a shooting, the expert and another person of the officer’s choice will be immediately notified and allowed immediate access to the officer involved.

3. All conversations between the officer and the expert performing the individual counseling services shall be considered privileged as to the officer. When the expert has concluded that the officer constitutes a clear danger to himself or others, the expert shall immediately notify the Chief of said

danger. The expert shall only report to the Chief only compliance or noncompliance with the order to submit to evaluation and/or compliance or noncompliance with treatment of the expert. The expert shall also, at the appropriate time, report to the Chief that either the maximum individual counseling sessions have occurred or that no further participation by the officer is required.

4. The services of the expert shall be designed to provide assistance to the officer, under the circumstances set forth herein, in order to manage problems of stress affecting the ability of the officer to effectively perform the duties of a police officer. It is not the intent of this Article to provide counseling services in areas other than that which directly affect the officer.
5. The costs involved in the evaluation and treatment of any officer who is required to participate in the services shall be paid by the City as follows: The first five individual counseling sessions shall be paid by the City. Upon approval by the Chief, additional individual counseling sessions, not to exceed an additional three (3) sessions, shall be paid by the City.
6. The provisions in this Article shall not be constructed as preventing the Chief from requiring independent evaluation of an officer by an appropriate expert of the Chief's choice under appropriate circumstances and conditions.

ARTICLE XIV

REEMPLOYMENT

A former employee may be considered for reemployment if performance reviews and other performance documentation from the prior period of employment indicate acceptable prior performance, and the applicant meets the requirements of the position for which he or she has applied. Reemployment is not automatic.

A former employee who is reemployed following a break-in-service in excess of 30 days other than an approved leave of absence will be considered a new employee at the time of reemployment and will be on probation for 90 days and subject to disciplinary action including termination in accordance with the provisions in Article II, #22 and Article IX, Section 2A. Any rehired employee who has been separated for 12 months or less will be re-credited with prior service for purposes of PTO and other policies based on service. Rehired employees who have been separated for more than 12 months will not receive credit for prior service.

Re-eligibility for applicable Retirement Plans and or Health and Welfare plans is governed by the specific plan provisions.

ARTICLE XXIII
CLOSING STATEMENTS

SECTION I

No agreement, understanding, alteration or variation of the Agreement, its term or provisions herein contained shall bind the parties unless made and executed in writing by the parties hereto. The failure of the City or the Employees to insist in any one or more instances, upon performance of any of the terms or conditions of this Agreement, shall not be considered as a waiver or relinquishment of the right of the City or the employees to future performance of any such term or condition, and the obligations of the City and the employees as to such future performance shall continue in full force and effect.

SECTION 2

The parties agree that each has had the full and unrestricted right and opportunity to make, advance, and discuss all matters properly within the province of collective bargaining. The above and foregoing Agreement constitutes the full and complete Agreement of the parties and there are no others, oral or written, except as herein contained.

SECTION 3

If any provision of this Agreement is found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement, it being the intention of the parties that no portion of the Agreement or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS COLLECTIVE BARGAINING AGREEMENT ON THE DATES SET BY THEIR NAMES.

TOWN OF HORIZON CITY

Ruben Mendoza, Mayor

Dated: _____

ATTEST:

Elvia Schuller, TRMC, City Clerk

APPROVED AS TO FORM:

Elaine S. Hengen, Assistant City Attorney

HORIZON CITY POLICE ASSOCIATION

BY: _____
Jesus Ortega, President

Dated: _____

BY: _____
Abel Labrado, Vice-President

Dated: _____

Table 1
Base salary schedule as per Article XIX, Section 3

Year	Current	FY2016-17	FY2017-18	FY2018-19*	FY2019-20**
		3.00%	3.0% 2.0%	2.5%*	2.0%**
Probationary	30,159.53	31,064.32	31,996.25	32,796.15	33,452.07
Patrol Officer	32,396.51	33,368.41	34,369.46	35,228.69	35,933.27
Senior Patrol Officer			35,036.83	35,912.75	36,631.00
Detective	33,204.57	34,200.71	35,226.73	36,107.40	36,829.54
Senior Detective			35,910.74	36,808.51	37,544.68
Corporal	34,712.65	35,754.03	36,826.65	37,747.32	38,502.26
Senior Corporal			37,541.73	38,480.27	39,249.88
Sergeant	37,571.88	38,699.04	39,860.01	40,856.51	41,673.64
Senior Sergeant			40,633.99	41,649.84	42,482.83
Lieutenant		43,260.00	44,557.80	45,671.75	46,585.18
Senior Lieutenant			45,423.00	46,558.58	47,489.75
Asst. Chief	55,483.40	57,147.90	58,862.34	60,333.90	61,540.58
Senior Asst. Chief			60,005.30	61,505.43	62,735.54
				**Actual Increase was 3%	**Actual Increase was 5%

<u>Year</u>	<u>FY2020-21</u>
	<u>3.00%</u>
<u>Probationary</u>	<u>34,455.63</u>
<u>Patrol Officer</u>	<u>37,011.27</u>
<u>Senior Patrol Officer</u>	<u>37,729.93</u>
<u>Detective</u>	<u>37,934.43</u>
<u>Senior Detective</u>	<u>38,671.02</u>
<u>Corporal</u>	<u>39,657.33</u>
<u>Senior Corporal</u>	<u>40,427.38</u>
<u>Sergeant</u>	<u>42,923.85</u>
<u>Senior Sergeant</u>	<u>43,757.31</u>
<u>Lieutenant</u>	<u>47,982.74</u>
<u>Senior Lieutenant</u>	<u>48,914.44</u>
<u>Asst. Chief</u>	<u>Exempt</u>
<u>Senior Asst. Chief</u>	<u>Exempt</u>