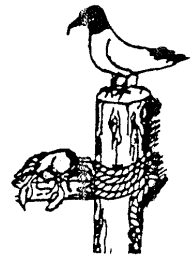




CITY OF SEADRIFT
Post Office Box 159/501 S. Main St.
Seadrift, Texas 77983
Tel: (361) 785-2251
Fax: (361) 785-2208
seadrift@seadrifftx.org



CITY OF SEADRIFT

SEPTEMBER 23, 2024
6:00 PM WORKSHOP MEETING

AGENDA PACKET

Seadrift City Hall - Council Chambers

501 S. Main St., Seadrift, TX 77983

Office: (361) 785-2251

Website: www.seadrifftx.org

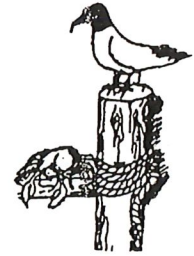


Incorporated December 27, 1912
www.seadrifftx.org



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NOTICE OF CITY COUNCIL MEETING
ALL MEETINGS OF THE CITY COUNCIL ARE OPEN TO THE PUBLIC.
CLOSED SESSIONS CAN ONLY BEGIN FROM AN OPEN SESSION.


WORKSHOP MEETING AGENDA
MONDAY, SEPTEMBER 23, 2024, AT 6:00 P.M.
SEADRIFT CITY HALL, COUNCIL CHAMBERS, 501 S. MAIN ST., SEADRIFT, TX 77983

Public notice is hereby given that the Seadrift City Council of the City of Seadrift will meet in a Regular Meeting on **Monday, September 23, 2024**, beginning at **6:00 PM** at the **Seadrift City Hall, Council Chambers, 501 S. Main St., Seadrift, TX 77983**, for the purpose of discussing, considering, reviewing, and taking any action needed on the following items. *The following items may be considered in order of sequence OR the order may be moved around at the discretion of the Mayor during the meeting.*

1. Call to Order & Quorum Call
2. Review & Discuss the updated Employee Handbook.
3. Review & Discuss current, prior, and proposed 2024-2025 Budgets.
4. **Adjournment**

CERTIFICATION

I, Gabriela Torres, City Secretary, do hereby certify that the above Agenda was posted on the City Hall bulletin board, a convenient and readily accessible place to the public at all times, at 501 S. Main St., Seadrift, Texas 77983, and on the City's website, www.seadrifftx.org in compliance with Chapter 551, Texas Government Code.

Signature:  Date Posted: 9/16/2024 @ 11:30AM
Gabriela Torres, City Secretary *Date and Time*

The Seadrift City Hall Council Chambers are wheelchair-accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours, during regular business hours, before this meeting. Please contact the City Secretary's Office at (361) 785-2251 or g.torres@seadrifftx.org for further information.



City of Seadrift
Employee Handbook

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Resolution No. 2024-____
Adoption of Employee Handbook

**A RESOLUTION OF THE CITY OF SEADRIFT, TEXAS,
ADOPTING AN EMPLOYEE HANDBOOK FOR NON-
ELECTED CITY EMPLOYEES.**

WHEREAS, the City Council finds that it is in the best interest of the City of Seadrift to adopt a comprehensive revision of the Personnel Policies adopted on August 21, 1984, as modified from time to time; and

WHEREAS, the City Council has considered the attached Employee Handbook dated _____, 2024,

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

SECTION 1: The attached Employee Handbook dated _____, 2024, is hereby adopted and shall become effective immediately.

SECTION 2: The Personnel Policies adopted on August 21, 1984, as modified from time to time, are hereby rescinded entirely effective immediately, as well as the inconsistent portions of any policies, resolutions, or ordinances.

Passed and approved by the Seadrift City Council _____, 2024, during a _____ City Council meeting.

TRACEY JOHNSON, MAYOR PRO TEM

ATTEST:

GABRIELA TORRES, CITY SECRETARY

1. The General Nature of Your Employment

The City of Seadrift is a Type A general law municipality. Your employment with the City is not covered by civil service or a collective bargaining agreement. Unless you have a written contract approved by the City Council, your employment is at-will, which means it is for no fixed or definite term, and both you and the City have the right to terminate your employment at any time, with or without notice, and with or without cause. Nothing in this Handbook is intended to alter the continuing at-will status of your employment with the City.

2. The Purpose of this Handbook

The purpose of this Handbook is to provide guidance to you as an employee of the City, and to the City itself, about what each can expect from the other in the course of your employment. It may not address all situations that arise; in those cases, your supervisor, your Department head, the Mayor, or the City Council (as may be appropriate) will determine a course of action. If there is a conflict between anything in this Handbook and any governing law, that law will take precedence over this Handbook and will control.

This Handbook does not constitute an employment contract with you, and the City reserves the right to interpret, change, suspend, or cancel, with or without notice, all or any part of this Handbook.

Departments of the City may adopt, or may have already adopted, Department-specific policies and procedures. Such policies and procedures are permissible so long as they do not conflict with anything in this Handbook or with any governing law.

3. Positions and Hiring

3.1 New Positions

All positions of employment with the City are created for the sole purpose of accomplishing the necessary work program or services of the City as approved in the adopted budget. Necessary funds for the payment of salaries, the purchase of essential equipment, and other expenses in connection with a position must be available for it before such position can be considered for authorization. When the City Council determines that the necessary funds are available for a new or modified position, it may authorize the City to proceed with filling the position.

3.2 Position Descriptions and Job Titles

For each City position that it authorizes, the City Council approves a title (to be used on official records), a statement of minimum and preferred qualifications, a description of essential and non-essential duties and responsibilities, and a compensation range. The City Council may change one or more of these from time to time to during the existence of the position. In addition, the City Council authorize the appointment for up to 90 days of an existing employee to a position with a higher compensation range but without an increase in pay.

3.3 Hiring Authority

The City Council is the hiring authority for individuals who will serve as officers of the City. For all others, the City Council hereby delegates initial hiring authority to the Departments heads for vacancies within their departmental jurisdiction (???)

3.4 Applications and Examinations

As an applicant for employment (regardless of whether you are seeking new employment with the City, or continued employment with the City in a different position), you must submit a written application for employment.

Depending on the type of position, you may be required to take a drug test as part of the application process (and, if so, you may also be subject to random drug testing during the course of your employment).

If you are seeking new employment with the City, and if the City has extended to you an offer of employment, you will (???) be required to undergo a medical examination, and the City's offer of employment may be condition on the results of it.

3.5 Residence

With all other qualifications being equal, applicants who live in the City will be preferred over those who do not.

Department Heads, with approval of City Council, may require employees who may be subject to emergency recall and/or periodic service in a stand-by status to establish residence within reasonable distances from their principal workplace, in order to assure a timely response.

3.6 Employment of Relatives; Nepotism

The City generally avoids hiring applicants who are related within three degrees by blood, or two degrees by marriage, to another City employee, or to one of the City's elected officials, regardless of who may be the hiring authority for an applicant.

A Department head, as the holder of delegated authority for hiring individuals who will not serve as officers of the City, will not hire an applicant who is related to the Department head within three degrees by blood, or two degrees by marriage.

When the City Council is the hiring authority, an applicant is excluded from being hired only if the applicant is related within three degrees by blood, or two degrees by marriage, to two or more members of the Council.

These provisions are subject to certain exceptions provided by law.

3.7 Probation Period

Every person appointed to a position in the service of the City shall be required to complete successfully a probation period of six months. During the probation period, the Department head shall observe and evaluate the work of newly appointed employees and encourage their effective adjustment to the job and to the service of the City. Department heads shall utilize the probation period to retain employees on the basis of the adequacy of their performance, and to correct inadequate performance. The probation period shall also apply to City employees who have been promoted to a higher job classification.

Your Department head will conduct a performance review on the three-month and six-month anniversary of your employment. Your progress and deficiencies will be discussed and necessary corrective action or performance improvement will be documented and given to you in writing. Before the end of the probation period, the appointing authority (your Department head or the City Council) should prepare a notice of permanent pay status or of termination of employment.

3.8 Personnel Record

You are always entitled to review your own personnel record. To do so, contact the City Secretary.

4. Compensation and Leave

4.1 Employment Categories

As a City employee, you will be categorized as (a) Exempt, Salaried Non-Exempt, or Hourly Non-Exempt, and as (b) Regular Full-Time, Regular Part-Time, or Temporary. You will also be categorized as Probationary during your Probation Period (see section 3.5). The definitions below will help you understand these terms, but if you are uncertain about your status, consult your immediate supervisor.

Exempt: These employees are exempt from the maximum hours (overtime) provisions of the Fair Labor Standards Act. Exempt employees are paid on a salary basis and are not required to record their working time for the purpose of payroll.

Salaried Non-Exempt: These employees are paid on a salary basis but their duties are such that they are not exempt from the maximum hours (overtime) provisions of the Fair Labor Standards Act. Salaried non-exempt employees are required to record their working time to ensure payment of overtime compensation or compensatory time for all hours worked in excess of a 40-hour workweek.

Hourly Non-Exempt: These employees are paid on the basis of an hourly rate and are required to record their working time to ensure payment of overtime compensation or compensatory time for all hours worked in excess of a 40-hour workweek.

Regular Full Time: These employees work at least 40 hours per workweek for an indefinite period of time and have completed the probation period.

Regular Part Time: These employees who work an average of less than 30 hours per week.

Temporary: These employees are hired fill short-term needs such as special projects, seasonal demands, or absence of a full-time employee. (Limited

The Exempt and Non-Exempt categories determine whether you are eligible for overtime pay or compensatory time off in lieu of overtime; Full Time, Part Time and Temporary categories determine your eligibility for benefits.

4.2 Paychecks

The City pays employees by direct deposit, so you will be required to furnish the City the information necessary to make these deposits. Hourly Non-Exempt employees are paid weekly; all others (both Exempt and Salaried Non-Exempt) are paid twice per month.

4.3 Timekeeping

All non-exempt employees (both Salaried Non-Exempt and Hourly Non-Exempt) must record their working time by whatever method their Department head or the City Council prescribes (for example, by punching a timecard, or by logging into an electronic timekeeping application).

- Record your start time just before starting work, and your end time just after finishing work.
- If your work schedule allows a lunch or other meal break of 30 minutes or more during which you are completely relieved from duty, punch out (or log out) at the start of the period and punch back in (or log back in) when you return to work.
- Do the same if you have to leave work for a time during the work day on personal business.
- Record only your own time; intentionally punching another employee's time card is prohibited.
- If you forget to record a start or end time, or unable to do so, tell your supervisor as soon as possible.
- Your working time includes time when you are required to be on call on the City's premises or so close to the City's premises that you cannot effectively use the time for your own purposes. Otherwise—for example, if you are merely required to provide a way of being contacted—then the time is not working time until you actually are called and begin performing work.
- Your working time includes time you are away from your normal workplace while assigned to attend training, professional conferences, etc., and it may include your travel time to and from such events. Please consult with your Department head regarding the recording of this type of time.

4.4 Overtime Pay and Compensatory Time in Lieu of Overtime Pay

All non-exempt employees (both Salaried Non-Exempt and Hourly Non-Exempt) are eligible for overtime pay (or compensatory time in lieu of overtime) for working time in excess of 40 hours during any single workweek (the City's workweek is _____ through

_____). DISCUSS SECTION 213(b)(2) EXEMPTION FOR <5 EMPLOYEE DEPARTMENTS.

Department heads will not ordinarily schedule you to work overtime because of the increased costs it imposes on the City.

You will not work unscheduled overtime or, at any time during the workweek, hours that are likely to result in overtime by the end of the workweek, without your Department head’s prior approval. Overtime is subject to these additional rules:

- Hours for which you are paid but which you did not work (for example, vacation pay or sick pay) do not count toward the 40-hour threshold for overtime.
- In lieu of overtime pay, the City may (but is not required to) provide compensatory time at a rate of 1½ hours for each 1 hour of overtime (prorated for fractions of an hour). For example, if you have earned 1½ hours of compensatory time, and you are normally scheduled to work until 5:00 p.m., then you could be absent one day from 3:30 p.m. to 5:00 p.m. but still be paid at your regular rate for that time as if you were present and working.
- To take compensatory time, you must request it, and the City will permit you to use it so long as the use does not unduly disrupt the City’s operations.
- Your Department head may require you from time to time to take compensatory time.
- You may accrue up to 240 hours of compensatory time. Once you have accrued 240 hours, the City must compensate you for any additional overtime hours in the form of overtime pay.
- Compensatory time off does not expire.
- During the term of your employment, the City Council may choose (on its own, or at your request) to pay you for your unused compensatory time. If so, the payment will be based on your rate of compensation at the time of payment.
- Upon termination of your employment by either you or the City, the City will pay you for your unused compensatory time at the higher of your final regular rate or your average regular rate receiving during your last three years of employment with the City.

4.5 Paid Holidays

The City recognizes the following paid holidays:

New Year’s Day	January 1
President’s Day	Third Monday in February
Good Friday	Friday before Easter Sunday

Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving	Fourth Thursday in November and the following Friday
Christmas Eve	December 24
Christmas	December 25

If a paid holiday falls on a Saturday, the City will observe it on the preceding Friday; if it falls on a Sunday, the City will observe it on the following Monday.

If you are a non-exempt employee (Salaried or Hourly Non-Exempt), and you are absent without leave on the day immediately preceding or following a paid holiday, you will not be paid for the holiday (in addition to the day of your absence).

4.6 Paid Vacation

All Regular Full Time employees (see section 4.1) earn paid vacation according to the following schedule after 1 full year of service based on the start date of employment (Regular Part-Time and Temporary employees do not earn paid vacation):

Years of Service	Vacation Entitlement
1-4 years	10 days (80 hours)
5-9 years	13 days (104 hours)
10-14 years	15 days (120 hours)
15-19 years	20 days (160 hours)
20-24 years	25 days (200 hours)
25-34 years	30 days (240 hours)
35 and more years	35 days (280 hours)

Vacation is available to be used after it has been earned on an anniversary date, subject to a Department head's discretion. For example: Because an employee earns no paid vacation until the first anniversary of employment, that employee is not eligible to take paid vacation during the first year unless the Department head allows it to be taken in advance (in which case that paid vacation is not available to be taken in the second year).

Vacation that accrues to you on your anniversary date should be taken during the following 12-month period, but one week (totaling 5 days, or 40 hours) can be carried over to the next 12-month period (subject to approval by the City Council for additional carry-over in the event of unusual circumstances preventing the timely use of vacation).

Paid holidays (see section 4.5) that fall within your paid vacation are not counted as part of your paid vacation.

Department heads may prescribe how employees submit requests to use vacation leave. You should submit such requests reasonably in advance so that your immediate supervisor or Department head can accommodate your request if the request is for 10 or fewer days to be used in a block. If the request is for more than 10 days to be used in a block, you should submit the request at least 30 days in advance.

The City will / will not (???) pay you for paid vacation that you have earned but not yet taken as of the date when your employment ends (regardless of whether you or the City ended it).

4.7 Paid Sick Leave

Regular Full Time employees (see section 4.1) earn paid sick leave at the rate of 1 day (8 hours) per calendar month (beginning with the first complete calendar month after the start date of employment) subject to the following conditions:

- You may not use sick leave in advance of earning it.
- You may accrue a maximum of 24 days (192 hours) of sick leave. In the event that you need more sick leave than you have accrued, you may use paid vacation as sick leave, and/or compensatory time that you received in lieu of overtime pay.
- Your immediate supervisor or Department head may require satisfactory evidence of illness (your own or a family member's) as the basis for taking paid sick leave. The City prohibits willfully misusing sick leave without such basis.
- The City will / will not (???) pay you for paid sick leave that you have earned but not yet taken as of the date when your employment ends (regardless of whether you or the City ended it).

4.8 Paid Injury Leave

In the event that an employee, through no fault of his/her own, is injured by external and violent means while engaged in the actual performance of his duties, and the employee is temporarily incapacitated as a direct result of such injury, the employee shall be entitled to injury leave at full or reduced pay for such time as deemed appropriate not to exceed six weeks. So long as the employee is on the permanent, fulltime payroll, any injury leave so granted may be terminated without notice and the same is deemed to be purely voluntary on the part of the City.

NOT OBVIOUS WHY WE HAVE THIS, GIVEN OUR WORKER'S COMPENSATION INSURANCE.

4.9 Paid Bereavement Leave

In the event of a death in your immediate family (your spouse, children, parents, parents-in-law, siblings, and any other relative who resides with you), your Department head may authorize paid leave for a maximum of three calendar working days, if you are a Regular Full-Time employee.

4.10 Paid Jury-Duty and Witness Leave

The City provides leave with pay for the time you are required by summons to serve on a jury, or by subpoena to appear as a witness, in any proceeding in a local, state, or federal court, without deduction for any fee or expense reimbursement that you receive for answering the summons or subpoena.

If you are excused or released from such service three hours or more before the end of your scheduled work day, you are expected to report to work promptly, unless your immediate supervisor or Department head excuses you (because of, for example, practical considerations such as travel time if the court is distant from the City).

4.11 Other Forms of Leave

Regular Full-Time employees may, with the approval of their Department head (which approval the City Council may override), be allowed to take leave without pay. For example, although the City is not required to, and does not offer, unpaid maternity leave under the Family and Medical Leave Act, the City may in its discretion allow such leave.

Further, there may be circumstances when an employee is entitled by law to take leave, such as under the Uniformed Services Employment and Reemployment Rights Act (which, in general terms, provides leaves for military reservists), or under the Americans with Disabilities Act (which may require the City to grant leave as a form of reasonable accommodation).

4.12 Travel Expense Reimbursement

If the City has approved you to travel in connection with your work, the City will reimburse your ordinary and reasonable expenses (including mileage on a personal automobile at the Internal Revenue Service's approved rate), subject to approval by your Department head. You will be required to itemize and document (with receipts) your expenses.

- As a general rule, your travel must be approved in advance by your Department head or the City Council. There may be emergency-related exceptions, but you should understand that the City Council in its discretion may refuse to reimburse expenses for travel that was not approved in advance.
- As a general rule, your travel expenses are reimbursed after the travel, but in some cases it may be suitable for the City to provide you an advance payment of some or all of the anticipated travel expenses. But you should understand that, upon return from travel, you must itemize and document all your expenses, regardless of whether they were covered by an advance payment. The City will approve only those that were ordinary and reasonable, and will deduct from any reimbursement the amount of the advance.
- As a general rule, additional travel expenses attributable to your spouse's participation in travel are not reimbursable. There may be exceptional cases when, because a spouse's attendance is in the City's best interest, the approval to travel includes your spouse's travel (or when such travel is justified by an emergency-related exception). But you should understand that in all other cases, additional travel expenses attributable to your spouse's participation in the travel will be your responsibility.
- The cost of alcoholic beverages is never a reimbursable expense.

4.13 Other Fringe Benefits

The City offers Regular Full-Time employees a package of fringe benefits, the contents of which the City may change from time to time or eliminate entirely (except as prohibited by law). Regarding eligibility or enrollment for any of these benefits, please contact the City Secretary.

5. Performance Expectations

5.1 In General

Every City employee's duty is to maintain a high standard of cooperation, efficiency, and economy at work, with the goal of providing the citizens of Seadrift with the best value possible in exchange for the salaries that their taxes support. The City's employees are its good-will ambassadors to the public, and their conduct, attitude, and deportment must reflect that status.

Supervisors and Department heads are responsible for monitoring, mentoring, coaching, organizing, and directing the employees under their supervision to achieve these objectives.

If your work habits, production, or personal conduct on the job fall below a desirable standard, your immediate supervisor and/or Department head will counsel you in a timely and appropriate manner so that you understand the deficiency and can correct it (but nothing shall prevent the City from taking any other action, up to and including termination, if the City determines that it is appropriate to do so).

5.2 Attendance

The City Council determines the days and hours when City offices and Departments are open for business. Department heads and/or supervisors are responsible for scheduling you and other employees during those days and hours, and for efforts to arrange for staffing when unscheduled requirements arise.

5.3 Absence

The City expects you to be present and working in the places and at the times (both scheduled and unscheduled) that your Department head or supervisor requires unless your absence is excused. For an absence to be excused, you must generally notify your immediate supervisor or Department head reasonably in advance and obtain that person's permission to be absent. An excused absence may be paid or unpaid depending on whether you have an applicable category of paid leave available and whether you are Exempt, Salaried Non-Exempt, or Hourly Non-Exempt.

An employee with three consecutive working days (not including any intervening weekends or paid holidays) of unexcused absences is, upon failure to report on time as scheduled or otherwise required on the third day, deemed to have resigned from employment with the City.

5.4 Return to Work after Illness

If you are absent from work for more than three consecutive working days (not including any intervening weekends or paid holidays), you must provide a doctor's note releasing you to return to work.

5.5 Tardiness

Tardiness is arrival at work after the time you were scheduled or otherwise expected to be at work. If you arrive more than 1 hour after that time, without having given notice to your immediate supervisor or Department head prior to your arrival, the tardiness will be deemed an unexcused absence for disciplinary purposes (but not for pay purposes: you will be paid for the time you're at work).

5.6 Outside Work

While you are a Regular Full-Time employee, you may not hold any position of paid employment with another employer or self-employment, or work as an independent contractor, unless you first obtain approval from the City Council.

The City Council's approval for you to engage in outside work does not allow you to divert any of the time you are scheduled or expected to work for the City toward your outside work, nor may you use any property or resources of the City in the course of your outside work.

In no case shall approval be granted if it appears that the outside work you propose creates a conflict of interest with the City.

5.7 Use of City Property

The City ordinarily provides all the tools and equipment that you will need as a City employee to do your job, and these items may be used only for that purpose.

- This policy includes City-owned or City-leased vehicles, except that:
 - The head of the City's law enforcement Department may allow some or all employees of that Department to use vehicles assigned to that Department for traveling to and from work and other reasonable uses incidental to such daily travel.
 - The Mayor (or Mayor Pro Tem) shall assign a vehicle to the City's Public Works Director, who is permitted to use it for traveling to and from work and other reasonable uses incidental to such daily travel.
 - The Mayor (Mayor Pro Tem) shall assign a vehicle to the weekend and/or holiday duty individual, who is permitted to use it for traveling to and from work and other reasonable uses incidental to such daily travel, but only for the period of the duty. IS THERE A "WEEKEND AND/OR HOLIDAY DUTY INDIVIDUAL?"

In no event may a City-owned or City-leased vehicle be used to transport an animal other than when the City's business requires doing so.

If allowed or assigned the use of a City-owned or -leased vehicle, you may refuel the vehicle at the City's fueling station. Refueling any other vehicle at the City's fueling station is prohibited, even when you have used, or will use, your personal vehicle for City business. In that

case, you must document your mileage and submit a travel reimbursement request (see section 4.12).

- This policy also includes City-owned or -leased electronic equipment, and electronic services that the City provides (such as access to the Internet, and employee email). The City’s electronic equipment and services are to be used for the City’s business. Brief and occasional personal use of the electronic mail system and/or the Internet is permitted as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the City or otherwise violate this policy.
 - Personal use is “excessive” if, in your immediate supervisor’s or Department head’s judgment, it interferes with your normal job functions, responsiveness, or the ability to perform daily job activities.
 - Personal use is “inappropriate” if it involves (but it is not limited to) the following:
 - Engaging in business activities not pertaining to the City;
 - Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
 - Making unauthorized copies of employee files or other data belonging to the City;
 - Destroying, deleting, erasing, encrypting, or concealing City files or other data, or otherwise making such files or data unavailable or inaccessible to the City or to other authorized users of City systems;
 - Communicating in a way that reasonably suggests you are doing so on behalf of the City, or that the City endorses your communication, or that your communication originates from a City official or employee other than yourself;
 - Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
 - Engaging in unlawful or malicious activities;
 - Deliberately propagating any virus, worm, Trojan horse, trap-door program code, ransomware, or other code or file designed to disrupt, disable, impair, render inaccessible, or otherwise harm either the City’s networks or systems or those of any other individual or entity;

- Accessing, creating, viewing, transmitting, or receiving abusive, profane, threatening, racist, sexist, or otherwise objectionable or illegal material;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of the City’s networks or systems;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on the City’s systems and applications.

5.8 Solicitations

No solicitation of funds of any character or for any purpose (including charitable purpose) shall be permitted in a City workplace unless your Department head and/or City Council has approved it in advance.

5.9 Personal Cell Phones and Other Electronic Devices

Employees may not use personal cell phones or other electronic devices during working time to any degree that is “excessive” and/or in any manner that is “inappropriate” (see section 5.7).

5.10 Employees with Driving Duties

If your job duties include driving (regardless of whether you drive a City-owned or -leased vehicle, or a personal vehicle in performing your job), then you must at all times:

- have a current, valid Texas driver’s license; and
- maintain a clean driving record that does not interfere with insurability under the City’s liability insurance policy.

In addition, you must comply with these rules whenever driving a City-owned or-leased vehicle, or while driving a personal vehicle in performing your job:

- Observe all safety, traffic, and criminal laws of this state.
- Do not consume alcohol or illegal drugs while driving for the City.

- Do not pick up or transport non-employees while on City business, unless there is a work-related need to do so.
- Promptly report any penalty, fine, imprisonment, fee, or other adverse action imposed in connection with a driving incident (regardless of whether it occurred while you were performing driving duties for the City) to the City Secretary so the City's insurance carrier can decide whether you can remain covered as a driver. If you become uninsurable as a driver, you will be subject to reassignment and/or termination.
- Do not use a cell phone or other electronic device without using hands-free equipment for the phone or device. Any violations of law, or liability from accidents incurred while using a phone or device in violation of the policy will be the sole liability of the employee.

5.11 Dress Code

The City expects you to report for work with good grooming and hygiene, a neat and clean appearance, and dressed appropriately for the type of work you perform and the degree of contact you have with the public. Each Department head is responsible for managing the Department's dress code, which may include a uniform.

5.12 Threats and Violence

The City has zero tolerance for threats of violence and for actual violence in the workplace. This includes threats and violence by City employees against co-workers or anyone visiting the workplace, and by non-employees against City employees. All threats will be taken seriously and investigated promptly. All employees are responsible for maintaining a safe work environment. If you become aware of threats or violence in the workplace, you must report it immediately to your immediate supervisor and/or Department head.

5.13 Possession of Weapons

The City prohibits all employees from possessing weapons while on duty or on City workplace premises with the sole exception of law enforcement personnel who have been authorized to carry a weapon.

5.14 Searches

The City may conduct unannounced searches or inspections of your workplace, including but not limited to City property used by you and/or other employees such as lockers, file cabinets, desks, offices, and computer and electronic files, regardless of whether the item is unsecured or

secured by a lock (even one supplied by you or another employee). The City may also conduct unannounced searches or inspections of your personal property located on City workplace premises (including personal vehicles parked in a City workplace parking lot) on the basis of reasonable suspicion.

5.15 Discipline and Termination

Violation of any of the policies in this Handbook may result in discipline or termination depending on a variety of factors, such as (but not necessarily limited to) the willfulness of the violation, the severity of the violation, whether the violation jeopardized the safety and well-being of another person, and an employee's disciplinary history (or lack of disciplinary history).

Subject to any constraints imposed by law, the City as an at-will employer retains discretion to respond to a violation as it concludes is appropriate. Non-compliant employees are not entitled to any specific number of counseling, warnings, or opportunities to improve performance or to correct behavior before termination.

6. Equal Employment Opportunity, and Prohibitions against Discrimination and Harassment

The City provides equal employment opportunities, without discrimination or harassment, to all employees and applicants for employment without consideration race, color, religion, sex (including pregnancy and related conditions), sexual orientation, gender (including gender identity), national origin, age, disability, military service obligation, political affiliation, or any other characteristic that is protected by state or federal law, except when such consideration is permissible. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Discrimination and harassment in violation of this policy is illegal, and the City strictly prohibits it.

6.1 Harassment

Harassment is a form of illegal discrimination when it occurs on the basis of any characteristic protected by state or federal. The following examples illustrate what is unacceptable under this policy (the list is not exhaustive):

- Slurs and other disrespectful terms relating to another person's protected characteristic(s).
- Excessive or habitual use of terms relating to another person's protected characteristic(s), if a reasonable person would feel excluded, belittled, or singled out for unwanted attention through such language.

- Referring to people in terms of their assumed nationalities.
- Words relating to gender stereotypes.
- Profane or obscene references to another person.
- Threats or demands directed against another person to engage in unwelcome sexual conduct in exchange for a job-related benefit, or in exchange for avoiding a job-related harm.

6.2 Reporting Discrimination or Harassment

If you have a concern or complaint that you have experienced discrimination or harassment in your employment at the City, or believe that you witnessed it against another City employee, you should notify your supervisor or any supervisor (including elected officials serving as Department heads), or the City Secretary. You may make your complaint orally or in writing.

All complaints will be promptly investigated, and appropriate privacy safeguards will be applied. Confidentiality will be maintained to the extent allowed by law. The City will retain documents of all allegations and investigations and will take appropriate corrective action to remedy violations.

6.3 Retaliation Prohibited

The City strictly prohibits retaliation against any employee for, in good faith, complaining about discrimination or harassment in violation of the City's policy. Any employee who believes that such retaliation has or is occurring should following the reporting procedure in section 3.2.

7. Accommodations

The City complies with all applicable laws requiring accommodations, including accommodation for those with disabilities, and accommodations to eliminate conflicts with sincerely held religious beliefs. Accommodations are case-specific. If you believe you need an accommodation, please discuss the matter as soon as possible with your Department head.

8. Grievance Procedure

If you have a grievance relating to your City employment (except a complaint of discrimination, harassment, or retaliation that is covered by the complaint procedure in section 6.2), you should raise it through your chain of command, starting at the lowest level: your immediate supervisor. You may do so orally or in writing, but must do so within seven working days of the occurrence forming the basis of your grievance. In order for your immediate supervisor to understand that you are stating a grievance, you must tell your immediate

supervisor that you are stating a grievance under the Employee Handbook. Your supervisor will respond in writing within three working days.

If your immediate supervisor does not respond within three working days, or if the response does not provide a satisfactory resolution, you may appeal to your Department head. This appeal must be in writing, must be submitted to your Department head within three working days of your immediate supervisor's written response (or within three days of when it was due), and must include a copy of your immediate supervisor's written response. Your Department head will respond in writing within five working days.

If your Department head does not respond within five working days, or if the response does not provide a satisfactory resolution, you may appeal to the City Council. This appeal must be in writing, must be submitted to the City Secretary within five working days of your Department head's written response (or within five working days of when it was due), and must include copies of your immediate supervisor's and Department head's written responses.

The City Council will hear and investigate your grievance as may be appropriate in its discretion and shall render a decision as expeditiously as may be possible.

9. Drug-Free Workplace

The City prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on the City's workplace premises or while you at work performing an assignment away from the City's workplace premises. The City's premises include its owned and leased vehicles.
- Being impaired or under the influence of legal or illegal drugs or alcohol on the City's workplace premises during your working time.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the City's workplace premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the City's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the City's workplace premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the City's reputation.

TAX RATE
\$0.6053 PER \$100 VALUATION

Fund: General Fund
Department: Revenue

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
1		Franchise Tax	\$40,000.00
2		Property Taxes (Delinquent, Penalties, and Interest)	\$30,000.00
3		Property Taxes - M&O	\$471,918.99
4		Property Taxes - Streets & Drainage	\$0.00
5		Property Taxes - Debt Rate \$0.1853/100	\$208,206.17
6		Sales Tax	\$300,000.00
7		Donations	\$0.00
8		Municipal Court Fines Collected	\$25,000.00
9		Animal Control Fees Collected	\$10,000.00
10		Dog Impound Fees	\$0.00
11		Interest Income	\$1,500.00
12		Dog Tags	\$0.00
13		Alcohol Licenses	\$1,000.00
14		Building Permits	\$15,000.00
15		Culvert Permits	\$20,000.00
16		Dance Hall & Pool Table Permits	\$137.50
17		Golf Cart Permits	\$2,500.00
18		Peddler Permits & Mobile Food Truck Permits	\$300.00
19		RV Renewal Permits	\$13,500.00
20		Hotel/Motel & RV Park Occupancy Fees	\$2,000.00
21		Miscellaneous Income	\$1,000.00
22		Vehicle Storage/Towing/Impoundment Fees	\$0.00
23		AD Powers Pavilion Rental	\$0.00
24		Civic Center Rental	\$1,500.00
25		Train Depot Museum Center - Visitor Fees	\$0.00
26		Street & Drainage Estimates - Customer Paid	\$0.00
27		Property Cleanup - Lien Payments	\$0.00
28		TML Reimbursement - Tahoe Fire	\$14,000.00
29		One-Time Loan from Contingency Funds	\$11,437.00
30		Police Cont. Edu. Reimbursement	\$1,500.00
Total General Fund Revenue:			\$1,170,499.66

Fund:
Department: Gifts & Donations

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
31			
Total General Fund Revenue:			\$0.00

Fund:
Department: Grant Revenue

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
32			
Total General Fund Revenue:			\$0.00

Fund: Utility Fund
Department: Revenue

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
33		Water Charges (Variable by consumption) (\$.75 Proposed Increase)	\$450,111.00
34		Water Tap Fees	\$24,500.00
35		Regulatory Fees to TCEQ	\$11,000.00
36		Sewer Charges	\$214,000.00
37		Sewer Tap Fees	\$15,000.00
38		Sewer Extension Projects (Customer Paid)	\$0.00
39		WWTP Monthly Assessment	\$106,524.00
40		<i>Angeli Subdivision</i>	
41		Angeli Subdivision - Water Taps	\$0.00
42		Angeli Subdivision - Sewer Taps	\$0.00
43		<i>Falcon Point Subdivision</i>	
44		Falcon Point Subdivision - Water Taps	\$0.00
45		Utility Bill - Penalties	\$15,000.00
46		Utility Bill - Transfer Charges	\$0.00
47		Interest Income	\$1,500.00
48		Miscellaneous Income	\$0.00
Total Utility Fund Revenue:			\$837,635.00

Fund: Solid Waste
Department: Revenue

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
49		Solid Waste Revenue	\$260,000.00
50		Solid Waste Sales Tax	\$21,400.00
51		Extra Tote Monthly Fees	\$17,500.00
52		Revenue from Cleanup Fees, Special Pickups, Etc.	\$1,000.00
53		Interest Income	\$200.00
Total Solid Waste Revenue:			\$300,100.00

Fund: Harbor Fund
Department: Revenue

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
54		Individual Leases/Stalls	\$72,100.00
55		Commercial Leases	\$109,470.00
56		Oyster Tariffs	\$0.00
57		Other Seafood Tariff	\$500.00
58		Non-Seafood Tariff	\$0.00
59		Interest Income	\$1,500.00
Total Harbor Fund Revenue:			\$183,570.00

	2024-2025 FY Budgeted
Total Revenue:	\$2,491,804.66

Fund: General Fund
Department: City Hall Office Expenses

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
1		Membership Fees	\$3,050.00
2		Legal Notices	\$1,750.00
3		Office Equipment and M&O	\$1,500.00
4		Fiber Internet	\$1,800.00
5		Computer M&O and Repairs	\$1,500.00
6		Website, Email, & Domain Fees	\$2,000.00
7		Postage	\$1,000.00
8		Office Supplies	\$3,500.00
9		Telephone Services (VOIP)	\$6,500.00
10		Codification of Ordinances	\$12,500.00
11		City Hall - Online Fax Services	\$300.00
12		Computer IT	\$7,260.00
13		Accounting Software Annual Fees	\$2,000.00
14		City Hall Building M&O	\$2,500.00
15		City Hall Building - Electricity	\$4,500.00
16		City Hall - Pest Control	\$640.00
17		Salary - City Clerk	\$47,850.71
18		Salary - Asst. Clerk 1	\$39,520.00
20		Salary - Public Officials	\$12,400.00
			\$152,070.71

Fund: General Fund
Department: City Secretary Expenses

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
21		Salary - City Secretary	\$58,071.25
22		Election Expenses (Ballots & Supplies)	\$1,500.00
23		ES&S AutoMark VAT Programming M&O	\$250.00
24		Election Personnel Pay	\$500.00
25		City Secretary - Training	\$1,000.00
			\$61,321.25

Fund: General Fund
Department: Municipal Court Expenses

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
26		Wages - Municipal Judge	\$11,250.00
27		Salary - Municipal Court Clerk	\$45,647.54
28		Municipal Court - Training	\$1,000.00
29		Municipal Court - Software (FundView)	\$2,109.57
30		Fine Money Remitted back to State	\$9,000.00
31		Jury Trial Expenses	\$100.00
32		Housing of Prisoners	\$750.00
			\$69,857.11

Fund: General Fund
Department: Legal & Professional Services

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
33		City Attorney	\$30,000.00
34		Delinquent Taxes - Attorney Fees	\$4,000.00
35		Tax Appraisal & Collection Fees	\$10,500.00
36		Auditing Services	\$60,000.00
			\$104,500.00

Fund: General Fund
Department: Parks & Recreation

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
37		Salary - Mower (Part-Time at 24 Hours)	\$18,720.00
38		A.D. Powers Bayfront Park M&O	\$1,750.00
39		A.D. Powers Pavilion M&O	\$1,750.00
40		Train Depot M&O	\$1,250.00
41		HAHN Sports Plex: Durel Field & Birmingham Field M&O	\$2,500.00
42		Memorial Children's & Skate Park M&O	\$2,000.00
43		Civic Center M&O	\$1,000.00
44		Supplies: Flags	\$500.00
45		Parks & Recreation - Electricity	\$7,000.00
46		Train Depot - Electricity	\$2,000.00
47		Porta Potties (Bayfront & Childern's Memorial Park)	\$5,040.00
48		A.D. Powers Park East Restroom - Janitorial	\$5,000.00
			\$29,790.00

Fund: General Fund
Department: General - Equipment & Vehicles

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
49		Salary - Mechanic	\$43,663.76
50		Fuel - Gasoline	\$20,000.00
51		Fuel - Diseal	\$5,000.00
52		Vehicles - Dashcam & GPS Fees	
53		Supplies for Equipment & Vehicles (Public Works/Harbor)	\$5,000.00
54		Equipment Rentals	\$1,000.00
			\$74,663.76

Fund: General Fund
Department: Permit & Code Enforcement

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
55		Commission - Building Official (60% of Permit Fees)	\$10,800.00
56		Code Enforcement - Demolitions	\$0.00
57		Code Enforcement - Mowing Services	\$1,500.00
58		Code Enforcement - Postage & Advertisement Cost	\$2,250.00
			\$14,550.00

Fund: General Fund
Department: Streets & Drainage

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
59		Streets - General M&O (Limestone, Hotmix, etc.)	\$35,000.00
60		Streets & Drainage Improvements - Property Tax	\$0.00
61		Sign Maintenance & Repair	\$1,500.00
62		Drainage Maintenance (Culverts, Pipes, Etc.)	\$12,500.00
			\$49,000.00

Fund: General Fund
Department: Public Safety

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
63		Calhoun County Dispatcher (\$5,000 Every Year for 3 Years)	\$5,000.00
64		Salary - Chief of Police	\$65,000.00
65		Salary - Police Lieutenant	\$57,200.00
66		Salary - Police Patrol Deputy	\$52,000.00
67		Salary - Police Secretary	\$32,240.00
68		Salary - Animal Control	\$10,250.00
69		Police - Holiday Pay	\$8,000.00
70		Police - Comp Time Payout	\$6,000.00
71		Justice Center - M&O	\$2,500.00
72		Justice Center - Electricity	\$2,500.00
73		Justice Center - Telephone	\$4,500.00
74		Justice Center - Internet	\$1,800.00
75		Justice Center - Pest Control	\$400.00
76		Ricoh MP307 Lease # 500-50424529 (Lease Ends 09/01/2025)	\$2,500.00
77		Victoria Communication Services - Emergency Button	\$780.00
78		Police Training & Travel Expenses	\$4,000.00
79		Police Equipment & Supplies	\$3,700.00
80		Police Uniforms	\$4,500.00
81		Police Cellphones	\$2,100.00
82		Animal Control Supplies	\$1,500.00
83		Vehicle: 2021 Ford Explorer M&O (Asset ID: 303)	\$2,500.00
84		Vehicle: 2022 F-150 Police Truck M&O (Asset ID: 003)	\$1,500.00
85		Southern Software - Final Payment of Software	\$12,437.00
86		Southern Software - Annual Fees	\$3,310.00
87		Axon - Annual Fees	\$14,296.00
88		Volunteer Fees	\$3,000.00
89		Fire Station Building M&O	\$2,000.00
90		Fire Station - Electricity & Gas	\$2,000.00
91		Fire Fighting Apparatus M&O	\$1,500.00
92		Fire Equipment M&O	\$1,044.00
93		Fire Apparatus Annual PM Service	\$960.00
			\$311,017.00

Fund: General Fund
Department: Employee Benefits & Expenses

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
94		TMRS - City Match 5%	\$41,245.69
95		FICA	\$63,105.90
96		Employee Medical Insurance - City 100%	\$157,900.80
97		Employee Family Insurance - City 50%	\$30,222.36
98		Employee Health Deductible Reimbursement (\$1,000 per Employee)	\$16,000.00
99		Employee HRA Medical Card	\$8,000.00
100		Unemployment Fees	\$100.00
101		Workmens Compensation	\$2,000.00
102		Bonds	\$350.00
103		Tax Preparer Services	\$750.00
			\$319,674.75

Fund: General Fund
Department: General Properties & Insurance

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
104		Streets & Security Lighting	\$25,000.00
105		TWIA - Windstorm Insurance	\$35,000.00
106		Liability - General / Vehicles / Equipment	\$18,000.00
			\$78,000.00

Fund: Utility Fund
Department: Utility Billing

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
107		RVS Software Annual Fee	\$2,500.00
108		Utility Clerk - Training	\$900.00
109		Supplies and Postage for Utility Billing	\$5,250.00
110		Bank Draft Fee for Utility Bills	\$600.00
			\$9,250.00

Fund: Utility Fund
Department: Public Works Department

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
\$1.50 Step Increase for Utility Workers who obtain a License			
111		Salary - Public Works Director	\$65,000.00
112		Salary - Sewer Operator	\$55,811.25
113		Salary - Utility Worker 1	\$40,343.04
114		Salary - Utility Worker 2	\$39,179.14
115		Salary - Utility Worker 3	\$33,990.00
116		Utility - Comp Time Payout	
117		Cellphone - Public Works Director & On-Call Utility Worker	\$1,750.00
118		Travel Expenses	\$300.00
119		Supplies & Tools	\$8,500.00
120		Public Works Director - Licence Renewal	
<i>Renewal is every three (3) years - Up in 2027</i>			
121		Sewer Operator - Licence Renewal	
<i>Renewal is every three (3) years - Up in 2027</i>			
122		Lab Testing & Reporting Expenses	\$10,000.00
123		Clothing & Boots Reimbursment (\$400 per Employee 6x)	\$2,400.00
124		Utility Workers - Training & Education	\$2,000.00
125		Public Works Director - Training	\$1,500.00
			\$260,773.43

Fund: Utility Fund
Department: Water Treatment Plant (WTP)

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
126		Water Plant - Electricity	\$35,000.00
127		Water Plant - RO Discharge - Consulting for Permit Renewal	\$3,750.00
128		Water Plant - RO Discharge & TCEQ Permit Renewal	\$3,500.00
129		Water Plant - Maintenance, Repair, & Operations	\$20,000.00
130		Water Plant - Contracted Repair Work	\$33,000.00
131		Water System - Pipes & Pipe Repair Work	\$8,000.00
132		Water Well #3 (E. Dallas) Maint., Repair, & Ops.	\$1,000.00
133		Water Well #4 (W. Cleveland) Maint., Repair, & Ops.	\$1,000.00
134		Water Meter - Maintenance, Repair & Operations	\$3,000.00
135		Water Tank Inspections	
			\$108,250.00

Fund: Utility Fund
Department: Wastewater Treatment Plant (WWTP)

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
136		Wastewater Treatment Plant - Electricity	\$15,000.00
137		Lift Stations - Electricity	\$5,000.00
138		Wastewater Treatment Plant - TCEQ Permit Renewal	\$2,500.00
139		Wastewater Treatment Plant - Consulting for Permit Renewal	\$3,500.00
140		Wastewater Treatment Plant - Pipes & Pipe Repair Work	\$5,000.00
141		Wastewater Treatment Plant - Pumps, Instruments, etc.	\$1,750.00
142		Wastewater Treatment Plant - Sludge Disposal	\$45,000.00
143		Lift Stations - Maintenance, Repair, & Operations	\$5,000.00
			\$82,750.00

Fund: Solid Waste
Department: Solid Waste Department

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
144		Salary - Solid Waste Director	\$49,113.90
145		Salary - Solid Waste Worker 1	\$46,631.20
146		Salary - Solid Waste Worker 2	\$22,932.00
147		Solid Waste Workers - Uniform	\$2,250.00
148		Solid Waste - Supplies	\$1,000.00
149		Solid Waste - Travel Expenses	\$300.00
150		Vehicle - Garbage Trucks M&O (Tires & Ram Arms)	\$12,000.00
151		Landfill Fees	\$40,000.00
152		Garbage Sales Tax to TX Comptroller	\$21,400.00
			\$195,627.10

Fund: Harbor Funds
Department: Municipal Harbor Department

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
153		Salary - Harbor Master	\$12,000.00
154		Fish Cleaning Station - Garbage - Holiday Pay	
155		Fish Cleaning Station - Garbage - Comp Time Payout	
156		Municipal Harbor - Electricity (Street Lights)	\$9,000.00
157		Municipal Harbor - General Repair (Bulkhead, Streets, Etc.)	
158		Municipal Harbor - Port-O-Potty	\$2,520.00
159		Fish Cleaning Station - Maintenance, Repair, & Operations	\$1,000.00
160		Municipal Harbor - Oil Spill Response Supplies	\$1,000.00
161		Harbor Master - Supplies (Uniform, Signs, Trash Bags, Etc.)	\$750.00
			\$26,270.00

Fund: All Funds
Department: Grant Expenses

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
162		Grant Expenditures (Paid by Line 32 in Revenue Sheet)	
163		Match Funds (Local Cost Share)	
			\$0.00

Fund: All Funds
Department: Long-Term Liabilities

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
164		2017 Fire Truck - Final Payment	\$25,535.91
165		2021 Ford Explorer (Asset ID: 303) - Final Payment	\$11,603.23
166		2020 Case Backhoe (Asset ID:) (Final Payment in 2026)	\$27,938.91
167		2020 Isuzu NRR Garbage Truck	\$57,929.16
168		2023 International PakMor Garbage Truck	\$24,208.46
			\$147,215.67

Fund: All Funds
Department: Long-Term Liabilities

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
169		Revenue Bond CO Series 1998	\$53,985.00
170		Harbor CO Series 2010	\$48,340.00
171		WWTP CO Series 2021	\$130,063.00
172		Harbor System Revenue CO Series 2022	\$77,150.00
			\$309,538.00

Line Item:	ID:	Account Name	2024-2025 FY Budgeted
173		Remaining Funds	

		2024-2025 FY Budgeted
Total Expenses:		\$2,404,118.78

Funds Remaining: \$87,685.88

Fund: Hotel-Motel Tax Funds
Department: Revenue

Line Item:	ID:	Account Name	2024-2025 FY Budgeted	2023-2024 FY Budgeted	2023-2024 FY Actual as of June
1		Hotel-Motel Tax Funds	\$75,000.00	\$75,000.00	\$66,524.34
2		Interest Income	\$750.00	\$750.00	\$760.77
3		Carried Forward Balance to new Fiscal Year			
Total Hotel Motel Tax Revenue:			\$75,750.00	\$75,750.00	\$67,285.11

Fund: Hotel-Motel Tax Funds
Department: Expenditures

Line Item:	ID:	Account Name	2024-2025 FY Budgeted	2023-2024 FY Budgeted	2023-2024 FY Actual as of June
1		Train Depot/Museum/Vistor Center		\$2,500.00	
2		Civic Center - General M&O	\$2,750.00	\$2,750.00	
3		Civic Center - Renovations - Floor			
4		Civic Center - Additions - Kitchen in EOC			
5		AD Powers Pavilion M&O		\$5,000.00	
6		AD Powers Park M&O			
7		AD Powers Bayfront Park - Playground Equipment		\$10,000.00	
8		Sportsplex	\$7,500.00	\$7,500.00	
9		City - Christmas Lighting	\$1,000.00	\$1,000.00	
10		Chamber of Commerce - Shrimpfest Advertisement	\$7,500.00	\$7,500.00	
11		Remaining Funds	\$57,000.00		
Total Hotel Motel Tax Expenditures			\$75,750.00	\$36,250.00	\$0.00

EMPLOYEE SALARIES & WAGES

City Hall Administration		2023-2024 FY			Proposed 2024-2025 FY			Proposed Change
#	Budget Line Item	Hours Budgeted	Budgeted Salary	Hourly Rate	Hours	Salary	Hourly Rate	Proposed Change
1	21 City Secretary	40	\$46,457.00	\$22.34	40	\$58,071.25	\$27.92	25%
2	17 City Clerk	32	\$46,457.00	\$22.34	32	\$47,850.71	\$23.01	3%
3	27 Court Clerk	40	\$44,318.00	\$21.31	40	\$45,647.54	\$21.95	3%
4	18 Asst. Clerk	32	\$32,784.00	\$19.70	40	\$39,520.00	\$19.00	0%

Police Department		2023-2024 FY			Proposed 2024-2025 FY			Proposed Change
#	Budget Line Item	Hours Budgeted	Budgeted Salary	Hourly Rate	Hours	Salary	Hourly Rate	Proposed Change
5	64 Chief of Police	40	\$50,253.00	\$24.16	40	\$65,000.00	\$31.25	29%
6	65 Police Lieutenant	40	\$50,253.00	\$24.16	40	\$57,200.00	\$27.50	14%
7	66 Police Patrol Deputy	40	\$45,589.00	\$21.92	40	\$52,000.00	\$25.00	14%
8	67 Police Secretary	24	\$16,200.00	\$12.98	40	\$32,240.00	\$15.50	99%
9	68 Animal Control Officer		\$12,000.00	\$1,000 Monthly		\$1,000.00	\$1,000 Monthly	0%

Public Works Department		2023-2024 FY			Proposed 2024-2025 FY			Proposed Change
#	Budget Line Item	Hours Budgeted	Budgeted Salary	Hourly Rate	Hours	Salary	Hourly Rate	Proposed Change
10	111 Public Works Director	40	\$50,253.00	\$24.16	40	\$65,000.00	\$31.25	29%
11	112 Sewer Operator	40	\$44,649.00	\$21.47	40	\$55,811.25	\$26.83	25%
12	49 Mechanic	40	\$42,392.00	\$20.38	40	\$43,663.76	\$20.99	3%
13	113 Utility Worker	40	\$39,168.00	\$18.83	40	\$40,343.04	\$19.40	3%
14	114 Utility Worker	40	\$38,038.00	\$18.29	40	\$39,179.14	\$18.84	3%
15	115 Utility Worker	40	\$33,000.00	\$15.57	40	\$33,990.00	\$16.34	3%
16	37 Mower (Part-Time)				24	\$18,720.00	\$15.00	0%

Solid Waste Department		2023-2024 FY			Proposed 2024-2025 FY			Proposed Change
#	Budget Line Item	Hours Budgeted	Budgeted Salary	Hourly Rate	Hours	Salary	Hourly Rate	Proposed Change
17	144 Solid Waste Director	40	\$44,649.00	\$21.47	40	\$49,113.90	\$23.61	10%
18	145 Solid Waste Worker #1	40	\$42,392.00	\$20.38	40	\$46,631.20	\$22.42	10%
19	146 Solid Waste Worker #2	24	\$21,840.00	\$17.50	24	\$22,932.00	\$18.38	5%

Harbor Department		2023-2024 FY			Proposed 2024-2025 FY			Proposed Change
#	Budget Line Item	Hours Budgeted	Budgeted Salary	Hourly Rate	Hours	Salary	Hourly Rate	Proposed Change
20	153 Harbor Master		\$12,000.00	\$1,000 Monthly		\$12,000.00	\$1,000 Monthly	0%

Equipment List

Department	Asset	Asset ID #	Type	Driver/Operator
City Hall	Broadcrown 90KW Generator	EQ-024	Equipment	
Fire Department	2017 Fire Truck	VH-012	Vehicle	
Fire Department	Rescue Truck	VH-015	Vehicle	
Harbor	John Deere S100 Lawn Tractor	EQ-024	Equipment	Chris Ingram
Harbor	ECHO 21.2 cc Gas Trimmer	EQ-025	Equipment	Chris Ingram
Police Department	2021 Ford Explorer	VH-013	Vehicle	
Police Department	2022 F-150 Truck	VH-014	Vehicle	
Public Works	2023 Ford Ranger	VH-001	Vehicle	Terrell Jones
Public Works	2009 Chevy Silverado 4x4	VH-002	Vehicle	Albaro Torres
Public Works	2009 Chevy Silverado 2WD	VH-003	Vehicle	Dusty Youngblood
Public Works	2022 Land Master L3	VH-004	Golf Cart	
Public Works	2012 Ford F250 2WD	VH-005	Vehicle	Joe Lopez
Public Works	2023 Chevy Colorado 2 WD	VH-006	Vehicle	Robert Bryant
Public Works	2017 580 Super N Case Backhoe	EQ-001	Equipment	
Public Works	2020 580 Super N WT Case Backhoe	EQ-002	Equipment	
Public Works	1997 New Holland 5610 Tractor	EQ-003	Equipment	
Public Works	Woods DS 120 10 Foot Rotary Cutter	EQ-004	Equipment	
Public Works	John Deere 3025 E Tractor	EQ-005	Equipment	
Public Works	Frontier RC 2060 5 Foot Rotary Cutter	EQ-006	Equipment	
Public Works	1999 Chevy C750 Dump Truck	VH-007	Vehicle	
Public Works	John Deere S140 Lawn Mower	EQ-007	Equipment	
Public Works	Hustler X One Zero Turn Lawn Mower	EQ-008	Equipment	
Public Works	Ag-Meier Inc. Gas Powered Sprayer (Weedkiller)	EQ-009	Equipment	
Public Works	Stihl MS270 Chainsaw (2x)	EQ-010	Equipment	
Public Works	Stihl HT 56C Pole Saw	EQ-011	Equipment	
Public Works	Stihl FS 91R Trimmer	EQ-012	Equipment	
Public Works	Echo SG 680 Gas Chopsaw	EQ-013	Equipment	
Public Works	CMXX 3" Gas Trash Pump	EQ-014	Equipment	
Public Works	CMXX 3" Gas Semi Trash Pump	EQ-015	Equipment	
Public Works	2017 Powermate 3400 Watt Generator	EQ-016	Equipment	
Public Works	2005 Briggs and Stratton 5250 Watt Generator	EQ-017	Equipment	
Public Works	Superior Air/Smoke Blower	EQ-018	Equipment	
Public Works	North Star Portable Gas Air Compressor	EQ-019	Equipment	
Public Works	Big Boss Pipe Hunter Sewer Jet	EQ-020	Equipment	
Public Works	2020 QAS 70 Portable Generators (2x)	EQ-021	Equipment	
Public Works	Kohler 300KW Generator	EQ-022	Equipment	
Public Works	Kohler 80KW Generator	EQ-023	Equipment	
Solid Waste	2023 Isuzu Dump Truck	VH-008	Vehicle	
Solid Waste	2021 Ford F150 2WD	VH-009	Vehicle	
Solid Waste	2020 Isuzu NRR Garbage Truck	VH-010	Vehicle	
Solid Waste	2023 International PakMor Garbage Truck	VH-011	Vehicle	



Estimate

EST-20104999



HD Fleet
2450 Lakeside Pkwy
STE 150 PMB 213
Flower Mound, Texas 75022
214-299-8920 - www.hdfleet.com

Bill To
City of Seadrift
,
(361) 785-2251
seadrift@seadrifftx.org

Ship To
City of Seadrift
,
seadrift@seadrifftx.org

Estimate Date : September 04, 2024

Sales person : George Haskins

#	Item & Description	Qty	Price	Amount
1	 SRF - Package - Option 3.0 - Road and Driver - Hardwire SKU : SRF-PACKAGE-2-OPTION3.0-HARDWIRE Constituents.. 1) [SRF-AI12-128NS]SRF - AI-12 Dashcam Duplex Camera - 128GB 2) [SIM-MULTI]Sim - Multi-AT&T + Verizon SIM + T-Mobile + US Cellular - 1 Each 3) [SRF-PER-TPC]SRF - Tamper Proof Case - AI-12 - 1 Each	12 Box	295.00	3,540.00
2	 Subscription - SRF Monthly to HDfleet.net & Cellular for Camera SKU : SUB-M-SRF SRF Monthly Subscription for Main Camera GPS Unit (s). Includes Cellular Service & access to www.hdfleet.net.	12 Each	35.95	431.40
Sub Total				3,971.40
Exe (0%)				0.00
Total				\$3,971.40

Notes

Billing for Monthly Subscription begins the month the hardware is shipped as units are shipped active and ready for install. The first Monthly Subscription as well as Shipping & Handling charges will be invoiced separately from your hardware order.

Terms and Conditions

City of Seadrift

From: Andrew Kent <andrew.kent@samsara.com>
Sent: Wednesday, September 4, 2024 8:21 AM
To: City of Seadrift
Subject: Samsara Info
Attachments: Samsara Slides.pdf

Hi Gabriela,

Thank you for the time yesterday.

As discussed, I have included our slides on this email that we went through yesterday.

Our pricing is as follows:

1. Hardware - Free
2. Software -
 1. GPS(Gateway) \$20/vehicle/month
 2. Dual Facing Dash Camera - 30/vehicle/month
3. Warranty - All hardware warrantied the lifetime of the agreement.

Below is our sourcewell solicitation information.

<https://www.sourcewell-mn.gov/cooperative-purchasing/020221-SAM>

Looking forward to connecting next week once you've had a chance to connect with the Public Works Director.

Best,

Andrew Kent
Account Executive - Texas SLED
Direct: (254) 321-5145
Andrew.Kent@Samsara.com