



**NOTICE OF WORK SESSION AGENDA  
LANCASTER CITY COUNCIL  
JAMES R. WILLIAMS PUMP STATION  
TRAINING ROOM, 1999 JEFFERSON, LANCASTER, TEXAS**



**Monday, August 21, 2017 - 7:00 PM**

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**CALL TO ORDER**

**Regular Items:**

1. Discuss proposed changes to the City of Lancaster's Master Fee Schedule.
2. Discuss City Travel Policy and determine if the City Council shall adopt a policy and guidelines for Council travel.
3. Receive a presentation and discuss the Fiscal Year 2017-2018 proposed budget.

**ADJOURNMENT**

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**EXECUTIVE SESSION:** The City Council reserve the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

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**ACCESSIBILITY STATEMENT:** Meetings of the City Council are held in municipal facilities are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

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**PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.**

**CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.**

**PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.**

**CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.**

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### **Certificate**

**I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on August 17, 2017 @ 7:00 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.**

A handwritten signature in blue ink, appearing to read "Sorangel O. Arenas", is positioned above a horizontal line.

Sorangel O. Arenas  
City Secretary

## LANCASTER CITY COUNCIL

### City Council Work Session

1.

**Meeting Date:** 08/21/2017

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Financially Sound Government

**Submitted by:** Sorangel O. Arenas, City Secretary

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#### **Agenda Caption:**

Discuss proposed changes to the City of Lancaster's Master Fee Schedule.

#### **Background:**

Each year as part of the budgeting process, City Council reviews proposed changes to the City's Master Fee Schedule. The Master Fee Schedule is adopted by resolution. Changes to the fee schedule may be made throughout the year, as needed, by resolution.

The Master Fee Schedule is comprehensive. This agenda item seeks Council's input regarding proposed changes in fees. Attached is the redlined fee schedule showing proposed changes.

#### **Operational Considerations:**

Below is information supplied by the various departments regarding proposed fees.

### **ARTICLE 3.000 BUILDING RELATED FEES**

House Bill 3329 which becomes effective September 1, 2017 restricts the collection of registration fees for electricians who hold a license under Section 1305.201 occupation code. Staff is requesting that these fees be removed in compliance with the enactment of HB 3329.

#### **Contractor Registration Fees**

<del>(2)</del>	<del>Plumbing Business Registration</del>	<del>\$100.00 Annually</del>
<del>(3)</del>	<del>Electrical Contractor Registration</del>	<del>\$100.00 Annually</del>
	<del>(a) Master License Registration</del>	<del>\$30.00 Annually</del>
	<del>(b) Journeyman License Registration</del>	<del>\$20.00 Annually</del>
	<del>(c) House Wireman License Registration</del>	<del>\$10.00 Annually</del>

### **ARTICLE 8.000 LIBRARY FINES AND FEES**

Staff will be presenting a more comprehensive resolution for filing at a future work session. In realizing the continued partnership of Vision 2020; staff implemented the institutional library card and hot spot program with LISD to ensure all 6th graders have library cards and provide access to the internet through the utilization of hot spots. Staff is in the process of making the mobile library operational and will enact the fee for books that are checked out through the mobile library, as indicated below.

<del>(I)</del>	<del>Institutional Library Card</del>	<del>\$2.00 replacement fee</del>
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(m)	Hot Spot Fee	
	Overdue Fine	\$1.00 per day
	Replacement Cost	\$100.00 per unit
	Charger Replacement Cost	\$10.00
(n)	Mobile Book Fees	\$0.20 per day

### **ARTICLE 13.000 ADMINISTRATIVE FEES**

Staff will be presenting a more comprehensive resolution for filing at a future work session. This is a new fee to accommodate rising requests to utilize city facilities and rights-of-ways for filming.

(8)	Commercial Filming
	\$50.00 (process fee for applications, which include a maximum of two locations)
	\$250.00 (Processing Fee for applications, which include, but not limited to projects that involve more extensive planning and affect any of the following): <ul style="list-style-type: none"> <li>• Street closures</li> <li>• Multiple lane closures</li> <li>• Intermittent traffic control</li> <li>• Require traffic management</li> <li>• Complex scenes</li> <li>• Special Effects</li> </ul>
	Should filming require the assistance from the Lancaster Police Department a contact from each department will be provided to the applicant. The starting rate for 'off-duty' Police Officers is \$45/per hour with a 4 hour minimum.

### **ARTICLE 15.000 PARKS AND RECREATION**

Staff will be presenting a more comprehensive resolution for filing at a future work session. This is a new fee to accommodate the rising requests to rent the stage and there was no established fee.

(l)	Stage Rental		
	Deposit	\$75.00	\$75.00
	4 hour rental	\$100.00	\$100.00
	Additional hour after 4	\$35.00/hr	\$35.00/hr

### **ARTICLE 16.000 AIRPORT FEES**

The Lancaster Regional Airport's hangar fees are comparable to airports in the region according to our survey costs data completed earlier this year. Hangars also remain, on average, 98%-99% occupied, and LRA maintain a waiting list to efficiently fill vacancies as they arise. Since the demand for hangars is high and our competition airports are increasing rates, it is justifiable and responsible to increase our hangar rental rates by \$0.01 per square foot. Tie-Down spots and Ground Leases are mostly stagnant across other airports and are comparable to our own for now. Therefore, no change is proposed in those rates.

(a) Monthly Hangar Rental	
1. 956 sq. ft. (small T-hangar)	<del>\$210.00 / \$0.22</del> per sq. ft. \$220.00 / \$0.23



2. 1,018.25 sq. ft. (medium T-hangar)	<del>\$224.00 / \$0.22</del> per sq. ft. <del>\$234.00 / \$0.23</del>
3. 1,624.33 sq. ft. (large T-hangar)	<del>\$357.00 / \$0.22</del> per sq. ft. <del>\$374.00 / \$0.23</del>
<u>(b) Community Hangar Rental</u>	
1. 956 sq. ft. (small T-hangar)	<del>\$105.00 / \$0.11</del> per sq ft <del>\$110.00 / \$0.12</del>
2. 1,018.25 sq. ft. (medium T-hangar)	<del>\$112.00 / \$0.11</del> per sq ft <del>\$117.00 / \$0.12</del>
3. 1,624.33 sq. ft. (large T-hangar)	<del>\$179.00 / \$0.11</del> per sq ft <del>\$187.00 / \$0.12</del>
<u>(c) Other Airport Fees</u>	
(4) Monthly Tie Down Fee	<del>\$75.00</del> per month <del>\$80.00</del>

**Options/Alternatives:**

Staff requests Council's input on proposed changes to the Master Fee Schedule.

The Master Fee Schedule is scheduled for adoption as a part of the FY 2017-2018 budget adoption process. The effective date of the Master Fee Schedule will be October 1, 2017.

**Attachments**

Building Official - HB 3329

Parks and Rec Fee Survey

Commercial Filming Survey

Airport Fee Survey

Draft Master Fee Schedule (redlined)

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AN ACT

relating to regulation of electricians by local governments.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 1305.201, Occupations Code, is amended by amending Subsection (a) and adding Subsection (f) to read as follows:

(a) This chapter does not prohibit a municipality or region from regulating electricians or residential appliance installers by:

- (1) enacting an ordinance requiring inspections;
- (2) offering examinations;
- (3) issuing municipal or regional licenses; or
- (4) collecting permit fees for municipal or regional licenses and examinations from ~~[electricians and]~~ appliance installers for work performed in the municipality or region.

(f) A municipality or region may not collect a permit fee, registration fee, administrative fee, or any other fee from an electrician who holds a license issued under this chapter for work performed in the municipality or region. This subsection does not prohibit a municipality or region from collecting a building permit fee.

SECTION 2. This Act takes effect September 1, 2017.

H.B. No. 3329

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President of the Senate

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Speaker of the House

I certify that H.B. No. 3329 was passed by the House on May 2, 2017, by the following vote: Yeas 145, Nays 0, 1 present, not voting.

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Chief Clerk of the House

I certify that H.B. No. 3329 was passed by the Senate on May 19, 2017, by the following vote: Yeas 31, Nays 0.

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Secretary of the Senate

APPROVED: \_\_\_\_\_

Date

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Governor

City of Lancaster Fee Schedule - Quality of Life and Cultural Services - Parks and Recreation FY 2018-2019																	
MEMBERSHIP	Lancaster Current Rate	Resident	Non Resident	Lancaster Proposed Rate	Resident	Non Resident	Cedar Hill	Coppell	Desoto	Grand Prairie	Duncanville	Farmers Branch	Haltom City	Keller	Rockwall	Rowlett	The Colony
All Inclusive Annual Membership Fees		NA	NA		NA	NA	\$150 Individual	\$250 R \$500 NR	NA	\$198 R \$298NR Individual	\$65 Individual R \$290 Individual NR	NA	\$75 R \$140 NR Individual	\$365 R \$465 NR Individual	NA	\$101 R \$202 NR Individual	\$10 R \$45 NR Individual
(Valid for 1 year from date of purchase)		NA	NA		NA	NA	\$300 Family	Family \$500 R \$1000 NR	NA	\$398 R No NR Rate Family	\$175 Family	NA	\$120 R \$250 NR Family	\$575 R \$730 NR Family		\$230 R \$460 NR Family	\$45 R \$115 NR Family
Recreation (JR) ID Card - (Under 5 yrs.) - Free with purchase of Adult Rec ID Card		FREE	FREE		No Change	No Change	FREE	FREE	\$10	NA		FREE	NA	\$215 R \$235 NR	NA	NA	NA
Recreation ID Card - Youth (5-16 yrs.)		\$10/yr.	\$20/yr.		No Change	No Change	Ages 7-17 \$100	\$250 R \$500 NR	\$10	NA	\$65 R \$290 NR		\$3 R \$50 NR	\$234 R \$256 NR		\$25 R \$50 NR	NA
Recreation ID Card - Adult (17-49 yrs.)		\$20/yr.	\$30/yr.		No Change	No Change	Ages 18 - 54 \$150	\$250 R \$500 NR	\$5	NA	\$65 R \$290 NR	\$10/YR R \$15/YR NR	\$3 R \$50 NR	\$398 R \$507 NR		\$101 R \$202 NR	\$10 R \$45 NR
Seniors (50+ yrs.)		\$15/yr.	\$20/yr.		No Change	No Change	\$55 R \$100 NR	\$150 R \$300 NR	\$5	\$8	\$45 R \$260 NR	\$10/YR R \$15/YR NR	\$3 R \$50 NR	\$272 R \$349 NR		\$10	\$10
Daily Fitness Atrium Admission (17 yrs. and older) - No Rec ID Card required		\$5/day	\$5/day		No Change	No Change	\$5	\$5	\$10	\$4	\$5	\$5	\$30 R \$60 NR	\$7 R \$9 NR	NA	\$5	\$5
Monthly Fitness Atrium Membership (17 yrs. and older) - No Rec ID Card required		\$20	\$25		No Change	No Change	\$20	FREE	\$16	\$19 R \$27 NR	NA	\$15 R \$30 NR	\$10 R \$20 NR	\$37 R \$47 NR	NA	\$10.75 R \$19.75 NR	\$35 (6 Month) R \$55 (6 Month) NR
Annual Fitness Atrium Membership (17 yrs. and older) - No Rec ID Card required		\$160	\$200		No Change	No Change	\$150	FREE	\$168	\$198 R \$298 NR	\$65 R \$290 NR	\$15 R \$30 NR	\$75 R \$140 NR	\$365R \$465 NR		\$101 R \$202 NR	\$60 R \$85 NR
Open Swim Admission		\$5/day	\$5/day		No Change	No Change	\$2	\$4 R	\$4 Adult R \$2 Youth R	Indoor \$2 Outdoor \$1	NA	\$5 R \$8 NR	NA	\$7 R	\$2 (Youth) \$3 (Adult) \$5 (Family)	\$7.50/yr. \$10.50yr.	\$2 R \$4 NR
							NA	\$8 NR	\$5 Adult NR \$4 Youth NR		NA		NA	\$9 NR	NA	\$8.50/yr. (R) \$9.50/yr. (NR)	
Daily Fitness Swim Admission (17 yrs. and older) - No Rec ID Card required		\$3/day	\$3/day						NA	NA	NA	NA		\$8 R \$10 NR		NA	NA
Monthly Fitness Swim Membership (17 yrs. and older) - No Rec ID Card required		\$15	\$20						NA	NA	NA	NA		NA		NA	NA
Annual Fitness Swim Membership (17 yrs. and older) - No Rec ID Card required		\$120	\$160		No change	No Change	NA	NA	\$65 R \$90 NR	NA	NA	NA	NA	NA	NA	NA	\$36 R \$71 NR
Senior Life Center Membership (50+ yrs.)	\$3 R / \$5 NR	\$3	\$5	\$5 \$ / \$7 NR	\$5	\$7	No Fee	Resident \$10/yr. Non Resident \$20/yr.	No Fee	(50-64yrs) \$205 R \$505 NR (65-Up) \$55 R \$205 NR	Resident \$15/yr. Non Resident \$20/yr.	No Fee	No Fee	No Fee	No Fee	Resident \$5/yr. Non Resident \$10/yr.	Resident \$10/yr. Non Resident \$18/yr.
CORPORATE MEMBERSHIP																	
Corporate A (5 - 9)		Agency \$125 Individual \$100			No change	No change	\$500		\$75 Agency \$125 Individual	\$248 Individual	\$825 Agency	\$25/Ind \$45/Family		\$450/Ind \$705/Fam		NA	\$435 Individual
Corporate B (10+)		Agency \$225 Individual \$100			No change	No change			\$325 Agency \$95 Individual							NA	
Employee Discount		Free Membership 10% off Programs and Rentals			No change	No change	Free 1y Membership	Free 1y Membership	Free 1Y Membership	Free 1Y Membership	Fee 1Y Membership	Free 1Y Membership	Free 1Y Membership	Free 1Y Membership	N/A	Free 1Y Membership	Free 1Y Membership
School District Employee Discount		10% off Rentals			\$85/yr Fit Atrium, Gym, Track, Wellbeats & Open Swim 10% off Rentals and Programs		\$85/Annual Membership	NA	NA	NA	NA	\$15/Yr Ind \$30/Yr Family	NA	Free 1y Ind Membership	NA	N/A	N/A
RENTAL FACILITIES																	
ATHLETIC FIELDS																	
Deposit		\$100	\$100								\$50						\$60

City of Lancaster Fee Schedule - Quality of Life and Cultural Services - Parks and Recreation FY 2018-2019																		
MEMBERSHIP	Lancaster Current Rate	Resident	Non Resident	Lancaster Proposed Rate	Resident	Non Resident	Cedar Hill	Coppell	Desoto	Grand Prairie	Duncanville	Farmers Branch	Haltom City	Keller	Rockwall	Rowlett	The Colony	
Cedardale Field Rental/hour		\$25/2 hr. minimum	\$35/2 hr. minimum		No Change	No Change	No Policy in Place	Do not rent fields	NA	\$10/hr \$15/hr w/ lights	\$30 R      \$60 NR	No Field Rentals	\$10/hr. \$15/hr. w/lights	\$25 R \$100 NR (w/lights)	\$10/hr. (w/lights)	\$25/hr. (w/lights)	\$30/hr. \$30/hr. w/lights	
City Park Field Rental/hour		\$25/2 hr. minimum	\$35/2 hr. minimum		No Change	No Change			\$75/hr.	\$10/hr \$15/hr w/ lights	\$30 R      \$60 NR	No Field Rentals	\$10/hr. \$15/hr. w/lights	\$25 R \$100 NR	\$10/hr.	#20/hr.	\$30/hr. \$30/hr. w/lights	
Royce Clayton Ballpark/hour		\$25/2 hr. minimum	\$35/2 hr. minimum		No Change	No Change			NA	\$10/hr \$15/hr w/ lights	\$30 R      \$60 NR	No Field Rentals	\$10/hr. \$15/hr. w/lights	\$25 R \$100 NR			\$30/hr. \$30/hr. w/lights	
Youth Football/hour		\$25/2 hr. minimum	\$35/2 hr. minimum		No Change	No Change					\$30 R      \$60 NR	No Field Rentals	\$10/hr. \$15/hr. w/lights	\$30/per player	\$10/hr.	\$250	\$30/hr. \$30/hr. w/lights	
Soccer Field/hour		\$25/2 hr. minimum	\$35/2 hr. minimum		No Change	No Change						No Field Rentals					\$30/hr. \$30/hr. w/lights	
Additional fees for athletic field rentals with lights are \$15 per hour.							No fees	Did not obtain	\$10 R / \$20 NR	No fees	\$60 per team / \$10 NR	No fees	\$5 R & NR	\$30 per NR	no charge	\$7.50 R / \$9.00 NR	no charge	
Football Fields		\$25/2 hr. minimum	\$35/2 hr. minimum		No Change	No Change					\$15/hr w/o Lights \$30/hr w/ Lights	No Field Rentals						
Deposit		\$150	\$150		No change	No change		NA			\$50 Cash				\$25			
4 Hour Rental		\$175	\$250		No change	No change		NA							\$40			
6 Hour Rental		\$225	\$300		No change	No change		NA										
GYMNASIUM																		
Deposit		\$100	\$100		No change	No change							\$50	\$50				
1/2 Gym		\$50/hr.	\$65/hr.		No change	No change	\$30	\$40 M \$45 NM \$50 NR	\$50/hr.	\$30/hr R \$45/hr NR		\$30/HR R \$50/HR NR		\$40		\$50	\$25	
Full Gym		\$75/hr.	\$90/hr.		No change	No change	\$60		\$75/hr.	\$60/hr R \$100/hr NR		\$50/HR R \$75/HR NR	\$50/hr.	\$50		\$100	\$50	
Full Gym Tournament Fee		\$100/hr.	\$125/hr.		No change	No change				NA	NA						\$60 after an hour	
OUTDOOR FACILITIES																		
Deposit		\$75	\$100		No change	No change		\$100.00	\$50	\$0	\$100	\$30						
City Park Pavilion 1							\$25/hr.	\$50 to \$200		\$75/day		\$15/hr R \$20/hr NR	\$10/hr	\$30/hr R \$40/hr NR	Only Residents			
8am - 12Noon or 1pm - 5pm		\$75	\$100		No change	No change		\$50 to \$200	\$75-\$100 R \$100- \$250 NR		\$30 R      \$50 NR				\$20R \$60NR	\$50 M \$50 NM \$70 R \$140 NR	\$100 R \$125 NR	
City Park Pavilion 2																		
8am - 12Noon or 1pm - 5pm		\$75	\$100		No change	No change		\$50 to \$200	\$75-\$100 R \$100- \$250 NR	\$75/day	\$30 R      \$50 NR	\$15/hr R \$20/hr NR	\$10/hr	\$30/hr R \$40/hr NR	\$20R \$60NR	\$70R \$140NR	\$100 R \$125 NR	
Community Park Pavilion																		
8am - 12Noon or 1pm - 5pm		\$75	\$100		No change	No change		\$50 to \$200	\$75-\$100 R \$100- \$250 NR		\$30 R      \$50 NR	\$15/hr R \$20/hr NR	\$10/hr	\$30/hr R \$40/hr NR	\$20R \$60NR	\$70R \$140NR	\$100 R \$125 NR	
Heritage Park Gazebo																		
8am - 12Noon or 1pm - 5pm		\$50	\$75		No change	No change		\$50 to \$200	\$75-\$100 R \$100- \$250 NR	\$50/day	\$20 R      \$40 NR	\$150/hr	\$10/hr	\$30/hr R \$40/hr NR	\$20R \$60NR	\$70R \$140NR	\$100 R \$125 NR	
Amphitheater		\$150	\$250		No Change	No Change	\$200 Dep \$20 R \$30 NR		\$100 Dep    \$175	NA	\$100 Dep    \$60 R    \$120 NR	NA			\$140 R / \$240 NR			
Kid Square Park Pavilion																		
8am - 12Noon or 1pm - 5pm		\$75	\$100		No change	No change		\$50 to \$200	\$100 R \$150 NR	\$50/day	\$50 R      \$75 NR	\$15/hr R \$20/hr NR		\$30 R 40 NR	\$125 R \$150 NR	\$70R \$140NR	\$100 R \$125 NR	
Bear Creek Park Pavilion		\$75	\$100		No change	No change		\$50 to \$200	\$100 R \$150 NR		\$30 R      \$50 NR	\$25/hr R \$35/hr NR		\$30 R \$40 NR	\$20R \$60NR	\$70R \$140NR	\$100 R \$125 NR	
Rocky Crest Park Pavilion		\$50	\$75		No change	No change		\$50 to \$200	\$100 R \$150 NR	\$50/day	\$20 R      \$40 NR	\$15/hr R \$20/hr NR		\$30 R \$40 NR	\$20R \$60NR	\$70R \$140NR		
Meadowcreek Park Pavilion		\$50	\$75		No change	No change		\$50 to \$200	\$100 R \$150 NR	\$50/day	\$10 R      \$20 NR			\$30 R \$40 NR	\$20R \$60NR	\$70R \$140NR		
JA Dewberry Park Pavilion		\$50	\$75		No change	No change		\$50 to \$200	\$100 R \$150 NR	\$50/day				\$30 R \$40 NR	\$20R \$60NR	\$70R \$140NR		

City of Lancaster Fee Schedule - Quality of Life and Cultural Services - Parks and Recreation FY 2018-2019																		
MEMBERSHIP	Lancaster Current Rate	Resident	Non Resident	Lancaster Proposed Rate	Resident	Non Resident	Cedar Hill	Coppell	Desoto	Grand Prairie	Duncanville	Farmers Branch	Haltom City	Keller	Rockwall	Rowlett	The Colony	
Pool		\$5	\$7		No Change	No Change	\$2	\$5 R - \$9 NR	\$4 R - \$5 NR		NA		NA	\$7 R - \$9 NR	\$1 R - \$2 NR	\$9.50 child - \$10.50 adult	\$4	
INDOOR POOL RESERVATIONS																		
Deposit	\$75.00	\$75	\$75	\$0.00	No Change	No Change	No Deposit	No Deposit	No Deposit	No Deposit	No Deposit	No Deposit	No Deposit	No Deposit	No Deposit	No Information	No Information	
Party Room (Semi-Private) 2hours		\$100	\$125		No Change	No Change				\$75		No Deposit \$150						
Private Party A (1-50) 2 hours		\$200	\$250		No Change	No Change	\$150		\$250 for 60 Guests	\$150	NA	\$300/2 Hours	NA	\$350 indoor (up to 200 guest)	\$60/2 hours	\$100	\$85-\$215 for 50 people	
									\$10 Additional Per Guests		NA		NA	\$600 outdoor (up to 200 guest)				
											NA		NA	same				
Private Party B (51-100) 2 hours		\$250	\$300		No Change	No Change	\$200		\$400	\$200	NA		NA	same	\$75/2 hours			
Private Party C (101-150) 2 hours		\$300	\$350		No Change	No Change	\$250		\$400	\$250				same	\$100/2 hours			
Private Party D (151+) 2 hours		\$350	\$400		No Change	No Change	\$300		NA	NA				same	NA			
GRAND BANQUET HALL																		
Deposit		\$250	\$250		No change	No change	\$150 M \$200 NM \$250 NR	\$100 room/\$500 alcohol	\$100	No Deposit	\$250	\$200	30-Cash	\$25 key deposit	\$100-\$200	\$100		
Set-up Fee					\$50	\$50	\$300	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Kitchen		\$30/hr.	\$30/hr.		No change	No change	\$30		\$40/hr. \$75 hr.	\$25/hr R \$45/hr NR	Can only be rented w/room	Can only be rented w/ the room	NA	\$25		\$75 Deposit \$20 R \$30 NR	NA	
1,100 sq. ft.		\$50/hr.	\$75/hr.		No change	No change	Sun-Fri \$40/hr. Fri- Sat \$50/hr.	\$130 M \$140 NM \$170 NR	WD \$95/hr. WE \$180/hr.	\$20/hr R \$50/hr NR	\$75 R \$125 NR	\$50 Deposit \$30/HR R \$40/HR NR	\$30 Deposit \$20/hr.	\$145 R \$170 NR (2 hrs.)	BH \$50 R \$100 NR		\$30	
2,200 sq. ft.		\$75/hr.	\$100/hr.		No change	No change	Sun-Fri \$55/hr. Fri- Sat \$65/hr.	\$90 M \$100 NM \$110 NR	WD \$285/hr. WE \$540/hr.	\$25/hr R \$75/hr NR		\$50 Deposit \$30/HR R \$40/HR NR	\$50 Deposit \$40/hr.	\$240 R \$260 NR (2 hrs.)	NBH \$65 R \$130 NR			
3,300 sq. ft.		\$100/hr.	\$125/hr.		No change	No change	Sun-Fri \$75/hr. Fri- Sat \$85/hr.	\$105 M \$115 NM \$125 NR	WD \$300/hr. WE \$460/hr.		\$100 R \$150 NR	\$200 Deposit \$30/HR R \$40/HR NR		\$320 R \$340 NR (2 hrs.)	\$80 R \$125 NR	\$65 R \$130 NR		
Aerobic Dance Room/hour		\$40/hr.	\$60/hr.		No change	No change	Ages 0 - 30 \$30/hr.			NA		\$50 Deposit \$30/HR R \$40/HR NR						
Classroom/hour		\$30/hr.	\$50/hr.		No change	No change		\$55 M \$60 NM \$65 NR		\$20/hr R \$50/hr NR								
Conference Room		\$20/hr.	\$40/hr.		No change	No change		\$55 M \$60 NM \$65 NR		\$25/hr R \$60/hr NR		\$50 Deposit \$30/HR R \$40/HR NR						
SENIOR LIFE CENTER																		
Kitchen		\$30/hr.	\$30/hr.		No Change.	No Change.	Non Rental	None	Non Rental	Non Rental	Non Rental	NA	Non Rental	Non Rental	None	Non Rental	None	
Deposit		\$250	\$250		No Change.	No Change.		\$400 both Resident & Non Resident				NA				\$200 both Resident & Non Resident		
4 Hour Rental		\$400	\$500		No Change.	No Change.												
6 Hour Rental		\$600	\$750		No Change.	No Change.												
Non-Profit - For Meetings Only																		
Deposit		\$75/hr.	\$75/hr.		No change	No change				NA		NA						

City of Lancaster Fee Schedule - Quality of Life and Cultural Services - Parks and Recreation FY 2018-2019																		
MEMBERSHIP	Lancaster Current Rate	Resident	Non Resident	Lancaster Proposed Rate	Resident	Non Resident	Cedar Hill	Coppell	Desoto	Grand Prairie	Duncanville	Farmers Branch	Haltom City	Keller	Rockwall	Rowlett	The Colony	
Classroom/Youth Room		\$20/hr.	\$20/hr.		No change	No change		\$100 M \$140 NM \$170 NR		NA		NA	\$40/hr.				\$30 R \$40 NR	
3,300 square feet (Grand Hall)		\$50/hr.	\$50/hr.		No change	No change				\$75/hr Mem \$100/h Non		NA						
Conference Room		\$10/hr.	\$10/hr.		No change	No change		\$55 M \$60 NM \$65 NR		\$75/hr Mem \$100/h Non		NA						
Lancaster Youth and Adult Sports Association Fee No Rec ID Card Required																		
(All Participants must purchase Recreation ID Card)					No Change.	No Change.	NA	10% Adult Revenue Did not obtain	\$10 R		?		NA	NA	\$0 R	NA	\$10 R	
Player participation fee per season							No fees		\$10 R / \$20 NR		\$60 per team / \$10 NR	No fees	\$5 R & NR	\$30 per NR	no charge	\$7.50 R / \$9.00 NR	no charge	
Programs							\$4 per Child /Uses a Staff Member	NA	NA	NA	NA	Included in Membership	Free w/Membershi p	\$5 per Child per day	NA	\$3 per Day or \$20 Punch Card	Included in Membership	
Individual Recreation Classes		Range from\$5 - \$25 per class/per day	Range from \$5 - \$25 per class/per day		No Change.	No Change.		Range from \$50 - \$150 per class/per day		Range from \$10-\$65 per class/per day	Range from \$35-\$75 per class/per day	Range from \$27 -\$85 per class/per month	Range from \$45-\$100 per class/per day	Range from \$65-\$200 per class/per day	Range from \$89-\$160 per class/per day	Range from \$35- \$110 per class/per day	Range from \$60- \$150 per class/per day	
Individual Recreation Classes		Range from\$15 - \$100 per class/per day	Range from\$15 - \$100 per class/per day		No Change.	No Change.	Range from \$25-\$70 per class/per Month	Range from \$30-\$180 per class/per Month	Range from \$35- \$75 per class/per month	Range from \$10-\$65 per class/per day	Range from \$20-\$50 per class/per month	Range from \$27 -\$85 per class/per month	Range from \$25-\$75 per class/per month	Range from \$45-\$150 per class/per month	Range from \$25-\$75 per class/per month significant discount for resident	Range from \$25- \$54 per class/per month	Range from \$40- \$100 per class/per month	
Football League		NA	NA	\$300	\$300	\$325	NA	\$290	\$140- \$240	\$90-\$140	\$55 R / \$75 NR	NA	\$70-\$120	NA	\$375	NA	NA	
Football Camp		NA	NA	\$75	\$75	\$90	NA	NA	NA	NA	\$50	NA	NA	NA	\$70R-\$98NR	NA	NA	
Basketball League		\$305	SAME	SAME	\$350	\$375	NA	\$350	NA	\$300/team	\$65 R / \$75	NA	NA	NA	\$70R-\$98NR	\$65/\$75R-\$80NR	\$50/\$65R- \$60/\$75NR	
Basketball Camp		\$25 Weekly	NA	\$25 Weekly			NA	NA	NA	NA	NA	NA	NA	NA	NA	\$110	NA	
Soccer League		\$105	\$105		No Change	No Change	NA	\$80	\$85r / \$120NR	\$81	\$70-\$90	\$60-\$85	NA	NA	\$ 75.00	\$115	\$55-\$85	
Soccer Camp		NA	NA	\$50	No Change	No Change	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Baseball League		\$85	NA	\$100	\$100	\$115	NA	NA	\$60- \$174	\$300/Team	\$105 / \$125	\$ 50.00	\$275-\$390	\$45	\$55-\$99	\$65	\$40/\$55R- \$50/\$65NR	
Baseball Camp		FREE	NA	\$75	\$75	\$90	NA	NA	Free	NA	NA	\$10-\$25	NA	NA	NA	NA	NA	
Volleyball League		NA	NA	\$45	\$45	\$60	NA	NA	NA	\$55	NA	NA	\$55	\$30-\$210	NA	NA	\$55R-\$65NR	
Volleyball Camp		\$25 Monthly			\$45	\$60	NA	NA	NA	NA	NA	NA	\$71-\$81	\$40	NA	\$115	NA	

Library Fines & Fees	Lancaster Current Rate	Proposed change	Cedar Hill & Desoto	Coppell	Duncanville	Farmers Branch	Grand Prairie	Haltom City	Keller	Rockwall	Rowlett	The Colony
Charges for Overdue Materials												
Books/Magazines	\$0.20 per day up to cost		\$0.20/day (\$5.00 max per item)	\$0.10/day	\$0.25/day	\$0.10	\$0.25	\$0.20/day	\$0.20/day	\$0.15/day	\$0.20/day	\$0.00/day
Magazine only			\$0.20/day (\$5.00 max per item)	\$0.10/day	\$0.25/day	\$0.10	\$0.25	\$0.20/day	\$0.20/day	n/a	\$0.20/day	\$0.00/day
Audio Tapes/CD's	\$0.20 per day up to cost		\$0.20/day (\$5.00 max per item)	\$0.10/day	\$0.25/day	\$0.10	\$0.25	\$0.20/day	\$0.20/day	\$0.15	\$0.20/day	\$0.00/day
Interlibrary Loans	\$0.20 per day up to cost		\$0.20/day (\$5.00 max per item)	No charge	\$0.25/day	\$0.10	\$0.25	\$0.20/day	\$0.20/day	\$0.15	\$0.20/day	\$0.00/day
Video Tapes/ DVD's	\$1.00 per day up to cost		\$1.00/day (\$5.00 max per item)	\$1.00/day	\$0.25/day \$2.00 per item per day up to cost of item	\$1.00/day	\$1.00/day	\$0.20/day	\$1.00/day	\$0.50	\$0.20/day	\$0.00/day
Lost or Damaged Beyond Repair	\$5.00 + Replacement cost		Replacement cost	Cost of item	\$5.00 + Replacement cost	\$5.00 + Replacement cost	\$5.00 + Replacement cost	Cost of Item		\$7.00 + Replacement cost	\$15.00 + Replacement cost	\$0.00/day
Tablets and eReaders			\$2.00/hr. + Replacement cost									
B/W Copies	\$0.10		\$0.10 Letter/ \$0.15 Legal/ \$0.20 11X17	\$0.15	\$0.10	\$0.15	\$0.10 B/W	\$0.10	\$0.10	\$0.15	\$0.15	\$0.15
Microfilm	\$0.25		n/a	\$0.15	n/a	No charge	No charge	n/a	\$0.10	\$0.15	n/a	Microfilm/fiche reader prints to computer printers - First 5 pages free, \$0.10 for subsequent pages
Computer Printout	\$0.10 per page		\$0.10 Letter/ \$0.15 Legal/ \$0.20 11X17	\$0.15	\$0.10	\$0.05	\$0.10 B/W; \$0.25 Color	\$0.10	\$0.10	\$0.15	\$0.15	\$0.10
Color Copies	\$1.00 per page		\$0.50 Letter/ \$0.75 Legal/ \$1.00 11X17	\$0.25	n/a	n/a	n/a	\$0.50	\$0.25	n/a	\$1.00	\$0.40
Fax/ Scan to email	\$1.00 per page fax	\$0.50 scan to email	Free local/ \$0.25/pg. long distance (15 pgs. max)	n/a	n/a	n/a	n/a	\$1.00	n/a	n/a	n/a	\$1.50 1st pg. \$1.00 for subsequent pages
Non-resident Library Card (NR)			\$20.00 per year @ Cedar Hill and \$15.00 per year @ DeSoto.	\$40.00 fee for one year and \$20.00 fee for six months.	\$35/year for full access or \$20/year for computer access only	\$200/yr.; \$25/yr. Internet only	No charge	No charge	\$25.00	\$30/Household	No charge	
Lost Card	\$1.00 replacement		\$3.00	\$1.00	\$5.00	\$1.00	\$2.00	\$2.00	\$0.50	\$3.00	\$1.00	\$2.00



[illegible]



CITY OF  
DALLAS

OFFICE OF  
SPECIAL EVENTS

<http://www.dallaspecialevents.com>

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## COMMERCIAL FILMING

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When is a Film Permit Required?
When is a Film Permit NOT Required?
How Do I Apply?
Fees
FAQ

## COMMERCIAL FILMING APPLICATION PROCESSING FEES

\$50 Processing Fee for applications, which include a maximum of two locations

\$250 Processing Fee for applications, which include, but not limited to projects that involve more extensive planning and affect any of the following:

- Multiple street closures
- Multiple lane closures
- Intermittent traffic control
- Impact DART route(s)
- Require traffic management
- Complex scenes
- Special Effects

After submitting an online Commercial Film Application, the Office of Special Events will contact the applicant to collect the required processing fee.

**Processing fees are due immediately and are nonrefundable.**

Credit/Debit cards are accepted either by phone or in person at the Office of Special Events. Processing fees paid in the form of a check or money order shall be payable to the Office of Special Events.

**Applications without payment or missing information cannot be processed which may delay and/or prevent the issuance of the film permit.**

Changes to information on the Commercial Film Application **must be submitted in writing**, and will **ONLY** be accepted if provided by either the applicant or the emergency contact listed on the application. A \$40 Change Fee will be charged per change. No changes can be made to the application the day of the scheduled film date.

Should filming require the assistance from the Dallas Police Department and/or Dallas Fire Rescue Department, a contact from each department will be provided to the applicant. The starting rate for 'off-duty' DPD Officers is \$45/per hour with a 4 hour minimum.

Airport	T-Hangars - Small					T-Hangars - Medium					T-Hangars - Large					Box Hangars					Tie Down Spot		Ground Lease				Fuel Flowage Fee (per gal)	Proposed Fuel Flowage Fee (per gal) for FY18	Replied to Survey?		
	Wing-Span (35-39ft)	Sqft	Current Mo. Rate	Sqft Rate	Proposed for FY18	Wing-Span (40-49ft)	Sqft	Current Mo. Rate	Sqft Rate	Proposed for FY18	Wing-Span (50-60ft)	Sqft	Current Mo. Rate	Sqft Rate	Proposed for FY18	Wing-Span	Sqft	Current Mo. Rate	Sqft Rate	Proposed for FY18	Current Mo. Rate	Proposed for FY18	Improved		Unimproved						
																							\$/sqft per yr	Proposed for FY18	\$/sqft per yr	Proposed for FY18					
Addison	n/a	n/a	n/a	n/a	n/a	40	900	\$515	\$0.57	TBD	57	1,600	\$770	\$0.48	TBD	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	#		\$0.45-0.65	\$0.05-0.07	Public: \$0.14 Non-public: \$0.22		Y	
Arlington	36	890	\$230	\$0.26	\$250	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	11,092	\$22,960	\$2.07	NC	\$50	\$55	\$0.31-0.36	NC	\$0.20-0.26	NC	0.08*	NC	Y			
	37	1,050	\$330	\$0.31	\$350																										
Cleburne	36	940	\$200	\$0.21	\$250	45	1,274	\$250	\$0.20	\$300	n/a	n/a	n/a	n/a		50	3,025	\$484.00	\$0.16	n/a	\$50	0.11		0.11		n/a	n/a	Y			
																50	3,641	\$182.05	\$0.05												
																50	5,678	\$624.58	\$0.11												
																50	4,200	\$420.00	\$0.10												
																100	12,109	\$1,331.99	\$0.11												
																200	38,164	\$4,198.04	\$0.11												
Dallas Exec.	n/a	n/a	n/a	n/a	n/a	40	n/a	\$325	n/a	NC	50	n/a	\$600	n/a	NC	n/a	n/a	\$900+	n/a	NC	\$100	NC	\$0.40	NC	\$0.30	NC	0.07 *	NC	Y		
Denton	39	990	\$325	\$0.33		42	1,350	\$550	\$0.41		n/a	n/a	n/a	n/a		39	1,287	\$475	\$0.37		n/a		n/a		0.27		n/a		N		
	39	1,138	\$375	\$0.33		n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a												
Grand Prairie	39	978	\$205	\$0.21	\$215	41	1,090	\$294	\$0.27	\$304	n/a	n/a	n/a	n/a	n/a	n/a	?	5,616	\$1,100.00	\$0.20	NC	\$30	NC	\$0.135	\$0.170	\$0.165	\$0.200	\$0.20	20% *	NC	Y
						41	987	\$215	\$0.22	\$225							?	2,808	\$550.00	\$0.20	NC										
						41	1,509	\$393	\$0.26	\$403							n/a	n/a	n/a	n/a	n/a										
						47	1,438	\$424	\$0.29	\$439																					
						47	1,950	\$557	\$0.29	\$572																					
Lancaster	36	956	\$210	\$0.22	\$220	40	1,018	\$224	\$0.22	\$234	50	1,624	\$357	\$0.22	\$374	n/a	n/a	n/a	n/a	n/a	\$80	NC	\$0.30	NC	\$0.20	NC	\$0.20	NC	Y		
McKinney	n/a	n/a	n/a	n/a		40	n/a	\$398	n/a		60	n/a	\$650	n/a		59	2,714	\$1,000	\$0.37		\$80		\$0.45		\$0.65		\$0.12-0.20**		N		
						50	n/a	\$585	n/a		n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a		\$80		\$0.42				\$0.13	\$0.14	Y		
Mesquite	n/a	n/a	n/a	n/a	NC	40	907	\$390	\$0.43		50	2,000	\$500	\$0.25	NC	80	10,000	\$750	\$0.08	NC	\$75	NC	\$0.30	NC	n/a	n/a	n/a	n/a	Y		
						40	910	\$240	\$0.26	NC																					
						42	1071-1428	\$280- \$346	\$0.24- \$0.26	NC																					
						45	1260-1680	\$340- \$430	\$0.26- \$0.27	NC																					
						45	1,318	\$280	\$0.21	NC																					
49	1,433	\$385	\$0.27	NC	60	3,300	\$825	\$0.25	NC																						
Midway	n/a	n/a	n/a	n/a	n/a	40	1,040	\$235	\$0.23	\$260	n/a	n/a	n/a	n/a	n/a	59	4,620	\$834	\$0.18	\$924	\$50	n/a	\$0.30	n/a	\$0.25	n/a	\$0.10	\$0.11	Y		
						45	1,350	n/a	n/a	\$388																					
						47	1,268	\$277	\$0.22	\$317																					
Spinks	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	NC	n/a	NC	\$0.29+	NC	\$0.27+	NC	\$0.14	NC	Y		
Avg Rate:		\$267.86		\$0.27		\$371.16		\$0.30		\$617.00		\$0.30		\$2,500.57		\$0.32		\$68.13		\$0.30		\$0.28		\$0.14							

#### Notes:

NC = No Change

# KADS improved ground lease rates vary depending on the value and condition of the improvements.

## Per gallon received

\*KGKY FBO, Harrison Aviation, pays an annual lump sum "right to sell" fuel fee of \$25,099.69. The ATP FBO will pay a fuel flowage of \$.08 when they begin operations in 2018

\*\*KFTW does not differentiate between improved and unimproved

□ & □ KFWIS □West side; □East Side -- lower rate as an incentive to develop on the East side(do not differentiate between improved and unimproved)

◇ based on the highest of the last 3 invoices from FBO

◆ Self-Fueling 20%

\*\*TKTI \$0.20 for self-fueling, which is currently not done and is discouraged.

--Midway will be changing ground lease rates.

◆ KRBD rates will increase after construction of Rwy 13/31 in 2017 is completed.

Grey text is old data due to lack of response from airport.

# CITY OF LANCASTER FEE SCHEDULE

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*Effective October 1, ~~2016~~ 2017*

*Resolution ~~2016-09-71~~ 2017-XX-XX*

# CITY OF LANCASTER FEE SCHEDULE

## **ARTICLE 1.000 911 EMERGENCY TELEPHONE SERVICE FEE**

There is hereby imposed on each telephone subscriber's local exchange access line, or its equivalent, in the City of Lancaster, a 911 emergency service fee of eighty-two cents (\$0.82) per month for each residential line, and one dollar and fifty-two cents (\$1.52) per month for each business line, or two dollars and fifty cents (\$2.50) per month for each business trunk line. Such fees shall be used only to provide for the purchase, installation, operating and maintenance expenses of 911 emergency services, including required personnel. (Ordinance 2007-08-38, adopted 8/13/07)

## **ARTICLE 2.000 ANIMAL CONTROL FEES**

### **Sec. 2.100 General**

- (a) Animal Impound Fee
  - (1) 1st Offense \$45.00
  - (2) 2nd Offense \$55.00
  - (3) 3rd Offense \$85.00
  - (4) 4th Offense \$110.00
  - (5) Each subsequent offense is increased by \$50.00
- (b) Boarding While Impounded \$10.00 per day
- (c) Rabies and Quarantine Observation Fee \$15.00 per day
- (d) Adoption Fees
  - (1) Small Dogs and Puppies \$15.00
  - (2) Large Dogs \$25.00
  - (3) Cats \$15.00
- (e) Surrender of Animal
  - (1) Residential Surrender Fee \$20.00 per animal or litter
  - (2) Nonresidential Surrender Fee \$25.00
- (f) Euthanization/Dogs & Cats Only
  - (1) At Owner's Request \$30.00
- (g) Pick Up Deceased Animal for Owner \$30.00
- (h) Microchip and/or Registration Fee
  - \$15.00 if spayed/neutered
  - \$25.00 not spayed/neutered
- (i) Animal Trap Deposit \$50.00 per trap

# CITY OF LANCASTER FEE SCHEDULE

## Sec. 2.200 Dangerous Dog Registration Fee

The required annual fee for the registration of a dangerous dog shall be fifty dollars (\$50.00).  
(1994 Code of Ordinances, Chapter 2, Article 2.600, Section 2.604)

## ARTICLE 3.000 BUILDING RELATED FEES

### Sec. 3.100 Fees Adopted

#### (a) Moving Permit Fees

- |   |               |
|---|---------------|
| (1) Base Fee (structures 200 sq. ft. and over)                    | Per Table 1-A |
| (2) Inspection Fee (plus .35 cents per mile to building location) | Per Table 1-A |

#### (b) Residential Portable/Storage Building Permit Fees

- |                                 |               |
|---------------------------------|---------------|
| (1) Under 200 sq. ft. base fees | Per Table 1-A |
| (2) Over 200 sq. ft.            | Per Table 1-A |

#### (c) Fence Permit Fees

- |  |               |
|--|---------------|
| (1) Residential Zoning (New/Replacement) | Per Table 1-A |
| (2) Nonresidential                       | Per Table 1-A |
| (3) A-O Zoning (Agricultural Fencing)    | \$25.00       |

Accessory Structures less than 400 sq. ft. \$50.00

Accessory Structures greater than 400 sq. ft. \$100.00

All other construction and related additions or remodeling work will be permitted and charged in accordance with Table 1-A

#### (d) Driveway, Drive Approach, Curb, Gutter and Sidewalk Permit Fees(Bond Required)

- |   |                         |
|---|-------------------------|
| (1) Residential zones, new/repair/replacement | Per Table 1-A           |
| (2) Nonresidential zones, per approach        | \$25.00 + per Table 1-A |

#### (e) Paving Private/Commercial Property PermitFees

- |   |               |
|---|---------------|
| (1) Residential zones, new construction | Per Table 1-A |
| (2) Nonresidential zones, per approach  | Per Table 1-A |
| (3) Commercial Parking Lots             | Per Table 1-A |

#### (f) Permit Fees

- |   |               |
|---|---------------|
| (1) Residential zones, new/repair/replacement                                       | Per Table 1-A |
| (2) Single family residence, duplex,multi-family, apartment, condominium townhouse, |               |

# CITY OF LANCASTER FEE SCHEDULE

commercial and remodels per Table 1-A. Fee assessed per address.

(g) Backflow Test Report \$25.00

**TABLE 1-A**

Total Valuation

\$1.00 to \$500.00	\$45.00 (minimum permit fee)
\$501.00 to \$2,000.00	\$45.00 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof

(h) Sewer/Water/Gas Lines & Replacements

(1) Sewer line repair/install	Per Table 1-A
(2) Sewer line replacement	Per Table 1-A
(3) Water line repair/install	Per Table 1-A
(4) Water line replacement	Per Table 1-A
(5) Gas line repair/install Additional charge per outlet	Per Table 1-A
(6) Gas line Replacement Additional charge per outlet (this fee will be included in the total fee)	Per Table 1-A
(7) Drainage, vent system repair/replacement	Per Table 1-A
(8) Water heater replacement	Per Table 1-A



## CITY OF LANCASTER FEE SCHEDULE

(9)	Fixtures, addition/replacement	Per Table 1-A
(10)	Grease trap, sand trap, grit trap and other Approved catch basins	Per Table 1-A
(11)	Water treatment/water softener	Per Table 1-A
(12)	Solar heater	Per Table 1-A
(13)	Others as may be required	Per Table 1-A
(i)	<u>Electrical Fees</u>	
(1)	Temporary service pole (not related to construction permit)	Per Table 1-A / \$25.00
	To and including 200 amp	Per Table 1-A
	Over 200 amp to 1,000 amp	Per Table 1-A
	Over 1,000 amp and up	Per Table 1-A
(2)	Receptacle, switch and lighting circuits	Per Table 1-A / \$25.00 min.
(3)	Lighting fixture and lamp holding device	Per Table 1-A
(4)	Residential use appliances (fixed appliances or outlets for same)	Per Table 1-A
(5)	Building Rewire	Per Table 1-A
(6)	Nonresidential Use Appliances	Per Table 1-A
	[Nonresidential use appliances not exceeding 2 horsepower (hp), kilowatt (kw) or kilowatt ampere(kva)]	
(7)	Power Apparatus (Base Fee)	Per Table 1-A
	Motor over 1 hp, transformer, generator, heating/air conditioning units, heat pumps, cooking/baking	
(8)	Equipment – Rated in hp, kw, kva, kvar	
	Up to and including 1	Per Table 1-A
	Over 1-10	Per Table 1-A
	Over 10-50	Per Table 1-A
	Over 50-100	Per Table 1-A
	Over 100	Per Table 1-A
	Minimum fee	Per Table 1-A
(9)	Signs	
	Initial CKT	Per Table 1-A
	Each additional CKT	Per Table 1-A

## CITY OF LANCASTER FEE SCHEDULE

(10) Busways

Initial 100 feet	Per Table 1-A
Each additional 100 feet or fraction thereof	Per Table 1-A

(11) Subpanels

Initial panel	Per Table 1-A
Each subsequent panel	Per Table 1-A

Service charge does not include additional circuits required.

(j) HVAC Installation Fees

- |   |               |
|---|---------------|
| (1) Installing/replacing HVAC system (condensing unit, evaporator, coil, furnace and piping) up to and including 5 tons of air conditioning, and/or 200,000 Btu input of heating per system | Per Table 1-A |
| (2) Installing/replacing HVAC system over 5 tons of air conditioning and/or over 200,000 Btu input of heating per system  | Per Table 1-A |
| (3) Component Installation/Replacement.   |               |
| Condensing unit up to 5 tons  | Per Table 1-A |
| Over 5 tons, \$10.00, plus per ton  | Per Table 1-A |
| Furnace up to 200,000 Btu input   | Per Table 1-A |
| Over 200,000 Btu input, \$10.00 plus per 100,000  | Per Table 1-A |
| (4) Unit heater/suspended heater/duct heater  | Per Table 1-A |
| (5) Ventilation/exhaust fans/hoods – Type I, Type II, Hoods, Exhaust Fans, each   | Per Table 1-A |
| (6) Boilers   | Per Table 1-A |
| (7) Other as may be required by mechanical code   | Per Table 1-A |

(k) Swimming Pool/Spa/Hot Tub Permit Fees.

- |                       |               |
|-----------------------|---------------|
| (1) In ground pool    | Per Table 1-A |
| (2) Above ground pool | Per Table 1-A |
| (3) Spa/hot tub       | Per Table 1-A |

(Above permits include electric and plumbing work, trades must validate)

## CITY OF LANCASTER FEE SCHEDULE

<u>Mobile/HUD Manufactured Home Permit Fees</u>		
(1)	Pre-June 1976	Per Table 1-A
(2)	June 1976 to present	Per Table 1-A
(m)	Industrialized Home Permit Fee	Per Table 1-A
(n)	Apartment Registration and Inspection Fee	\$15.00 per apartment unit
<u>Satellite Dish Permit Fees</u>		
(1)	Pole style or roof mount	Per Table 1-A
<u>Installation or Removal of Underground Fuel Storage Tank and/or Hazardous Chemicals</u>		
(1)	Storage tank permit fees	Per Table 1-A
<u>Repair of Underground Fuel Storage Tank and/or Lines Permit Fees</u>		
(1)	Contractor's Registration (per year)	\$100.00
(2)	Repairs of underground fuel storage tanks (base fee)	Per Table 1-A
<u>Above Ground LPG Storage Tank System Permit Fees</u>		
(1)	Contractor's Registration (per year)	\$100.00
(2)	Base fee (per tank)	Per Table 1-A
<u>Fire Sprinkler and/or Standpipe System Permit Fees</u>		
(1)	Contractor's Registration (per year)	\$100.00
(2)	Base Fee	Per Table 1-A
<u>Fire Alarm Fees</u>		
(1)	Base Fees	Per Table 1-A
<u>Fixed Fire-Extinguishing System Permit Fees</u>		
(1)	Contractor's Registration (per year)	\$100.00
(2)	Base Fee	Per Table 1 A
<u>Tents and/or Air Support System Permit Fees</u>		
(1)	200 sq. ft. or larger	Per Table 1-A
<u>Grading Filling and Excavating Permit Fees</u>		
(1)	Base Fee	Per Table 1-A
<u>Fee Assessment for Traffic Signals. There shall be an assessment of thirty-five dollars \$35.00 per acre for each acre of development so as to provide for future traffic signalization.</u>		
(1)	New Construction	\$75.00
(2)	Existing Structure	\$75.00

## CITY OF LANCASTER FEE SCHEDULE

(y)	<u>Certificate of Occupancy Fees</u>	
(1)	New Construction	\$75.00
(2)	Existing Structure	\$75.00
(z)	<u>Concrete Permit</u>	
(1)	All contractors' must submit \$300,000.00 liability insurance made out with the City of Lancaster as a certificate holder.	
(aa)	<u>Irrigation Permit Fee</u>	\$125.00
(bb)	<u>Administrative Plan Review-Residential</u>	\$250.00
(cc)	<u>Administrative Plan Review-Commercial</u>	65% of permit fee
(dd)	<u>Utility Verification Permit</u>	\$50.00
(ee)	<u>After Hours Inspections</u>	\$47.00 per hour, minimum 2 hours
(ff)	<u>Sign Permit Fees</u>	Per Table 1-A
(gg)	<u>Wind Energy System Permit Fee</u>	Per Table 1-A
(hh)	<u>Hotel/Motel Property Inspection Fee</u>	\$50.00 per rental unit annually
(ii)	<u>Annual Rental Registration and Inspection Fee</u>	\$55.00 per rental unit
(jj)	<u>Annual Renal Registration Fee</u> (following initial registration And inspection fee)	\$15.00 per rental unit
	Inspection Fee Upon move out	\$55.00 per rental unit
	Re-Inspection Fee	\$25.00 per rental unit

(Resolution 2014-06-47 adopted 06/09/14) (Resolution 2016-10-88 adopted 10/10/2016)

### **Contractor Registration Fees**

(4) (1)	Building Contractor Registration	\$100.00 Annually
(2)	<del>Plumbing Business Registration</del>	<del>\$100.00 Annually</del>
(3)	<del>Electrical Contractor Registration</del>	<del>\$100.00 Annually</del>
(a)	<del>Master License Registration</del>	<del>\$30.00 Annually</del>
(b)	<del>Journeyman License Registration</del>	<del>\$20.00 Annually</del>
(c)	<del>House Wireman License Registration</del>	<del>\$10.00 Annually</del>
(4) (2)	HVAC Contractor Registration	\$100.00 Annually

## CITY OF LANCASTER FEE SCHEDULE

(d) Type A License Registration	\$30.00 Annually
(e) Type B License Registration	\$30.00 Annually
<del>(5)</del> (3) General Contractor Registration	\$100.00 Annually
<del>(6)</del> (4) Fence Contractor Registration	\$100.00 Annually
<del>(7)</del> (5) Sign Contractor Registration	\$100.00 Annually
<del>(8)</del> (6) Concrete Contractor Registration	\$100.00 Annually

### **Sec. 3.200 When Fees Doubled**

Where work for which a permit is required is started or proceeded prior to obtaining said permit, the fees above shall be doubled. The payment of a double fee shall not relieve any persons from fully complying with the regulations prescribed in this article in the execution of the work or from any other penalties prescribed herein.

### **Sec. 3.300 Second Inspections**

Where work for which a permit is required and has been issued is inspected by the Inspection Department's Inspector and failed for noncompliance with city codes, and a second inspection is required, an additional fee of fifty dollars (\$50.00) shall be charged for re-inspection and will increase by \$25.00 for each subsequent re-inspection.

### **Sec. 3.400 Public Schools Exempt From Fee Requirements**

Any public school within the City of Lancaster shall be exempt from payment of the fees provided by this article, provided that such public schools shall not be excused from the necessary permit approval process enumerated in this code or in any other code or ordinance of the City of Lancaster.  
(Ordinance 13-00 adopted 4/24/00)

### **Sec. 3.500 Excavation Fees**

Permit Fees. Permit fees shall be fifty dollars (\$50.00) minimum with a maximum of 2.5% of the construction contract cost. Such fee if paid by check, money order, bank draft or other negotiable instrument, shall be made payable to the city treasurer. If paid by cash, such cash shall be remitted daily to the city treasurer, who shall deposit it to the credit of the general fund. Construction bond for work in a city right-of-way shall be \$10,000.00 bond amount; \$2,000.00 bond amount where work not to exceed \$2,000.00 in value for any one permit that may be acquired for that work within the right-of-way.  
(Ordinance 38-99 adopted 11/8/99)

### **Sec. 3.600 Backflow Prevention Assembly Testers Fees**

An annual registration fee of one hundred dollars (\$100.00) shall be paid by each contractor or business for the first certified tester/employee prior to any work commencing with the city. Each additional employee (who is a certified tester) working for a contractor that is registered in the city shall pay an additional fifty dollars (\$50.00) registration fee per tester. (Ordinance 29-00 adopted 7/24/00)

# **CITY OF LANCASTER FEE SCHEDULE**

## **ARTICLE 4.000 BUSINESSES RELATED FEES**

### **Sec. 4.100 Peddlers, Solicitors and Itinerant Vendors**

(4) Investigation Fee Each and every person seeking a permit under the provisions of the Lancaster Code of Ordinances, Chapter 4, Article 4.100 “Peddlers, Solicitors and Itinerant Vendors” shall pay a fee of twenty-five dollar (\$25.00) per year for investigation of such application. Such fee shall be prorated, shall be paid in case at the time such application is made and shall not be returned to the applicant regardless of whether or not such permit is issued or denied. Persons representing firms or corporations shall be required to obtain separate permits, but shall pay only a single investigation fee. Persons involved in interstate commerce shall be exempt from payment of the investigation fee, but shall be required to obtain a permit and otherwise fully comply with all provisions of Chapter 4, Article 4.100.

(5) The permit fee for itinerant vendors on private property is twenty dollars (\$20.00). The City will not require payment of this permit fee by locally-based charitable organizations or organizations engaged in activities such as bake sales or car washes. The permit is issued for a minimum of five (5) days, but not to exceed forty-five (45) days. Each eligible property may only allow use of the property for a temporary business for a maximum of forty-five (45) days per calendar year in accordance with Chapter 4, Article 4.100, Section 4.114.

(6) Replacement Permits. Should a permittee lose the permit or otherwise need to obtain a replacement permit from the city, the cost of such replacement permit shall be fifteen dollars (\$15.00).

(Ordinance 2008-06-24; adopted June 23, 2008)

### **Sec. 4.200 Coin-Operated Machine Fees**

(a) Every owner or operator who owns, controls, possesses, exhibits, displays or permits to be exhibited or displayed in this city any coin-operated machine shall pay and there is hereby levied on each coin-operated machine an annual occupation tax in the amount of twenty-five dollars (\$25.00).

(Ordinance 2002-10-38 adopted 10/14/02)

### **Sec. 4.300 Reserved for Future Use**

### **Sec. 4.400 Food Service Establishments**

The City of Lancaster shall issue a food service permit to the applicant if its inspection reveals that the proposed food service establishment complies with the requirements of Texas Health and Safety Code Chapters 437, Food and Drug Health Regulations, and 121, Local Regulation of Public Health. The permit shall be issued upon payment of a one hundred fifty dollar (\$150.00) annual inspection fee (includes two (2) inspections) set by the Dallas County Department of Health and Human Services plus an administrative fee of fifty dollars (\$50.00), which shall be due and payable on or before October 1 of each year. Such permit shall expire on September 30 of the succeeding year. Such permit shall be payable in full if the permit is issued at the beginning of the fiscal year or prorated as deemed appropriate by staff depending upon when it is issued within the year. All food service establishment permits shall expire on September 30 of each year and be issued upon inspection and payment of the required fee, to be effective on October 1. Beginning with the third food establishment inspection or any other food inspection outside of the two yearly inspections, a seventy-five dollar (\$75.00) fee will be assessed for each additional inspection.

## **CITY OF LANCASTER FEE SCHEDULE**

**Sec. 4.500 Temporary Food Permit Application** \$75.00  
(Set by the Dallas County Department of Health and Human Services.)

**Sec. 4.600 Reserved for Future Use**

**Sec. 4.700 Temporary Building Use Fees**

The permit fees for administering temporary uses within the city shall be as follows:

- |   |          |
|---|----------|
| (1) Real estate sales office  | \$100.00 |
| (2) Construction office   | \$100.00 |
| (3) Asphalt batching plant  | \$100.00 |
| (4) Cement hatching plant   | \$100.00 |
| (5) Portable church building  | \$100.00 |
| (6) Portable school building  | \$100.00 |
| (7) Other temporary use as determined by City Manager<br>(or his/her designated representative) | \$100.00 |
| (8) Cargo container for construction purposes   | \$150.00 |

**Sec. 4.800 Taxicab Permits**

Each applicant for a license to operate a vehicle for transporting of passengers for hire within the city shall pay a non-refundable fee in the sum of one hundred dollars (\$100.00) to cover the cost of processing the application.

**Sec. 4.900 Emergency Ambulance Service Permit**

Each applicant shall pay to the City of Lancaster upon submission of his application a non-refundable two hundred dollar (\$200.00) permit fee. Such fee shall be for a permit for the period of January 1 through December 31 of each year, provided that any permit secured during the year shall be valid through December 31 of that year, and such fee shall not be prorated.

**Sec. 4.1000 Limousine Operator Permit**

Each limousine service operator shall be subject to a one hundred dollar (\$100.00) non-refundable permit application fee to cover the cost of processing the application.  
(Ordinance 13-00 adopted 4/24/00)

**Sec. 4.1100 Alcoholic Beverage Permit**

The City shall assess a local permit fee for each Alcoholic Beverage Permit not to exceed one-half the amount of the state fee in accordance with the Texas Alcoholic Beverage Code. Said fee shall be non-refundable.

(Ordinance No. 2010-11-26, adopted 11/08/10; Resolution No. 2010-11-93, adopted 11/08/10)

**Sec. 4.1200 Boarding Home Facilities Permit**

The License fees are as follows:

- (1) Operational Permit "License" Fee: \$500.00/year

# CITY OF LANCASTER FEE SCHEDULE

- (2) Fines not to exceed the sum of \$2,000.00 for each offense if fire safety or health and \$500.00 for all other.

(Ordinance No. 2014-06-11, adopted June 23, 2014; Resolution No. 2014-06-50; adopted June 23, 2014)

## ARTICLE 5.000 FIRE SERVICES FEES

**Sec. 5.100      Apartment Registration and Inspection Fee**      \$15.00 per apartment unit

**Sec. 5.200      Installation or Removal of Underground Fuel Storage Tank and/or Hazardous Chemicals**

- (1)      Storage tank permit fees      Per Table 1-A

### **Repair of Underground Fuel Storage Tank and/or Lines Permit Fees**

- (1)      Contractor's Registration (per year)      \$100.00  
(2)      Repairs of underground fuel storage tanks (base fee)      Per Table 1-A

### **Above Ground LPG Storage Tank System Permit Fees**

- (1)      Contractor's Registration (per year)      \$100.00  
(2)      Base fees (per tank)      Per Table 1-A

**Sec. 5.300      Fire Sprinkler and/or Standpipe System Permit Fees**

- (1)      Contractor's Registration (per year)      \$100.00  
(2)      Base fees      Per Table 1-A

**Sec. 5.400      Fire Alarm Fees**

- (1)      Base fees      Per Table 1-A

### **Fixed Fire-Extinguishing System Permit Fees**

- (1)      Contractor's Registration (per year)      \$100.00  
(2)      Base Fees      Per Table 1-A

**Sec. 5.500      Tents and/or Air Support System Permit Fees**

- (1)      200 sq. ft. or larger      \$25.00



## **CITY OF LANCASTER FEE SCHEDULE**

### **Sec. 5.600    When Fees Doubled**

Where work for which a permit is required is started or proceeded prior to obtaining said permit, the fees above shall be doubled. The payment of a double fee shall not relieve any persons from fully complying with the regulations prescribed in this article in the execution of the work or from any other penalties prescribed herein.

### **Sec. 5.700    Second Inspections**

Where work for which a permit is required and has been issued is inspected by the Inspection Department's Inspector and failed for noncompliance with City codes, and a second inspection is required, an additional fee of fifty dollars (\$50.00) shall be charged for re-inspection and will increase by \$25.00 for each subsequent re-inspection.

### **Sec. 5.800    Public Schools Exempt From Fee Requirements**

Any public school within the City of Lancaster shall be exempt from payment of the fees provided by this article, provided that such public schools shall not be excused from the necessary permit approval process enumerated in this code or in any other code or ordinance of the City of Lancaster.  
(Ordinance 13-00 adopted 4/24/00)

### **Sec. 5.900    Emergency Ambulance Service Permit**

Upon submission of application, each applicant shall pay to the City of Lancaster a non-refundable two hundred dollar (\$200.00) permit fee. Such fee shall be for a permit for the period of January 1 through December 31 of each year, provided that any permit secured during the year shall be valid through December 31 of that year, and such fee shall not be prorated.

<b>Sec. 5.1000</b>	<b><u>Residential Fire Alarm Permit Fee</u></b>	\$25.00 Annually
	(No Charge if Burglar Alarm Permit is taken out with Police Department) Senior Rate (65 or older)	Exempt

<b>Sec. 5.1100</b>	<b><u>Commercial Fire Alarm Permit Fee</u></b>	\$100.00 Annually
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### **Sec. 5.1200    Required Annual Operational Permit Fees**

1	Aerosol products	\$25.00
2	Amusement buildings	\$100.00
3	Assisted living operations – Residential	\$100.00
	Commercial Assisted Living	\$200.00
	Nursing Home	\$200.00
4	Aviation facilities	\$25.00
5	Carnivals and fairs	\$75.00
6	Cellulose nitrate film	\$25.00
7	Combustible dust-producing operations	\$100.00

## CITY OF LANCASTER FEE SCHEDULE

8	Combustible fibers	\$100.00
9	Compressed gases	\$100.00
10	Covered mall buildings	\$25.00
11	Cryogenic fluids	\$100.00
12	Cutting and welding	\$50.00
13	Day care operations - Residential	\$50.00
	Commercial Day care	\$100.00
14	Dry cleaning plants	\$25.00
15	Exhibits and trade shows	\$25.00
16	Explosives	\$500.00
17	Fire hydrants and valves	\$25.00
18	Flammable and combustible liquids	\$100.00
19	Floor finishing	\$0.00
20	Foster home operations	\$50.00
21	Fruit and crop ripening	\$25.00
22	Fumigation and thermal insecticidal Fogging	\$25.00
23	Group home operations Per Sec. 4.1200 Boarding Home Ordinance	\$500.00
24	Half-way home operations Per Sec. 4.1200 Boarding Home Ordinance	\$500.00
25	Hazardous materials	\$200.00
26	HPM facilities	\$100.00
27	High-piled storage	\$100.00
28	Hot work operations	\$50.00
29	Industrial ovens	\$25.00
30	Lumber yards and woodworking plants	\$50.00
31	Liquid- or gas-fueled vehicles or equipment in assembly buildings	\$25.00

## CITY OF LANCASTER FEE SCHEDULE

32	LP-gas	\$50.00
33	Magnesium	\$50.00
34	Miscellaneous combustible storage	\$25.00
35	Open burning (Exception: Recreational fires)	\$150.00 per burn
36	Open flames and torches	\$0.00
37	Open flames and candles	\$0.00
38	Organic coatings	\$25.00
39	Places of assembly	\$0.00
40	Private fire hydrant installation	\$25.00 per hydrant
41	Pyrotechnic special effects material	\$100.00
42	Pyroxylin plastics	\$100.00
43	Refrigeration equipment	\$25.00
44	Repair garages and motor fuel-dispensing facilities.	\$0.00
45	Rooftop heliports	\$ 25.00
46	Spraying or dipping	\$ 25.00
47	Storage of scrap tires and tire byproducts	\$200.00
48	Temporary membrane structures, tents and canopies.	\$25.00
49	Tire-rebuilding plants	\$100.00
50	Waste handling	\$200.00
51	Wood products	\$25.00

### **Required Construction Permits**

1	Automatic fire-extinguishing systems	Per Table 1-A
2	Battery systems	Per Table 1-A
3	Compressed gases	Per Table 1-A
4	Fire alarm and detection systems and related equipment.	Per Table 1-A

## CITY OF LANCASTER FEE SCHEDULE

5	Fire pumps and related equipment	\$25.00
6	Flammable and combustible liquids	Per Table 1-A
7	Hazardous materials	Per Table 1-A
8	Industrial ovens	Per Table 1-A
9	LP-gas	Per Table 1-A
10	Private fire hydrants	Per Table 1-A
11	Spraying or dipping	Per Table 1-A
12	Standpipe systems	Per Table 1-A
13	Temporary membrane structures, tents and canopies.	\$25.00

### **Sec. 5.1300    Ambulance Fees**

(1)	ALS Emergency Mileage	\$15.00
(2)	ALS Non-Emergency Mileage	\$15.00
(3)	ALS Supplies – IV Therapy	\$100.00
(4)	ALS1 Emergency, Non-Resident	\$1,125.00
(5)	ALS1 Emergency, Resident	\$1,050.00
(6)	ALS2, Non-Resident	\$1,275.00
(7)	ALS2, Resident	\$1,200.00
(8)	BLS Emergency, Non-Resident	\$900.00
(9)	BLS Emergency, Resident	\$825.00
(10)	BLS Emergency Mileage	\$15.00
(11)	Treatment / No-Transport	\$150.00

Any resident or non-resident delivered by helicopter transportation shall be charged fees accumulated as if delivered to a medical facility. This is in addition to the fee from the helicopter company

### **Sec. 5.1400    Local EMS Services**

(1)	Extra Attendant	\$100.00
(2)	Ambulance Stand-By	\$200.00 per hour

### **Sec. 5.1500    Fire Department Response Fees**

(1)	Absorbent for Cleanup	\$40.00 per bag
(2)	Absorbent Pads	\$50.00 each

## CITY OF LANCASTER FEE SCHEDULE

(3) Aerial Ladder Truck	\$600.00 per hour on-scene
(4) Air Truck with Cascades System	\$300.00 per hour used
(5) Boat Rescue	\$50.00 per hour
(6) Brush Truck	\$300.00 per hour
(7) Decon Pond/Spill Containment	\$100.00 per each used
(8) Extrication Tools	\$100.00 per each used
(9) Foam	\$50.00 per gallon
(10) On-Scene Labor	\$48.00 per hour
(11) Engine/Pumper	\$500.00 per hour
(12) Engine/Pumper #2	\$500.00 per hour
(13) Engine/Pumper #3	\$500.00 per hour
(14) Rescue Truck	\$400.00 per hour
(15) Sand	\$400.00 per truck load
(16) Tanker Truck	\$500.00 per hour
(17) Utility Truck	\$150.00 per hour
(18) Firefighting equipment damaged or destroyed as a result of response to the incident or contaminated with hazardous materials will be replaced at cost.	

*For applicable disasters and emergencies declared by the Mayor, Governor or President, the current adopted FEMA Schedule of Equipment Rates will apply. Information regarding the Fee Schedule can be found at [www.fema.gov/schedule-equipment-rates](http://www.fema.gov/schedule-equipment-rates). Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs.*

### **Sec. 5.1600 False Alarms with Permit within 12 month period:**

1-3	No Charge
4-5	\$200.00
6-7	\$250.00
8 or more	\$300.00 each

### **False Alarms without Permit within 12 month period:**

1-3 Residential	\$50.00 each
1-3 Commercial	\$100.00 each
4-5 Residential	\$75.00 each
4-5 Commercial	\$200.00 each
6-7 Residential	\$100.00 each
6-7 Commercial	\$250.00 each
8 or more – Residential	\$200.00 each

## **CITY OF LANCASTER FEE SCHEDULE**

8 or more – Commercial	\$250.00 each
Late Payment for non-payment within 30 days after notification	\$25.00

### **Sec. 5.1700 Dallas County Response Fees**

(1) Ambulance (In-County Calls)	\$450.00 per ambulance run
(2) Dallas County Assisted Fire Run	\$420.00 per fire run

### **ARTICLE 6.000 ABATEMENT OF PROPERTY MAINTENANCE NUISANCE**

The expenses incurred for abatement of the nuisance may be assessed against the real estate on which the work is done or improvements made. To obtain a lien against the property, the mayor, municipal health authority or code enforcement officer must file a statement of expenses with the county clerk of Dallas County, including the name of the property owner, if known, and the legal description of the property. The actual cost of abatement shall include an administrative fee of one hundred fifty dollars (\$150.00). In the event there are obstructions such as trees, shrubs, bushes, excavations, foundations, demolished structures or any similar obstructions, an additional charge shall be levied, assessed and collected against such premises. The lien obtained is security for the expenses and interest accrued thereon at the rate of ten percent (10%) annually on the total amount from the date of payment by the city. The lien is inferior only to tax liens and liens for street improvements. The city may bring a suit for foreclosure of the lien to recover the expenses and interest due. The state of expenses or certified copy of the statement is prima facie proof of the expenses incurred by the city in doing the work or making the improvements. This remedy is cumulative of the fine authorized for violation hereof by Section 1.109 of the code of ordinances.

(Ordinance 13-00 adopted 4/24/00)

### **ARTICLE 7.000 LIQUID WASTE TRANSPORT PERMIT**

The city shall not issue a permit to an applicant until the appropriate fee is paid. Initially, a person shall pay a fee of one hundred dollars (\$100.00) for the first vehicle and fifty dollars (\$50.00) for each additional vehicle operated by the person. Each permit must be renewed annually at a rate of seventy-five dollars (\$75.00) for the first vehicle and fifty dollars (\$50.00) for each additional vehicle.

(Ordinance 13-00 adopted 4/24/00)

### **ARTICLE 8.000 LIBRARY FINES AND FEES**

#### **(a) Charges for overdue materials**

(1) Books/Magazines	\$0.20 per day/Maximum \$10 per item
(2) Audio Tapes/CDs	\$0.20 per day/Maximum \$10 per item
(3) Interlibrary Loans	\$0.20 per day /Maximum \$10 per item
(4) Video Tapes/DVDs	\$1.00 per day / Maximum \$10 per item

## CITY OF LANCASTER FEE SCHEDULE

(b)	<u>Lost or Damaged Beyond Repair</u>	\$5.00 + replacement cost
(c)	<u>Copies</u>	
	(1) Single	\$0.10 per page
	(2) Microfilm	\$0.25 per page
	(3) Computer Printout	\$0.10 per page
	(4) Color Copies	\$1.00 per page
	(5) Fax	\$1.00 per page
(d)	<u>Nonresident Library Card</u>	\$20.00 Picture id required
(e)	<u>Lost Card</u>	\$2.00 replacement
(f)	<u>Recovery Fee</u>	\$10.00 - if account is sent to third party for collection (value of material + \$10.00)
(g)	<u>Non-cardholder one (1) Hour Internet Access</u>	\$3.00 per hour
(h)	<u>Microfilm / microfiche rental</u>	Actual cost, plus shipping and \$1.00 handling fee per order
(i)	<u>Interlibrary loan service - Postage</u>	\$3.00 per item
(j)	<u>Library meeting room</u> [during operating hours]	
	Deposit, resident/non-resident	\$100
	Deposit, non-profit	\$50
	Rental	\$35.00/hour, resident \$55.00/hour, non-resident \$30.00/hour, non-profit
	Kitchen use per hour	\$25.00/hour
	Set up Fee	\$50.00
	Projector with screen resident	\$65.00/hour, resident; \$75.00/hour, non-
(k)	<u>Tablets and E-Readers Usage Fee</u>	\$2.00 per hour/ plus replacement cost if Damaged
(l)	<u>Institutional Library Card</u>	\$2.00 replacement fee
(m)	<u>Hot Spot Fees</u>	
	Overdue Fine	\$1.00 per day
	Replacement Cost	\$100.00 per unit
	Charger Replacement Cost	\$10.00
(n)	<u>Mobile Book Fees</u>	\$0.20 per day

# CITY OF LANCASTER FEE SCHEDULE

## ARTICLE 9.000 MUNICIPAL DRAINAGE UTILITY SYSTEM FEES

Account Classification	Rate/SFLUE per Month	Minimum Fee per month	Maximum Fee per Month
Single Family Residential	\$7.97	\$7.97	\$7.97
Multi-Family Residential	\$7.97	\$7.97	\$7.97
Residents Age 65 and Over	\$3.98	\$3.98	\$3.98
Permanently Disabled Residents	\$3.98	\$3.98	\$3.98
Commercial	\$7.97 ( $\leq 3$ )	\$7.97	N/A
	\$6.09 ( $>3-5$ )		
	\$5.42 ( $>5-10$ )		
	\$4.73 ( $>10-32$ )		
	\$4.62 ( $>32$ )		
City and Other Political Subdivision of the State	\$7.97	\$7.97	\$100.00
Fire Hydrant	\$0.00	\$0.00	\$0.00
Religious Institutions	\$7.97	\$7.97	\$100.00
Lancaster Independent School Dist.	\$7.97	\$7.97	\$100.00
			Per each
(Ordinance No. 2002-10-41, adopted 10/14/02)			school property
(Resolution No. 2010-02-11, corrected fees per ordinance)			
(Resolution No. 2010-03-27, adopted 03/22/10)			

## ARTICLE 10.000 UTILITY RELATED FEES

### Sec. 10.100 Water and Sewer Extensions

Water and sewer extensions shall be installed by the property owner/developer per city specifications; with approved plans and after paying required permits and fees, all at owner/developer's cost.

### Sec. 10.200 Water Meter

- |   |                             |
|---|-----------------------------|
| (a) Tampering and Criminal Mischief Damages |                             |
| (1) Damaged meter only                      | \$200.00 plus cost of meter |
| (2) Damaged serviceline                     | \$250.00 plus cost of meter |
| (b) Broken Lock on Meter                    | \$25.00                     |
| (c) Pulled Meter                            | \$200.00                    |
| (d) Reread Meter at customers request       | \$20.00                     |
| (e) Check for Leaks                         | \$20.00                     |



# **CITY OF LANCASTER FEE SCHEDULE**

## **Sec. 10.300 Extension of Mains into New Areas**

Water and sewer extensions shall be installed by the property owner/developer per city specifications; with approved plans and after paying required permits and fees, all at owner/developer's cost.

## **Sec. 10.400 Industrial Discharge Fee**

The City of Lancaster shall pass through to industrial customers the cost of testing services for discharged wastewater into the City's collection system as contracted through the Trinity River Authority (TRA) in accordance with the Fiscal Year 2014 Technical Services Fee Schedule for laboratory analyses, Industrial Inspections and Industrial Sampling, attached to the Master Fee Schedule as Appendix "A" attached hereto.

## **Sec. 10.500 Charges for Water Service Connections**

The city shall maintain all water service connections in streets, alleys, or easements within the city limits.

## **Sec. 10.600 Deposits for Water and/or Sewer**

After the application for water and/or sewer service is received, the applicant shall pay to the city a deposit in the amount indicated below:

	New Fees with Activation Fee
(1) Residential Owners – ¾ inch	\$90.00 + \$10.00 = \$100.00
Residential Renter – ¾ inch	\$150.00 + \$10.00 = \$160.00
*Temporary (30 day) clean up	\$40.00 + \$10.00 = \$50.00

\* (For owners of properties and/or realtors that need the water for a short period of time.)

## **Water Meter Cost on Existing Taps**

¾" Meter	\$250.00
1" Meter	\$300.00
1 ½" Meter	\$470.00
2" Meter	\$625.00
3" and Larger Meters	- Owner provides meters approved by the City

## **Meter Set Fee**

Included in cost of meter

3" and Larger Meters – Will be set by licensed plumber or bonded contractor.  
Customer must notify the City when meter is set.

Guidelines in order for customers to receive a refund/credit to their accounts prior to terminating utility service:

- (a) The customer will have to make the request in writing.
- (b) The account will have to be in good standing for a period of two consecutive years before a refund is granted. (The account will have no arrears, penalties or returned checks posted during that time.)
- (c) The refund will be made to the person listed on the account.

## CITY OF LANCASTER FEE SCHEDULE

### (2) Residential – Bore, Tap and Relocate Fees

#### **Request for Residential Tap Fees for Water**

¾" Tap \$890.00  
1 "Tap \$997.00  
1 ½" Tap \$1,250.00  
2" Tap \$1,496.00  
3" and larger - Owner provides Taps and Meters

**\*Relocate Existing Water Meter (12' Maximum) \$650.00**

Plus \$35/lf for each foot over 35'

\*A new tap may be required if existing facilities are not adequate for the requested adjustment.

#### **Request for Residential Tap Fees for Sewer**

4" Sewer Tap  
Less than 35' in length and less than  
10' in depth \$1,250.00

Any tap larger than 4" is required to be installed by a Bonded Utility Contractor, have engineering plans prepared and Contractor is required to obtain a Construction Permit.

Any tap over 10' depth is required to be installed by a Bonded Utility Contractor, have engineering plans prepared and Contractor is required to obtain a Construction Permit.

**\* All plans must be reviewed and approved by City officials.**

All taps residential and commercial owner or contractor is responsible for any required bore, encasement and grouting underneath a road. City Right-Of-Way (ROW) permit application is required and regular inspection fees will apply.

- (3) Third Party contractor is responsible for all commercial taps within the City. City Right-Of-Way (ROW) permit application is required and regular inspection fees will apply.
- (4) Public schools and county community colleges are subject to commercial rates, but shall not be required to make a water and/or sewer deposit as required by this section.
- (5) Fire Hydrant Meter
- |             |                      |
|-------------|----------------------|
| (A) Deposit | \$1,500.00           |
| (B) Monthly | \$25.00              |
| (C) Usage   | \$2.75/1,000 gallons |
- (6) Commercial – ¾ inch
- |                              |                               |
|------------------------------|-------------------------------|
|                              | New Fee with Activation Fee   |
|                              | \$125.00 + \$10.00 = \$135.00 |
| (A) 1 inch                   | \$150.00 + \$10.00 = \$160.00 |
| (B) 1 ½ inch                 | \$200.00 + \$10.00 = \$210.00 |
| (C) 2 inch                   | \$300.00 + \$10.00 = \$310.00 |
| (D) 3 inch to compound meter | \$300.00 + \$10.00 = \$310.00 |

# CITY OF LANCASTER FEE SCHEDULE

## Backflow Testing and Installation

All backflow Installers and testers must register with the City prior to performing any work.

Registration fee: \$100.00 annually per company and \$50.00 for each additional individual.

Inspection fee per device: \$30.00

## Sec. 10.700 Water Rates - Within City

The following schedule of water charges for residential, commercial, industrial, and multi-family complex customers shall be effective with the first billing of October 2015:

Minimum monthly water charge (no gallons) for residential, commercial, and industrial customers:

Meter Size:	Equivalent Units	Minimum Monthly Meter Charge:
5/8 or 3/4 inch water	1	\$20.90
1-inch water meter	2.5	\$52.26
1 1/2 inch water meter	5	\$104.52
2-inch water meter	8	\$167.23
3-inch water meter	16	\$334.45
4-inch water meter	25	\$522.58
6-inch water meter	50	\$1,045.17
8-inch water meter	80	\$1,672.26
10-inch water meter	125	\$2,450.00

- (1) Multi-family complexes shall be charged a minimum monthly water charge equal to the greater of
- (a) the minimum bill for a 5/8 inch meter, multiplied by the number of units, or
  - (b) the minimum monthly meter charge for the size meter(s) serving the account.

- (2) A variable rate volume charge of two dollars and sixty-seven (\$2.67) shall be charged per each one thousand (1,000) gallons usage. No gallons are included with the monthly minimum charge.

- (3) Example of the calculation of a multi-family complex monthly water bill:  
Two hundred apartment units with an 8" meter and 600,000 gallons of usage.

	Min. charge for 8" meter	\$1,672.26	
	200 units @ \$20.90 each	0.00	\$4,180.00
	600,000 gallons @ \$2.67/1000	\$1,602.02	\$1,602.00
		\$3,274.28	\$5,782.02

Therefore \$5,782.02 would be billed. ( $\$5,782.02 \div 200 = \$28.91$ )

## CITY OF LANCASTER FEE SCHEDULE

(4) For the purpose of encouraging water conservation, there shall be a 25% increase in the water volume rate for monthly usage in excess of 15,000 gallons by residential and commercial accounts. Usage in excess of 30,000 shall be subject to an additional 25% increase. These increases will not be assessed to industrial or multi-family accounts.

For example:

0 to 15,000 gallons	\$2.67 per 1,000
15,001 to 30,000 gallons	\$3.31 per 1,000
30,000 gallons or more	\$4.16 per 1,000

(5) A discount for senior citizens (age 65 or over) of \$1.94 per month shall be applied to each qualified residential account.

(Resolution 2011-09-80 adopted 9/12/11, effective October 1, 2011)

(Resolution 2015-09-75 adopted 9/14/15, effective October 1, 2015)

### **Sec. 10.800 Water Rates - Outside City Limits**

Effective with the first billing cycle of October 2015, the rates or The following schedule of water charges for sales of water to customers outside the city limits of Lancaster, Texas, shall be effective with the first billing of October 2015:

Minimum monthly water charge (no gallons) for residential, commercial, and industrial customers:

Meter Size:		Minimum Monthly Meter Charge:
¾ inch or less		\$24.04
1-inch		\$60.10
1 ½ inch		\$120.19
2-inch		\$192.31
3-inch		\$384.62
4-inch		\$600.97
6-inch		\$1,201.94
8-inch		\$1,923.10
10 inch		\$2,450.00

(1) Multi-family complexes shall be charged a minimum monthly water charge equal to the greater of  
(a) the minimum bill for a ¾ inch meter, multiplied by the number of units or (b) the minimum monthly meter charge for the size meter(s) serving the account.

(2) A variable rate volume charge of two dollars and sixty-seven cents (\$2.67) shall be charged per each one thousand (1,000) gallons usage. No gallons are included with the monthly minimum charge.

(3) Example of the calculation of a multi-family complex monthly water bill: Two hundred apartment units with an 8" meter and 600,000 gallons of usage.

	Min. charge for 8" meter	\$1,923.10	
--	--------------------------	------------	--

## CITY OF LANCASTER FEE SCHEDULE

	200 units @ \$24.04 each	0.00	\$4,808.00
	600,000 gallons @ \$3.07/1000	\$1,842.00	\$1,842.00
		\$3,765.00	\$6,650.00

Therefore \$6,650.00 would be billed. ( $\$6,650.00 \div 200 = \$33.25$ )

(4) discount for senior citizens (age 65 or over) of \$1.94 per month shall be applied to each qualified residential account.

### **Sec. 10.900 Imposition of Lien for Water Service Charges**

In the event that payment of charges for water and/or sewer services furnished by the city is not made by the date specified for cutoff in accordance with the notice sent pursuant to Chapter 13, Article 13.500, Section 13.508, service shall be discontinued. Any customer whose water and/or sewer services are discontinued due to nonpayment may have services resumed by paying all accrued and overdue charges, including the late charge penalty and a reconnection charge as follows: (1994 Code of Ordinances, Chapter 11, Article 11.500, Section 11.509).

- |     |                                     |                   |
|-----|-------------------------------------|-------------------|
| (1) | Reconnect Fee (Cutoff)              | \$45.00           |
| (2) | Reconnect Fee (Cutoff) After 5 p.m. | \$55.00           |
| (3) | Late Fee                            | 7% of balance due |
| (4) | NSF Check                           | \$35.00           |
| (5) | Extra Trip Charge                   | \$25.00           |
|     | (New Connects and Reconnects)       |                   |
| (6) | Data log meter                      | \$25.00           |

(Ordinance No. 2007-01-01 adopted 01/22/07)

### **Sec. 10.1000 Wastewater Treatment Services User Charges**

The following schedule of charges for residential, commercial, industrial and multi-family complex customers shall be effective with the first billing cycle of October 2015:

- (1) Minimum monthly sewer charge (no gallons of usage) for residential, commercial, and industrial is fifteen dollars and four cents (\$15.04) per connection.
- (2) Minimum monthly sewer charge for each dwelling unit of a multi-family complex (no gallons) is seven dollars and seventy-three cents (\$7.73) per unit.
- (3) Minimum monthly sewer charge for each dwelling unit of a multi-family complex outside of the city limits (no gallons) is eight dollars and eighty-nine cents (\$8.89) per unit.
- (4) Variable rate per one thousand (1,000) gallons of water usage for residential, commercial, industrial, and multi-family complexes is seven dollars and seventy-three cents (\$7.73).
- (5) The total monthly amount due for “all” sewer accounts shall be the sum of the minimum monthly sewer charge plus the variable rate times the user’s water usage for the month. The maximum monthly “residential customer” volume charges shall be based on the average of the three lowest monthly bills in

## **CITY OF LANCASTER FEE SCHEDULE**

the last twelve. Normally these will be the reading cycles ending in December, January, and February. However, the utility billing department may adjust this forwards or backwards one month.

Industrial and commercial users that install a separate sewer metering system shall be charged for volume according to that meter, plus the minimum rate.

(6) The practice of discounting the computed sewer usage to 95% and 90% as detailed in the Lancaster Code of Ordinances Section 11.608(b) and 11.609(b); was discontinued in 2008.

(7) A discount for senior citizens (age 65 or over) of \$1.94 per month shall be applied to each qualified residential account.

(Resolution 2015-09-75 adopted 9/14/15, effective October 1, 2015)

### **Sec. 10.1100 Water Impact Fee**

(Reference Tables 1, 2, 3 and 11 of Ordinance)

(Ordinance 2004-09-27 adopted 9/27/04)

(Ordinance 2012-08-25 adopted 8/27/12)

Water Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Water Impact Fees are calculated using Service Units, which are a standardized measure of consumption, use, generation or discharge attributable to an individual living unit equivalent (LUE) of development calculated in accordance with generally accepted engineering or planning standards for water systems' capital improvements or facility expansion. The total impact fee due is based on the meter size(s) used by the development. The meter size is determined by the City of Lancaster within the meter manufacturers optimum flow range based on flows required by the development.

### **Sec. 10.1200 Sewer Impact Fee**

(Reference Table 3.5 of Ordinance)

(Ordinance 2006-07-22 adopted 7/10/06)

(Ordinance 2012-08-25 adopted 8/27/12)

Sewer (Wastewater) Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Sewer Impact Fees are calculated using Service Units, which are a standardized measure of consumption, use, generation or discharge attributable to an individual living unit equivalent (LUE) of development calculated in accordance with generally accepted engineering or planning standards for sewer systems' capital improvements or facility expansion. The total impact fee due is based on the meter size(s) used by the development. The meter size is determined by the City of Lancaster within the meter manufacturers optimum flow range based on flows required by the development.

### **Sec. 10.1300 Roadway Impact Fee**

(Reference Exhibit B of Ordinance)

(Ordinance 2003-12-42 adopted 12/8/03)

(Ordinance 2012-08-25 adopted 8/27/12)

## CITY OF LANCASTER FEE SCHEDULE

Roadway Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Roadway Impact Fees are calculated using Service Units, which are a standardized measure of consumption or use (supply and demand) of the roads in the city by new development and are calculated in accordance with generally accepted engineering or planning standards for Roadway Systems' capital improvements or facility expansion. The total impact fee due is determined by the land use, the location of the development, and the square footage of the building.

### **Sec. 10.1400 Inspections**

- |     |                                    |          |
|-----|------------------------------------|----------|
| (a) | Sewer                              | \$150.00 |
| (b) | Final Televised lateral inspection | \$50.00  |

### **Sec. 10.1500 Calibrations**

- |     |                              |                                    |
|-----|------------------------------|------------------------------------|
| (a) | Pipe < 1 inch                | \$50.00                            |
| (b) | Pipe < 1 inch and < 3 inches | \$50.00                            |
| (c) | Pipe > = 3 inches            | \$100.00 Contracted price plus 25% |
- (Ordinance 2002-10-38 adopted 10/14/02)

### **Sec. 10.1600 Reserved for future use.**

### **Sec. 10.1700 Garbage Collection Fees**

- |     |  |                  |
|-----|--|------------------|
| (a) | Residential  | \$13.84          |
|     | Once weekly refuse collection/disposal                             |                  |
|     | Once weekly recycling collection/processing                        |                  |
|     | Every other month brush/bulk item collection                       |                  |
| (b) | Administrative Processing Fee                                      | \$ 2.50          |
| (c) | Extra cart   |                  |
|     | 2 <sup>nd</sup> cart   | \$10.00          |
|     | 3 <sup>rd</sup> cart   | \$15.00          |
|     | 4 <sup>th</sup> cart   | \$20.00          |
| (d) | Commercial Hand Collect  | \$17.96          |
|     | Once weekly refuse collection/disposal                             |                  |
|     | Additional Cart(s) Once Per Week                                   | \$14.47/per cart |
| (e) | Special Pick Up  | \$65.00 minimum  |
| (f) | Commercial Containers – Price Haul Rates (Disposal costs included) |                  |
|     | Rates do not include franchise fees, billing fees or taxes.        |                  |

## CITY OF LANCASTER FEE SCHEDULE

Size	1 X WK	2 X WK	3 X WK	4 X WK	5 X WK	6 X WK	EXTRA
2YD	\$58.65	\$108.54	\$150.97	\$193.40	\$235.83		\$68.00
3YD	\$67.08	\$124.12	\$172.64	\$221.16	\$269.68		\$70.00
4YD	\$83.86	\$155.21	\$215.84	\$276.46	\$337.08		\$72.00
6YD	\$100.70	\$186.36	\$259.20	\$332.04	\$404.88		\$76.00
8YD	\$125.92	\$233.00	\$324.13	\$415.26	\$506.39		\$78.00
Casters	\$7.85/lift						
Locks Gates	\$7.85/lift						

Recycling for Small Businesses – Price includes haul & disposal (if business selects to contract with City Contractor):

Size/Pickup	1xWeek	2xWeek	Extra
6 YD	\$80.00	NB	\$62.50
8 YD	\$80.00	NB	\$62.50

Vertical Compactors- Once per week collection Price includes haul & disposal (Emptied by Front End Loaders):

4 YD                \$316.00/per haul

6 YD                \$386.00/per haul

8 YD                \$469.00/per haul

(Resolution 2012-09-76 adopted 09/10/12, effective 10/01/12)

(Resolution 2015-12-102 adopted 12/14/215, effective 12/14/15)

### **Sec. 10.1800    Wastewater Discharge**

There is hereby established a wastewater discharge permit fee of \$450.00 for a three year term by the Water/Wastewater Superintendent of the City of Lancaster.

(1994 Code of Ordinances, Chapter 1, Article 11.1300, Section 11.1300)

### **Sec. 10.1900    Fees for Cuts to Streets, Alleys, Sidewalks and Drainage Structures**

In the event any street, highway or roadway must have an open cut and is approved by the City Engineer in writing for the purpose of installing water or wastewater laterals, or utility repair by a Franchise Utility Company or their subcontractor, a fee of four dollars and fifty cents (\$4.50 sq. ft.) per square foot, with a minimum one hundred dollar (\$100.00) fee will be charged in advance for replacement of such open cut by the city. This fee will be reimbursed if the excavation is restored to like or better condition.



# CITY OF LANCASTER FEE SCHEDULE

## ARTICLE 11.000 PLANNING AND ZONING RELATED FEES

### Sec. 11.100 Reserved for Future Use

Sec. 11.200 HLPC Application Review (Certificate of Appropriateness) \$100.00

### Sec. 11.300 Zoning Board of Adjustment

(a) Variance Request \$250.00

### Sec. 11.400 Plats

- (a) Preliminary Plat
  - 50 acres or less \$500.00 + \$50.00 per acre
  - More than 50 acres \$1000.00 + \$100.00 per acre
- (b) Final Plat \$500.00 + \$10.00 per lot
- (c) Re Plat
  - With property owner notification \$575.00 + \$35.00 per acre
  - Without property owner notification \$450.00 + \$35.00 per acre
- (d) Amended Plat \$200.00 + \$10.00 per acre
- (e) Minor Plat \$400.00
- (f) Plat Vacations \$500.00

### Sec. 11.500 Zoning

- (a) General Zoning Change \$500.00 + \$10.00 per acre
- (b) Specific Use Permit \$500.00 + \$10.00 per acre
- (c) Private Club Permit \$350.00
- (d) Amendment to SUP \$500.00 + \$10.00 per acre
- (e) Planned Development \$1500.00 + \$10.00 per acre
- (f) Amendment to Planned Development \$1,500.00 + 10.00 per acre
- (g) Exceptions \$250.00

### Sec. 11.600 Other Planning & Zoning Fees

- (a) Site Plan Review \$250.00 + \$10.00 per acre
- (b) Tree Survey Review \$25.00
- (c) Illegal Tree Cutting Fine \$125.00 per diameter inch
- (d) Dedication/Abandonment of Right-of-Way or Easements \$150.00 per development for first 5 + \$25.00 for each additional document
- (e) Consultant Fees Hourly Rate of Consultant

## **CITY OF LANCASTER FEE SCHEDULE**

- (f) Zoning Verification Letter \$50.00
- (g) Subsequent Legal Notices after 1<sup>st</sup> \$15.00 per additional notice

### **Sec. 11.700 Maps, Publications and Miscellaneous Fees**

- (a) Comprehensive Plan \$48.00
- (b) Copying – 8½" x 11", or 8½" x 14" \$0.10 per page. Any request for more than 20 pages may be sent to an outside duplicating facility at requestor expense.
- (c) Lancaster Development Code (Zoning Ordinance and Subdivision Regulations) \$45.00
- (d) Zoning Map (24" x 36") \$20.00

## **ARTICLE 12.000 MUNICIPAL COURT**

### **Sec. 12.100 Municipal Court Building Security Fund**

Any defendant convicted in the municipal court of the City of Lancaster of a misdemeanor offense that occurs after September, 1997 or the passage of this article, shall pay a \$3.00 security fee as a cost of court. The term "convicted" includes any convictions obtained by way of a plea of guilty, a trial and any cases, deferred adjudication, probation or pretrial diversion in order for the defendant to take advantage of one of the alternative programs offered by the municipal court including, but not limited to a driving safety course, deferred adjudication, alcohol awareness and shoplifters alternative. (1994 Code of Ordinances, Chapter 8, Article 8.100, Section 8.1600)

### **Sec. 12.200 Municipal Court Technology Fund**

A defendant convicted of a misdemeanor offense in the municipal court in the City of Lancaster shall pay a technology fee not to exceed four dollars for each conviction as a cost of court. The Municipal Court Clerk shall collect the costs and pay the funds to the Finance Director for deposit in a fund to be known as the "Municipal Court Technology Fund".

(Ordinance 2002-03-12 adopted 3/2/02)

### **SECTION 12.300 Special Expense Fee**

There is hereby established a special expense fee in the amount of twenty-five dollars (\$25.00) which shall be collected, after due notice to the defendant, for the issuance and service of a warrant of arrest for an offense under Section 38.10 of the Texas Penal Code titled "Bail Jumping and Failure to Appear"; or Section 543.009 of the Texas Transportation Code titled "Compliance With or Violation of Promise to Appear."

# CITY OF LANCASTER FEE SCHEDULE

## ARTICLE 13.000 ADMINISTRATIVE FEES

### Public Information Charges

- (a) copies, standard paper copy \$0.10 per page  
For standard paper copies reproduced by means of an office machine copier or a computer printer. Each side that has recorded information is considered a page.
- (b) copies, nonstandard copy. The charges in this section are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:
- |   |             |
|---|-------------|
| (A) Diskette  | \$1.00      |
| (B) Magnetic tape   | actual cost |
| (C) Data cartridge  | actual cost |
| (D) Tape cartridge  | actual cost |
| (E) Rewritable CD (CD-RW)   | \$1.00      |
| (F) Non-rewritable CD (CD-R)  | \$1.00      |
| (G) Digital video disc (DVD)  | \$3.00      |
| (H) JAZ drive   | actual cost |
| (I) Other electronic media  | actual cost |
| (J) VHS video cassette  | \$2.50      |
| (K) Audio cassette  | \$1.00      |
| (L) Oversize paper copy<br>(11 inches by 17 inches, greenbar, bluebar,<br>not including maps and photographs using specialty paper) | \$0.50      |
| (M) Specialty paper<br>(Mylar, blueprint, blueline, map, photographic)  | actual cost |
- (c) Microfiche and Microfilm actual cost of reproduction  
From Master copy of Microfilm \$0.10 per page
- (d) Computer Resource Charge
- |               |                       |
|---------------|-----------------------|
| Mainframe     | \$10 per CPU minute   |
| Midsize       | \$1.50 per CPU minute |
| Client/Server | \$2.20 per clock hour |
| PC or LAN     | \$1.00 per clock hour |
- (e) Other Public Information Charges
- |   |                         |
|---|-------------------------|
| (A) Computer Programmer                         | \$28.50 per hour        |
| (B) Personnel Charge (50 or more pages)         | \$15.00 per hour        |
| (C) Overhead Charge (50 or more pages)          | 20% of personnel charge |
| (D) Remote Document Retrieval Charge            | actual cost             |
| (E) Miscellaneous Supplies (labels, boxes)      | actual cost             |
| (F) Postage and Shipping Charge                 | actual cost             |
| (G) Miscellaneous (credit card transaction fee) | actual cost             |
- (f) Certified or Attestation under City Seal \$2.50
- (g) Finance

## CITY OF LANCASTER FEE SCHEDULE

(1) Return Check Fee	\$35.00 per check
(2) Budget Book	\$106.00 per book
(3) CAFR	\$50.00 per book
(4) Copies – printouts (computer generated)	\$0.25 per page

(h) Special Events

(1) Application Fee	\$25.00 (applications submitted 31 days prior to event)
(2) Expedited Review Fee	\$25.00 (expedited fee for applications received within 30 days of the event)
(3) Street Barricade Rental Fee	1 to 25 barricades \$15.00 25 to 50 barricades \$30.00 50+ barricades; will require contract services
(4) Street Cones Rental Fee	1 to 25 cones \$10.00 25 to 50 cones \$20.00 50+ cones; will require contract services
(5) Barricade Replacement Fee	\$62.00 per barricade
(6) Cone Replacement Fee	\$39.00 per cone

(7) Reimbursable Costs: Fees associated with City of Lancaster service provision at the request of the applicant will be calculated by the applicable department based on the associated reimbursable cost, the service/equipment requested, and the length of time the service is needed.

(8) Commercial Filming	\$50.00 (process fee for applications, which include a maximum of two locations)
	\$250.00 (Processing Fee for applications, which include, but not limited to projects that involve more extensive planning and affect any of the following:
	<ul style="list-style-type: none"> <li>• Multiple street closures</li> <li>• Multiple lane closures</li> <li>• Intermittent traffic control</li> <li>• Require traffic management</li> <li>• Complex scenes</li> <li>• Special Effects</li> </ul>

Should filming require the assistance from the Dallas Police Department and/or Dallas Fire Rescue Department, a contact from each department will be provided to the applicant. The starting rate for 'off-duty' DPD Officers is \$45/per hour with a 4 hour minimum.

(Ordinance 2004-06-18 adopted 6/14/04)

# CITY OF LANCASTER FEE SCHEDULE

## ARTICLE 14.000 POLICE DEPARTMENT

### Sec. 14.100

#### (a) Alarm System Permit Fees

##### Alarm System Permit Fees

Registration Fee – Residential	\$ 50.00
Registration Fee – Commercial	\$100.00
Senior Rate (65 or older) – Residential only	Exempt*
Renewal Fee – Residential	\$ 50.00
Renewal Fee – Commercial	\$100.00
Senior Rate (65 or older) – Residential only	Exempt*
Late Fee after 30 days notice for registration	\$ 25.00
Late Fee After 30 days notice for renewal	\$25.00

##### False Alarms with Permit within 12 month period:

1-3	No Charge
4-5	\$ 50.00
6-7	\$ 75.00
8 or more	\$100.00 each

##### False Alarms without Permit within 12 month period:

1-3 Residential	\$100.00 each
1-3 Commercial	\$200.00 each
4-5 Commercial	\$250.00 each
6-7 Residential	\$175.00 each
6-7 Commercial	\$250.00 each
8 or more – Residential	\$200.00 each
8 or more – Commercial	\$250.00 each

Late Payment for Non-payment within 30 days after notification \$25.00

##### False Robbery Alarms within 12 month period:

1-3	\$100.00
4 or more	\$200.00

Late Fee for Each False Robbery Alarm not paid within 30 days after notification \$25.00

## CITY OF LANCASTER FEE SCHEDULE

### Appeal:

Appeal Hearing Fee\* \$25.00

\*(Fee shall be refunded, in its entirety, if appeal is upheld) Reinstatement:

Reinstatement Fee \$50.00

(Resolution 2007-02-22 adopted 2/26/07)

### (b) Accident Reports

- (1) Regular Copy \$6.00 per report Addl.
- (2) Certificate of Regular Copy \$2.00 per report
- (3) Certificate with no information or report on file \$6.00 per report

(c) Offense Reports \$0.10 per page

### (d) Fingerprinting

- (1) First two (2) fingerprint cards \$10.00
- (2) Per fingerprint card thereafter \$5.00

(Resolution 2004-12-102 adopted 12/13/04)

### (e) Fines, Costs, and Fees

School Bus Stop Arm Violation Fine	\$300.00
30 Day Late Payment Penalty	\$50.00
60 Day Late Payment Penalty	\$100.00
Non-Sufficient Funds – Returned Check Fee	\$35.00
Failure to Appear Penalty	\$50.00
Administrative Adjudication Hearing Filing Fee	\$25.00
Municipal or JP Court Appeal Hearing Filing Fee	\$20.00
Hearing Rescheduling Fee	\$20.00

(Resolution 2014-06-48 adopted 06/09/14)

## **ARTICLE 15.000 PARKS AND RECREATION**

### **Sec. 15.100 Memberships**

(a) Annual Membership Fees (Valid for 1 year from date of purchase)

## CITY OF LANCASTER FEE SCHEDULE

1. Recreation (JR) ID Card – (Under 5 yrs)	Free with purchase of adult rec ID card	Must be accompanied by an adult over 18 years of age
2. Recreation ID Card - Youth (5-16 yrs)	\$10/yr Resident \$15/yr Non Resident	Provides access to use of gymnasium and walking track during designated hours.
3. Recreation ID Card - Adult (17-49 yrs)	\$20/yr Resident \$30/yr Non Resident	Provides access to use of gymnasium and walking track during designated hours.
4. Seniors (50 + years)	\$15/yr Resident \$20/yr Non Resident	Provides access to use of gymnasium and walking track during designated hours.
5. Daily Fitness Atrium Admission (17 years and older)	\$5/day	Provides access to fitness atrium during designated hours.
6. Monthly Fitness Atrium Membership (17 years and older)	\$20 Resident \$25 Non Resident	Provides access to the fitness atrium during designated hours.
7. Annual Fitness Atrium Membership (17 years and older)	\$160 Resident \$200 Non Resident	Provides access to use the gymnasium, walking track and the fitness atrium during designated hours.
8. Open Swim Admission	\$5/ day Resident \$7/day Non Resident	Provides access to use of pool during designated hours.
9. Daily Fitness Swim Admission (17 years and older)	\$3/ day Resident \$5/day Non Resident	Provides access to use of pool during designated hours.
10. Monthly Fitness Swim Membership (17 years and older)	\$15 Resident \$20 Non Resident	Provides access to use of pool during designated hours.
11. Seasonal Swim Pass (Summer) Individual (16 years and younger)	\$60 Resident \$70 Non Resident	Provides access to use of pool during designated hours.
12. Seasonal Swim Pass (Summer) Individual (17 years through adult)	\$70 Resident \$80 Non Resident	Provides access to use of pool during designated hours.
13. Seasonal Swim Pass (Summer) Family 4+	\$180 Resident \$200 Non Resident	Provides access to use of pool during designated hours.
14. Annual Fitness Swim Membership (17 years and older)	\$120 Resident \$160 Non Resident	Provides access to use of pool during designated hours.
15. Annual Senior Center Membership (50 + years)	\$3 Resident \$5 Non Resident	Provides access to the Senior Center facility and programming.

# CITY OF LANCASTER FEE SCHEDULE

## (b) Corporate Membership Rates

LISD Annual Employee Membership Rate	\$85.00	Provides access to usage of the fitness atrium, walking track, gymnasium and pool during designated hours. Also provides a 10% discount on rentals/ reservations of facilities and 10% discount on programs and classes offered by instructors.
	Agency	Individual
(1) Corporate A (5-9)	\$125.00	\$100.00
(2) Corporate B (10+)	\$225.00	\$100.00

## **Sec. 15.200 Rental Facilities**

### (a) Athletic Fields

	Deposit	\$100.00
(1) Cedardale Field Rental/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	
(2) City Park Field Rental/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	
(3) Royce Clayton Ballpark/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	
(4) Youth Football/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	
(5) Soccer Field/ hour	\$25.00 2 hr minimum Resident \$35.00 2 hr minimum Non Resident	

Additional fees for athletic field rentals with lights are \$15.00 per hour.

### (b) Community House

Deposit	Resident	\$150.00	Non Resident	\$150.00
(1) 4 hour rental Resident			\$200.00	
(2) 4 hour rental Non Resident			\$225.00	
(3) 6 hour rental Resident			\$300.00	
(4) 6 hour rental Non Resident			\$325.00	



## CITY OF LANCASTER FEE SCHEDULE

### (c) Gymnasium

Deposit	Resident	\$100.00	Non Resident	\$100.00
(1) ½ Gym	\$50/hour Resident		4 hours min. after operating hours.	
	\$65/ hour Non Resident			
(2) Full Gym	\$75/hour Resident		4 hours min. after operating hours.	
	\$90/ hour Non Resident			
(3) Full Gym Tournament Fee	\$100/hour Resident		4 hours minimum after operating hours. Allows gate fees charged by renter. Must reserve entire gymnasium.	
	\$125/ hour Non Resident			

### (d) Outdoor Facility

Deposit	Resident	\$100.00	Nonresident	\$100.00
(1) <u>City Park Pavilion 1</u>				
8 am - 12 noon or 1 pm - 5 pm				
(A) Resident		\$75.00		
(B) Non Resident		\$100.00		
(2) <u>City Park Pavilion 2</u>				
8 am – 12 noon or 1 pm - 5 pm				
(A) Resident		\$75.00		
(B) Non Resident		\$100.00		

## CITY OF LANCASTER FEE SCHEDULE

(3) Community Park Pavilion

8 am – 12 noon or 1 pm - 5 pm

(A) Resident	\$75.00
(B) Non Resident	\$100.00

(4) Heritage Park Gazebo

8 am – 12 noon or 1 pm - 5 pm

(A) Resident	\$50.00
(B) Non Resident	\$75.00

(5) Kid Square Park Pavilion

8 am – 12 noon or 1 pm - 5 pm

(A) Resident	\$75.00
(B) Non Resident	\$100.00

(6) Bear Creek Park Pavilion

(A) Resident	\$75.00
(B) Non Resident	\$100.00

(7) Rocky Crest Park Pavilion

(A) Resident	\$50.00
(B) Non Resident	\$75.00

(8) Meadowcreek Park Pavilion

(A) Resident	\$50.00
(B) Non Resident	\$75.00

(9) JA Dewberry Park Pavilion

(A) Resident	\$50.00
(B) Non Resident	\$75.00

(e) Pool

(1)	<u>Indoor Pool Reservations</u>	Resident	Non Resident
	<u>Deposit</u>	\$75.00	\$75.00
	(A) Party Room (Semi-Private) 2 hr	\$100.00	\$125.00

## CITY OF LANCASTER FEE SCHEDULE

(B) Private Party A (1-50) 2 hr	\$200.00	\$250.00
(C) Private Party B (51-100) 2 hr	\$250.00	\$300.00
(D) Private Party C (101-150) 2 hr	\$300.00	\$350.00
(E) Private Party D (151 +) 2 hr	\$350.00	\$400.00

(f) Recreation Center

(1)	<u>Grand Banquet Hall</u>	Resident	Non Resident
	Deposit	\$250.00	\$250.00
	Set-up Fee	\$ 50.00	\$ 50.00
	Kitchen	\$ 30.00/hour	\$ 30.00/hour
	1,100 sq. ft.	\$50.00/hour	\$75.00/hour
	2,200 sq. ft	\$75.00/hour	\$100.00/hour
	3,300 sq. ft	\$100.00/hour	\$125.00/hour
(2)	Aerobic Dance Room/hour	\$40.00/hr Resident	\$60.00/hr Non Resident
(3)	Classroom/hour	\$30.00/hr Resident	\$50.00/hr Non Resident
(4)	Conference Room/hour	\$20.00/hr Resident	\$40.00/hr Non Resident
(5)	Projector Screen/Podium/Sound System Rental		
	Deposit	\$200.00 Resident	\$200.00 Non Resident
	1 screen	\$65/day Resident	\$75/day Non Resident
	2 screen	\$75/day Resident	\$100/day Non Resident
	Podium	\$35/day Resident	\$40/day Non Resident
	Portable SoundSystem	\$200/day Resident	\$275/day Non Resident

(g) Senior Life Center

Kitchen	\$30.00/hour Resident	\$30.00/hour Non Resident
Deposit	Resident \$250.00	Nonresident \$250.00
(1) 4 Hour Rental	\$400 Resident	\$500 Non Resident
(2) 6 Hour Rental	\$600 Resident	\$750 Non Resident

## CITY OF LANCASTER FEE SCHEDULE

(h) Non-Profit - For meetings only

		Non-Resident
(1) Deposit	\$75.00/hour	\$75.00
(2) Classroom/Youth Room	\$20.00/hour	\$25.00
(3) 1,100 square feet (Grand Hall)	\$50.00/hour	\$75.00
(4) Conference Room	\$10.00/hour	\$20.00

(i) Lancaster Youth and Adult Sports Association Fee

Player participation fee per season	\$15.00
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(j) Programs

Individual Recreation Classes	Range from \$5 - \$25	per class/ per day
Recreation Programs	Range from \$15 - \$100	Programs vary by week or by month.
Recreation Team Sports	Range from \$100 - \$400	per team/ per season

(k) Amphitheater Rental

	Resident	Non Resident
Deposit	\$150.00	\$150.00
4 hour rental	\$200.00	\$325.00
6 hour rental	\$275.00	\$400.00
Each additional hour after 6 hrs.	\$50.00	\$75.00

(l) Stage Rental

Deposit	\$75.00	\$75.00
4 hour rental	\$100.00	\$100.00
Additional hour after 4	\$35.00/hr	\$35.00/hr

(m) Visitors Center & State Auxiliary Museum Rental

(After hour rental includes atrium and conference room only)

	Resident	Non Resident
Deposit	\$250.00	\$250.00
Set-up Fee	\$50.00	\$50.00

(1) 3 Hour Rental (After hours)	\$350.00	\$400.00
3 hour minimum and maximum for after hour reservations		

## CITY OF LANCASTER FEE SCHEDULE

### (2) Conference Room (during hours of operation only)

	Resident	Non Resident
Deposit	\$100.00	\$100.00
Hourly rate (2 hour minimum)	\$50.00	\$75.00

## ARTICLE 16.000 AIRPORT FEES

### (a) Monthly Hangar Rental

- |     |                                    |   |
|-----|------------------------------------|---|
| (1) | 956 sq. ft. (small T-hangar)       | <del>\$210.00 / \$0.22</del> per sq. ft.<br>\$220.00 / \$0.23 |
| (2) | 1,018.25 sq. ft. (medium T-hangar) | <del>\$224.00 / \$0.22</del> per sq. ft.<br>\$234.00 / \$0.23 |
| (3) | 1,624.33 sq. ft. (large T-hangar)  | <del>\$357.00 / \$0.22</del> per sq. ft.<br>\$374.00 / \$0.23 |

### (b) Community Hangar Rental

- |     |                                    |   |
|-----|------------------------------------|---|
| (1) | 956 sq. ft. (small T-hangar)       | <del>\$105.00 / \$0.11</del> per sq ft<br>\$110.00 / \$0.12 |
| (2) | 1,018.25 sq. ft. (medium T-hangar) | <del>\$112.00 / \$0.11</del> per sq ft<br>\$117.00 / \$0.12 |
| (3) | 1,624.33 sq. ft. (large T-hangar)  | <del>\$179.00 / \$0.11</del> per sq ft<br>\$187.00 / \$0.12 |

### (c) Other Airport Fees

- |     |                                |   |
|-----|--------------------------------|---|
| (1) | Ground Lease (Improved)        | \$0.30 per square foot per year         |
| (2) | Ground Lease (Unimproved)      | \$0.20 per square foot per year         |
| (3) | Terminal Building Office Lease | \$12 per square foot per year           |
| (4) | Monthly Tie Down Fee           | <del>\$75.00</del> per month<br>\$80.00 |
| (5) | Fuel Flowage Fee               | \$0.20 per delivered gallon             |
| (6) | Café Sales                     | 5% of Gross Sales                       |

(Ordinance 2003-10-32 adopted 10/27/03) (Resolution 2009-04-41 adopted April 13, 2009)

## CITY OF LANCASTER FEE SCHEDULE

### ARTICLE 17.000 DEVELOPMENT FEES

	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(a) <u>Abandonment</u>			
<u>Driveway, Drive Approach, Curb, Gutter and Sidewalk Permit Fees (bond required)</u>			
(1) Residential Zones Repair/Replacement	\$25.00	N/A	N/A
(2) Residential Zones, New Construction	\$35.00	N/A	N/A
(3) Nonresidential Zones, per Approach	\$35.00	N/A	N/A
(b) <u>Annexations</u>	N/A	N/A	\$1,000.00 plus filing fee
(c) <u>Appeals to Zoning Board of     Adjustments</u>	N/A	N/A	N/A
(d) <u>Building Permits</u> Single-Family Residence, Duplex, Multi-Family, Apartment, Condominium & Townhouse, Commercial and remodels) Fees Assessed Per Address			
(e) <u>Consultant Fee-Supplemental</u>	N/A	N/A	N/A

## CITY OF LANCASTER FEE SCHEDULE

	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(f) <u>Design/Plan Review</u>			
Commercial and Industrial Projects Amendments (Commercial & Industrial) Residential Projects, Amendments (Residential), Minor Design Review	65% of the building permit fee. Section titled “Building Permit” in this schedule	N/A	N/A
(g) <u>Plats</u>			
(1) <u>Preliminary Plat</u>			
Fifty (50) acres or less			\$500.00 + \$50.00/acre
More than fifty (50) acres			\$1,000.00 + \$100.00/acre
	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(2) <u>Final Plat</u>			\$500.00 + \$10.00/lot
(3) <u>Re-Plats</u>			
Plat revision with property owner notification			\$575.00 + \$35.00/acre
Plat revision without property owner notification			\$450.00 + \$35.00/acre
(4) <u>Amended Plats</u>			
Amended Plats Correcting			\$400.00

## CITY OF LANCASTER FEE SCHEDULE

### Errors

#### (5) Plat Vacations

Plat Vacation increasing lots	\$200.00 + \$10.00/acre
All other plat vacations	\$500.00

#### (6) Miscellaneous Plat Items

Dallas County Clerk's Recording Fee	\$33.00 1 <sup>st</sup> page \$10.00 subsequent page
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#### (7) Re-Plats \$400.00

(1994 Code of Ordinance, Chapter 9, Article 9.100, Section 9.106)

	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(h) <u>Development Inspection Fees</u>			
(1)	Special Inspection \$47.00 per hour, minimum 2 hours	1.5%-3.5% estimated cost of improvements intended for dedication to the city for water, sewer and streets. Effectively Immediately = 1.5% Effective January 1, 2004 = 3.5% Each additional hour \$47.00 per hour	N/A
	1. Inspection 2 hours - Travel time of job site and return time to be included outside of normal business hours (min. charge) \$47.00 per hour	N/A	N/A
	2. Re-inspection fees assessed under provisions of Section 305.8	N/A	N/A



## CITY OF LANCASTER FEE SCHEDULE

\$47.00 per hour

- |  |     |     |
|--|-----|-----|
| 3. Inspection for which no fee is specifically indicated (min. charge – one half hour)<br>\$47.00 per hour                     | N/A | N/A |
| 4. Additional plan review required by changes, additions or revisions to plans (min. charge-one-half hour)<br>\$47.00 per hour | N/A | N/A |

- |   |                            |                               |   |
|---|----------------------------|-------------------------------|---|
| (2) <u>Miscellaneous Case</u>   | N/A                        | N/A                           | \$100.00  |
| (3) <u>Planned Development Review</u>   | N/A                        | N/A                           | \$1,500.00 plus \$10.00 per acre  |
| (4) <u>Park Fee in Lieu of Dedication</u><br><br>(including single-family, dual family, and multi-family residential areas) | <u>Building Fee</u><br>N/A | <u>Engineering Fee</u><br>N/A | <u>Planning Fee</u><br>\$1,400.00 per dwelling unit<br>(Ord. 2006-10-41 adopted 10/23/06) |

(h) Signs

(Sec. 3.100 Fee Adopted – Lancaster City Code)

- |   |         |     |     |
|---|---------|-----|-----|
| (1) Permanent Signs, Per Face<br>Based on Sign Area | Table A | N/A | N/A |
| (2) Temporary Portable Signs,                       | \$25.00 | N/A | N/A |

## CITY OF LANCASTER FEE SCHEDULE

Flags, banners, etc.  
(good for two weeks)

(3) Sign contractor registration	\$100.00	N/A	N/A
(i) <u>Site Plan Review</u>	N/A	N/A	\$250.00 plus \$10 per acre
(j) <u>Subdivision Name Change</u>	N/A	N/A	\$200.00
(k) <u>Street Lighting Escrow</u>	N/A	N/A	N/A
(l) <u>Tree Survey/Preservation Plan</u>	N/A	N/A	\$25.00 administration processing fee with \$125.00 per inch mitigation fee

## CITY OF LANCASTER FEE SCHEDULE

### Revision References

*Effective October 1, 2007 (annual update)*  
*Resolution 2007-09-108*

*Revised January 14, 2008 (revised water/waste water services rate)*  
*Resolution 2008-01-07*

*Revised June 23, 2008 (revised garbage collection fees)*  
*Resolution 2008-06-54*

*Revised September 8, 2008 (revised water service rate)*  
*Resolution 2008-09-82*

*Revised September 8, 2008 (revised waste water service rate)*  
*Resolution 2008-09-83*

*Effective October 1, 2008 (annual update)*  
*Resolution 2008-09-84*

*Revised October 27, 2008 (Multi-Family Rental Property Registration and Inspection Fee)*  
*Resolution 2008-10-91*

*Revised November 10, 2008 (Food Inspections & Administrative Fee)*  
*Resolution 2008-11-100*

*Revised December 8, 2008 (Irrigation Permit Fee)*  
*Resolution 2008-12-105*

*Revised April 13, 2009*  
*Resolution 2009-04-41 (Municipal Airport Fees)*

*Revised April 27, 2009*  
*Resolution 2009-04-51 (Cargo Container Fees)*

*Effective October 1, 2009 (annual update)*  
*Resolution 2009-08-84*

## **CITY OF LANCASTER FEE SCHEDULE**

*Revised October 26, 2009*

*Resolution 2009-10-102 (revised park land dedication fee per ordinance 2006-10-41)*

*Revised December 14, 2009*

*Resolution 2009-12-125 (revised Sec. 10.1700 Garbage Collection Fees)*

*Amended February 8, 2010*

*Resolution 2010-02-11 (amended Article 9.000 Drainage Utility Systems Fees to reflect  
Rates as adopted 10/14/02 Ordinance No. 2002-10-41)*

*Revised March 22, 2010*

*Resolution 2010-03-27 (revised Article 9.000 Drainage Utility System Fees)*

*Revised June 28, 2010*

*Resolution 2010-06-58 (repealed cargo container fee for agricultural purposes)*

*Revised June 28, 2010*

*Resolution 2010-06-59 (established Wind Energy System Permit Fee; Ordinance No. 2010-04-09)*

*~~Resolution 2010-09-75 (repealed in its entirety)~~*

*Effective October 1, 2010 (annual update)*

*Resolution 2010-09-82 (corrected Section 10.700 Water Rates – Within City)*

*Revised November 8, 2010*

*Resolution 2010-11-93 (adds fee for Local Alcohol Permit)*

*Revised September 12, 2011*

*Resolution 2011-09-79 (revised Sec. 10.1700 Garbage Collection Rates)*

*Revised September 12, 2011*

*Resolution 2011-09-80 (revised Sec. 10.700 Water Rates –Within City and Sec. 10.1000 Wastewater Treatment Services User Charges)*

*Effective October 1, 2011 (annual update)*

*Resolution 2011-09-81*

## **CITY OF LANCASTER FEE SCHEDULE**

*Effective October 10, 2011 (revised Sec. 4.400 Food Service Establishments fees)  
Resolution 2011-10-86*

*Effective February 27, 2012  
Resolution 2012-02-17 (revised Article 16.000 Airport Fees to add rental rates for communityhangars)*

*Effective August 27, 2012  
Ordinance 2012-08-25 (updated Water/Wastewater and Roadway Impact Fees)*

*Effective October 1, 2012 (annual update)  
Resolution 2012-08-69*

*Effective December 1, 2012  
Resolution 2012-09-79 (Industrial Discharge Fee – reference Appendix “A”)*

*Effective October 1, 2013 (annual update)  
Resolution 2013-08-68*

*Effective January 1, 2014  
Resolution 2013-07-61 (Hotel/Motel Property Annual Inspection Fee) (adopted 7-8-13)*

*Effective June 9, 2014  
Resolution 2014-06-48 (Fines, costs, and fees for School Bus Stop Arm Violations) (adopted 6-9-14)*

*Effective June 23, 2014  
Resolution 2014-06-50 (Boarding Home Facilities Permit) (adopted 6-23-14)*

*Effective October 1, 2014 (annual update)  
Resolution 2014-09-77*

*Effective October 1, 2015  
Resolution 2015-09-74 (Water and Wastewater Rates) (adopted 9-14-15)*

*Effective October 1, 2015 (annual update)  
Resolution 2015-09-67*

## **CITY OF LANCASTER FEE SCHEDULE**

*Effective December 14, 2015*

*Resolution 2015-12-102 (Solid Waste Disposal) (adopted 12-14-15)*

*Effective October 1, 2016 (annual update)*

*Resolution 2016-09-71*

*Effective October 10, 2016 (Rental Registration)*

*Resolution 2016-10-88*

*Effective October 1, ~~2016-2017~~(annual update)*

*Resolution ~~2016-09-71-2017-XX-XX~~*

## LANCASTER CITY COUNCIL

### City Council Work Session

2.

**Meeting Date:** 08/21/2017

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Financially Sound Government

**Submitted by:** Opal Mauldin-Jones, City Manager

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### **Agenda Caption:**

Discuss City Travel Policy and determine if the City Council shall adopt a policy and guidelines for Council travel.

### **Background:**

As prescribed in the City Council rules and procedures as amended September 2016, Section D. City Council Agenda Process, Subsection 1.b. Deputy Mayor Pro Tem Nina Morris requested that an item be included on the April 17, 2017 Work Session for the purpose of discussing the Expenses, Meeting & Travel Reimbursement Policy in Section E-9 of the City of Lancaster P.R.I.D.E. Playbook (Policy and Procedures Manual.)

As requested, staff has provided information regarding options for consideration. The cities of DeSoto, Duncanville, Forest Hills and Odessa, have separate policies for elected officials.

Deputy Mayor Pro Tem Morris requested this item come back before the City Council for discussion to implement a separate travel policy for City Council.

### **Attachments**

Lancaster Travel Policy  
Cedar Hill Travel Policy  
Coppell Travel Policy  
DeSoto Elected Official Travel Policy  
DeSoto Employee Travel Policy  
Duncanville Travel Policy  
Ferris Travel Policy  
Forest Hills Travel Policy  
Grand Prairie Travel Policy  
Keller Travel Policy  
Mesquite Travel Policy  
Odessa Council Travel Policy  
Odessa Employee Travel Policy  
Ovilla Travel Policy  
Rockwall Travel Policy  
Rowlett Travel Policy

## City of Lancaster



Place accountability, authority, tools, and information into the hands of employees closest to the customer for superior results.

<b>SUBJECT:</b> Expenses, Meetings & Travel Reimbursement		<b>POLICY NO.:</b> E-9
<b>APPROVED BY:</b> Opal Mauldin Robertson	<b>POLICY DATE:</b> 03/15/2005	<b>REVISED DATE:</b> 01/01/2012, 10/23/14, 09/01/2016

This establishes a City policy regulating out-of-town travel, local meetings, entertainment, personal car mileage, and/or other expenses incurred by City employees who are authorized to officially represent the City at various conferences, meetings, conventions, seminars, and other functions.

This policy is established to provide uniform guidelines and procedures for submission and processing of allowable expenditure requests and to establish proper accounting for approved allowable expenses, including travel advances, City credit card charges, and cash expenditures made for the purposes herein defined on behalf of the City.

Failure to comply with all of the provisions of this policy may result in disciplinary action up to and including termination.

**General.** The City will reimburse employees for approved expenses incurred by the employee in the course of the employee's employment. Expenses which will be reimbursed or otherwise paid by the City are discussed below.

**Accountable Plan.** The City of Lancaster has an accountable plan, in which amounts paid under the plan are not wages and are not subject to income tax withholding and Social Security/Medicare payments. This plan requires that:

- An employee's expenses must have a business connection — that is, you must have paid or incurred deductible expenses while performing services as an employee of the City.
- An employee must adequately account to the City for these expenses within five days of returning to work.
- An employee must return any excess reimbursement or allowance within a reasonable period of time.



**Responsibilities.** The directors/division managers are responsible for communicating and administering the provisions of this policy to employees and approving expenses as legitimate business items.

The Finance Director is responsible for the overall administration and compliance of the provisions stated in this policy. The Finance Director and the directors/division managers, as well as any employee, shall have the responsibility to report any abuse and/or misuse of travel funds to appropriate management.

**Out of State Travel:** Every effort should be made to use local and regional sites for business training and conferences due to their corresponding lower cost impact on the City. Intrastate travel should be more closely scrutinized with the investment funds only being authorized for those training sessions that will best contribute to the efficient operations of the organization. Out-of-state travel represents the most significant cost to the City; therefore, the greatest care should be exercised when requesting travel to events outside of the State. The City Manager shall have the final authority for all out-of-state travel.

**Expenses.** The allowance for expenses shall consist of the actual costs that a reasonable and prudent person would incur related to travel and local meeting attendance. All expenses must be directly related to City business.

Employees are expected to be conservative in their expenditures as if they were paying such costs. Upgrades to any travel, including but not limited to; hotel room, air travel, rental cars, etc. will be at the employees expense. The employee should pay for such upgrades separately so they will not appear on a city credit card.

The expenses will be rejected if required documentation is not provided. Detailed receipts (itemized list of purchased goods or services) must be turned in on all reimbursable expenditures, with the exception of tips, per diem meals and incidentals. Acceptable documentation is a service-provided name or logo-printed receipt, where available. Expenses incurred, not in accordance with this policy, are the responsibility of the employee.

**See meals section (f) of policy for reimbursement details.**

**Allowable Living Expenses.** Actual living expenses, within the specified limits, may be claimed by all City employees when they are representing the City on official business away from Lancaster. Living expenses include such items as hotel rooms, meals, tips, parking, and ground transportation, as outlined:

- a) Hotels/Motels. The City will pay actual expenses for hotels, motels, or other lodging for the actual number of days of the conference or other meeting, plus allowance for travel time. The City will pay for charges at the hotel's single occupancy rate. Lodging per night will not exceed actual room cost

plus tax and tips. Lodging within a 50 mile radius is not covered by this policy and would be at the employee's expense.

- b) Parking. Employees may claim actual parking expenses.
- c) Ground Transportation. Employees may claim reasonable, actual ground transportation expenses, including shuttle services and taxis.
- d) Tips/Gratuities. Tips and gratuities are allowed and are considered reasonable when paid at the rate of approximately 15% (to allow for rounding) of meal cost or service and \$1.00 per piece of luggage. While on per diem, tips/gratuities for meals are considered in the per diem amount and will not be reimbursed separately.

**Meals.** Meals are only covered when it is necessary for an employee to stop for substantial sleep or rest to properly perform duties while traveling away from home on business.

- a) Overnight Travel. Per Diem rates must be used for meals and incidentals while on overnight travel. The per diem rates are found on US General Services Administration website. Per Diem rates are available for meals and incidentals for all locations.

In order to pro-rate the per diem to account for partial travel days or meals provided by the conference or training session, the following formula will be utilized: (Note: monetary amounts will vary based on per diem rates.)

- 20% Breakfast
- 30% Lunch
- 50% Supper

In all travel events, employees will not be reimbursed for meals that are included in conference registration costs or are otherwise provided at no cost to the employee. A copy of the event brochure/itinerary must be provided with the expense report.

- b) Day Travel. Meals are not reimbursed unless the travel requires an overnight stay. Per the IRS, if a City pays for a meal and the employee did not stay overnight, the meal becomes a taxable employee benefit.
- c) Business Meetings. Where certain business meetings are required, actual costs for meals/tips will be reimbursed rather than the employee using the per diem method. You must attach the detailed itemized receipt and an explanation of the circumstances, to your expense report. (Example: Traveling to Austin to discuss legislative matters with a member of the State Legislature over dinner. The employee may pay the actual cost of the meal and not be limited to the dinner per diem. The employee must obtain a

detailed itemized receipt to attach to the expense report.). The City Manager may approve reimbursement for a business related purpose as outlined in the IRS publication 463.

- d) Early and late departures from conferences. Leaving early or staying over at a conference is the employees' financially responsibility if time is taken for personal recreation. However, if it is necessary due to membership on a board or committee then documentation shall be provided with a travel expense report in order to be compliant with travel policy.
- e) Temporary work assignments. Employees reassigned to another location for a temporary work detail due to training, education, etc. are not eligible for meal reimbursements. Simply reporting to another work location does not constitute a meal reimbursement.
- f) Itemized receipts should be attached for all expenses incurred regardless of the amount and all advances. Employee reimbursements are limited to the lower of the per diem rate or actual cost of the meals. If the actual costs of the meals are less than the advance, the employee must reimburse the City for the difference.

**Prohibited Expenses.** The cost of alcoholic beverages, room snacks and drinks (whether in a refrigerator or displayed}, laundry/dry cleaning, in-room movies, fitness center fees, personal tours, personal entertainment, and spouse or other family expenses are specifically excluded from direct reimbursement due to their personal use.

**Transportation.** Employees will utilize the most economical form of transportation available. Employees will submit the completed comparison of the available modes of transportation for review by their department director/manager.

- a. Air Transportation. When requesting air transportation, the employee shall request the least expensive flight status. The employee may choose to travel first-class, but the City will pay only for coach or tourist class. Information and accommodations must be submitted in a timely manner to ensure coach or tourist class is available.
- b. Vehicle Transportation. When using a City vehicle, the employee should use the City credit card for gas and turn in detailed receipts. An employee who uses a personal car for City travel will receive mileage reimbursement and should not use the city credit card for gas. Employees are responsible for securing their own automotive insurance for personal vehicles.
- c. When more than one employee is traveling, carpooling is encouraged. Reimbursements will be limited to the number of vehicles actually required to transport the group.

- d. When an employee is assigned to a temporary work detail or another work location out of town, the difference in mileage between their home and normal work location are not included in the mileage reimbursement.
- e. Actual mileage is calculated in miles from the work site to the destination. Any other mileage is considered as part of the normal commute to work. The City will reimburse the lesser of (1) actual mileage to and from the destination multiplied by the current rate per mile as determined by the Internal Revenue Service; or (2) the round trip cost of the most reasonable alternative conveyance, e.g. airfare, that would be spent for each employee traveling to the destination in the vehicle.
- f. When completing an Expense Report Form requesting reimbursement for use of a personal vehicle for City business, the policy governing mileage reimbursement will be based on the most economical to the City. City vehicles may be used at the discretion of the Director when costs are not in excess of the costs of airfare and site transportation combined or when air transport is not available or is impractical. Direct expenses, such as gasoline and oil, associated with the use of a City vehicle will be reimbursed with receipts or may use city credit card. A printed map with mileage identified between destinations and an explanation of destinations must accompany the expense report. Non work related driving activities will not be reimbursed.

**Travel Advances.** When it becomes necessary that an employee travel in the interest of the City, the Director/division manager must approve a travel advance for the projected per diem based on the proposed schedule. This request may be made on the Expense Report Form and should contain the name of the prospective traveler, purpose of the trip, date(s), times of travel, and other pertinent information. A copy of the conference brochure detailing meals, beginning date, ending date, location and topics is required. This request should be prepared and submitted at the earliest practical time, but preferably no later than fourteen (14) full working days prior to departure.

**Filing Expense Reports.**

1. Complete Expense Report Promptly. Upon return from travel, the employee shall promptly fill out an Expense Report for approval by the director/division manager or designee and shall submit the complete Expense Report to the Finance Department within five (5) working days. Employees shall include all prepaid expenses (registration, airfare, etc.) related to travel on the Expense Report.
2. Submit to director/division manager for approval. The director/division manager or designee shall review, sign, and submit the Expense Report to the Finance Department. When payment or documentation is not received within the required time, the Finance Department will discontinue any advances to that employee. The director/division manager is also responsible

for ensuring that all Expense Reports are completed in accordance with this policy.

3. Return of Unused Funds. In instances where an advance of City funds was in excess of the per diem or if the trip was not taken, the employee shall return the unused funds to the Finance Department for credit to the proper fund. The manager shall ensure that the returned monies are credited to the same division and line item account from which they were originally drawn. Returned funds are due to the City by the due date of the Expense Report.
4. Finance Department Review. The Finance Department shall review the items submitted and determine their mathematical accuracy and the allowable expenses under this policy.

**Car Allowance.** City employees receiving a monthly car allowance shall receive reimbursement only on continuous travel starting at fifty (50) miles from the employees work address to the arriving destination address. For return trips, the mileage reimbursement will be for trips starting from the departing destination address and ending at 50 miles from the employees work address. Continuous travel less than 50 miles from the Lancaster city limits to the arriving destination is considered to be included with the monthly car allowance provided. Roundtrip mileage may not be considered for the purposes of this policy. Each departing and returning trip is considered as a separate event.

## **6.09 Travel**

Effective Date: 03/01/04  
Revision Date: 09/01/09  
Revision Date: 09/01/13  
Revision Date: 10/1/14  
Revision Date: 01/01/15  
Revision Date: 04/01/16  
Revision Date: 08/01/16

### **PURPOSE:**

To outline the procedures for City-approved travel and reimbursement for travel expenses and set guidelines for reasonable use of public funds.

The City of Cedar Hill has an accountable plan that requires adequate accounting for all travel expenses within a specified period of time. Under the accountable plan exception – no tax reporting is necessary under IRS guidelines.

### **POLICY:**

It is the policy of the City of Cedar Hill that employees acting on the City's behalf will be allowed to travel to conferences, seminars, and for other purposes if such travel is determined to be in the best interest of the City or for job-related purposes, with an approved *Travel Request Form* (**Appendix F, Form 16**). Travel time for the purpose of this section is defined as the actual time spent in traveling from the City to the alternate location. Any other mileage is considered as part of the normal commute to work.

#### **A. Responsibilities**

The department directors are responsible for communicating and administering the provisions of this policy to employees and approving expenses as legitimate business items.

The Finance Director is responsible for the overall administration and compliance of the provisions stated in this policy.

All employees shall have the responsibility to report any abuse and or misuse of travel funds to appropriate management. Employees traveling on City business are representatives of the City and are expected to maintain a high level of professionalism and to follow all City policies.

## B. Allowable Expenses

Reasonable travel expenses incurred by employees and elected officials will be reimbursed by the City or paid direct, subject to the following guidelines:

### 1. Meals

#### a. Per Diem

A per diem is a daily allowance for meals and incidentals while traveling overnight on behalf of the City. Meal expenses for employees will be paid up to \$45.00 a day. For partial days the following amounts will be paid: Breakfast \$9.00, Lunch \$11.00, and Dinner \$25.00. The daily allowance for each meal includes the tip. Meals that are provided as a part of a conference, training, etc. do not qualify for per diem and must be subtracted from any per diem cash advance request. All travel and cash advances must be approved in advance by the employee's Department Head (or designee), unless otherwise stated in this policy. A cash advance for Per Diem is limited to those employees without a City-issued Purchase-Card.

Per Diem may be requested in **advance** by completing an *Estimated Expense Report (Appendix F, Form 17)* **no more than 2 weeks prior to travel**. No receipt is required for per diem.

#### b. Other Meals

Meal reimbursement in connection with 'day travel' may be subject to IRS income tax withholding regulations and therefore receipts must be maintained by the employee. The reimbursement request and receipt for meals associated with 'day travel' must be submitted to payroll, along with the *Employee Meal Reimbursement – Taxable Income Form (Appendix F, Form 32)*.

In order for meal reimbursements to be excluded from taxes, travel must be away from home and involve an overnight stay; or be for a business related purpose.

If meal reimbursement is requested **after the fact**, rather than per diem, an *Employee Expense Report (Appendix F, Form 18)* and the receipt must be submitted to Finance. The meal amount substantiated on the receipt will be paid up to the maximum amounts: Breakfast \$9.00, Lunch \$11.00, and Dinner \$25.00.

If a meal reimbursement includes the employee and other(s), the reason for the meal and the names of the attendees must be provided on the back of the receipt.

As an alternative, Department Director level and above may elect to be reimbursed on actual expenses instead of per diem, if substantiated by receipts along with an *Employee Expense Report (Appendix F, Form 18)*.

2. Transportation

- a. The City expects that the most economical method of travel will be utilized. The City will pay for mileage, round trip air fare, train fare, taxi fare, tips, tolls, and car rental, when required. All approved transportation must be procured via CCH AP check, ACH, EFT or Procurement Card. Likewise all refunds for transportation must be issued directly to the City. Employees are strongly encouraged not to use personal funds to secure transportation. However, Department Directors have discretion permit the use of personal funds to secure transportation, if necessary. Round trip air fare for coach class will be paid with arrangements made in advance. First or Business Class will only be acceptable when coach class is not available.
- b. Mileage reimbursement will only be paid when an employee uses his/her personal vehicle and it is pre-approved by the Department Director. The rate of reimbursement shall be the standard IRS mileage rate which is updated annually. Miles will be calculated based on actual miles driven to and from the approved destination. All mileage reimbursement requests must be accompanied by either a personal mileage log or an internet mileage calculator showing the round trip mileage actuals or estimates. The City will accept a print out from an online mileage calculator to substantiate miles traveled.
- c. Employees who receive a monthly car allowance shall be eligible for mileage reimbursement if they travel more than 60 miles one way, calculated from their work location to the destination. Those employees who receive a vehicle allowance for use of their private vehicle are not eligible for reimbursement for the first 60 miles each way for each out of the City business travel.

3. Lodging: Lodging expenses shall be arranged in advance, using the single rate. Lodging expenses will be paid for the actual number of meeting days with allowance for travel time. The City will reimburse lodging only for travel outside the Dallas/Fort Worth area. The City will reimburse lodging expenses only if travel goes beyond the counties of Dallas, Tarrant, Ellis, Denton, Collin, Kaufman, Rockwall, or Johnson, unless there is a bona-fide business activity that is expected to extend beyond 7:00 p.m. (i.e. conference networking event, or similar activity). Employees are expected to commute to locations within the Dallas/Fort Worth area. Extra charges for room service are not reimbursable or paid by the City. An itemized lodging receipt must be provided, including an itemization for any room charges to



be paid or reimbursed by the City. Department Directors have discretion to waive the mile restriction for lodging reimbursement under special circumstances. Directors should note on the expense report that the restriction is waived.

4. Registration Fees: Registration fees will be paid directly by the City via check, ACH or Procurement Card. Likewise all refunds for registration fees must be issued directly to the City.
5. Tips: Tips for baggage carriers, taxi fare, and parking fees are allowable expenses and must be substantiated on the expense report (approximately 15%). Note: per diem thresholds must include the tip, reimbursements for tips that are outside of per diems must be shown on a receipt/invoice.
6. Unplanned Expenses: Reasonable, unplanned, out of pocket expenses will be reimbursed provided receipts are presented and substantiated.
7. Prohibited Expenses: Expenses for entertainment, alcoholic beverages, fitness center fees, and in-room movies are not authorized and will not be reimbursed.
8. Spouses: The City will not pay or reimburse registration fees, meals, and travel expenses of spouses who accompany employees to conferences or other business related events.

### **C. Expense Reports**

For all employees who are not P-Card holders or do not elect to use per diem, an *Employee Expense Report (Appendix F, Form 18)* must be completed within seven (7) working days after returning from a trip. This report will itemize all expenses incurred during the trip. Receipts are required for hotel, air fare, train fare, meals, registration fees, and any other expenses over \$5.00, with the exception of tolls. Include a copy of the conference brochure detailing meals, beginning and ending dates, location and topics.

For employees who use their personal vehicle for approved travel, an *Employee Expense Report (Appendix F, Form 18)* must be filled out for reimbursement. Actual mileage will be computed and listed at the standard IRS mileage rate. All mileage reimbursement requests must be accompanied by either a personal mileage log or an internet mileage calculator showing the round trip mileage.

For employees who have daily expenses and turn in a report monthly, an *Employee Expense Report (Appendix F, Form 18)* must be turned in within seven (7) working days following the end of the month.

Any questions regarding expense reports shall be addressed to the Finance Department.

**D. Miscellaneous Expenses Reimbursement**

Miscellaneous expenses less than \$50.00 may be reimbursed through the petty cash system without completing an expense or estimated expense report. All other travel and meal expenses/advances must be reported through the expense report procedure.

**E. Compliance**

Out-of-town travel by non-exempt employees is covered under the following FLSA rules:

1. All travel time for a one-day work assignment in another city, which does not require an overnight stay, is considered "hours worked" in the determination of overtime. Travel between the employee's home and the airport or other public transportation terminal is normal home-to-work travel and is not hours worked.

**F. Travel and Procurement Cards**

Procurement cards are available to make purchases of goods and services in the most cost effective manner.

1. All charges associated with approved travel should be purchased via the City's two purchasing means as much as possible (P-Card or AP Check) this ensures that the city gets the best rates and has access to merchant information for financial reporting purposes.
2. All P-Card holders are expected to use their P-Card for approved travel.
3. Travel approval forms must accompany the P-Card expense statement for an expense cycle in which travel related expenses are posted.

Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment and may also result in criminal charges.

## CITY OF COPPELL POLICIES AND PROCEDURES HANDBOOK

### TRAVEL Policy No. 1163

Rev. 1\9\2013

It is the City's policy to pay for, or reimburse, all reasonable and necessary expenses incurred by an employee when the employee travels on City-related business in accordance with this policy.

**Transportation.** The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by each department. Air travel must be booked at the most discounted fare basis whenever possible. In instances of approved private vehicle use, reimbursement will be for mileage at the current IRS maximum rate, plus toll and parking fees. Receipts are required for toll and parking fees, as well as for taxi cabs, limos, and other modes of transportation. The City will pay for rental vehicles upon written approval of the Department Director (or designee).

**Travel Approval and Cash Advances.** All travel and cash advances must be approved in advance by the employee's Department Director (or designee), unless otherwise stated in this policy. **Employees who have procurement cards will not be issued travel advances, except for the \$10 per day miscellaneous allowance.** In addition, any travel out of state must be approved by the Department Director as set out below.

**Lodging.** Expenses for lodging are to be at the single room rate, unless approved for double occupancy. An itemized hotel receipt must be provided, including an itemization for any room service (meals) charges to be paid/ reimbursed by the City.

**Meal and Miscellaneous Allowance.** The meal allowance for travel outside the Metroplex area, but within the State of Texas, should not exceed an average of \$40.00 excluding tips, per day with itemized receipts. The meal allowance for travel outside of the State of Texas, but within the Continental United States, should not exceed an average of \$60 excluding tips, per day with itemized receipts; excess amounts will not be reimbursed without the written approval of the City Manager (or designee). Tips will be paid at the accepted practice rate not to exceed 20%.

The meal allowance for travel inside the Metroplex will be paid according to the itemized receipt provided by the employee, not to exceed \$15 per day for lunch and \$20 per day for dinner after 5:00 p.m. excluding tips. The meal allowance is not intended nor authorized for police and fire academy recruits attending academies paid for by the City.

An allowance of \$10 per day, without requirement for receipts, or itemized account, will be allowed to cover vending machine purchases, bellhop tips, and other miscellaneous costs for travel outside the Metroplex. Employees with procurement cards may request the \$10 miscellaneous allowance in advance of travel.

**Non-Allowable Expenses.** Expenses or charges for the following will normally not be reimbursed and must be paid for by the employee:

- A) In-hotel pay television and movies;
- B) Dry cleaning and laundry;
- C) Health club and spas;
- D) Expenses of a spouse; and
- E) Alcoholic beverages.

**Request for Reimbursement and Return of Unexpended Funds.** Upon return to the City, a complete accounting of all expenditures of City funds is to be filed within 10 business days on the City's Travel Advance Summary form. Receipts for all expenses, including hotel bills and registration fees, must be attached to the statement. All unexpended advance funds must be returned with the statement. Authorized expenses in excess of advance funds received will be reimbursed with proper approval.

**Out of State Travel.** Directors and certain supervisors are normally allowed out of state conventions or training schools as approved in the budget. All requests for out of state travel must be approved by the Department Director (or designee) in advance of any travel. All other employees are allowed travel only within the State of Texas unless the travel has been budgeted, and the Department Director (or designee) approves the trip in advance.

**Travel to Training.** The mileage reimbursement will be paid to employees who must use their personal vehicle to travel to a training destination. The mileage reimbursement will typically be based on the net additional miles driven to the training destination compared to the employee's normal commute to their work location at the City of Coppell. However, if the travel for training is on an employee's non-work day or the travel is from the employee's normal work location, the mileage reimbursement will be calculated based on the entire miles driven to the training destination. Actual mileage readings or an electronic map service printout indicating the mileage from and to must be submitted for reimbursement.

**Expenses Not Covered in Policy.** The City Manager's approval must be obtained for the reimbursement or expenditure of funds for items or charges which are not specifically addressed in the travel policy.

**Compliance.** Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.

# City of eSoto

## TRAVEL POLICY FOR ELECTED AND APPOINTED OFFICIALS

### **I. STATEMENT OF PURPOSE**

To establish City policy and prescribe guidelines applicable to official travel by DeSoto City Councilmembers, members of the City of DeSoto's Boards and Commissions and other Council Appointees.

### **II. APPLICABILITY**

This policy statement and travel guidelines apply to the Mayor, to Members of the City Council, to members of Boards and Commissions and to other Council Appointees (hereinafter referred to as Elected and/or Appointed City Officials). Questions and concerns should be directed to the City Secretary as appropriate.

Travel by City Officials other than those specified under this Policy Statement shall be administered and regulated by the City Manager pursuant to the City's Human Resource Policies and/or the Employee Travel Policy, as applicable.

### **III. GENERAL POLICIES**

#### **A. Travel on City Business**

Travel by Elected and Appointed City Officials is an appropriate activity and expense when performed for a public purpose. Travel shall be limited to events from which the City derives specific benefits through attendance of a City representative(s), and shall be supported, if needed, by travel brochures, official notifications or other documentation.

#### **B. Expense Reimbursement**

Elected and Appointed City Officials may be authorized to undertake official travel and be reimbursed by the City for all reasonable and necessary expenses incurred while traveling on City business, subject to the provisions and guidelines prescribed in this Policy Statement. For the Mayor and Council Members, *Article II, Section 1* of the City Charter authorizes expenditure reimbursement for performance of their duties or functions of office.

### **C. Summary of Approval Requirements for Official Travel**

Any official travel requires no approval, as long as funds are available in the Mayor's, Council Members' or Appointees' budget. Every effort should be made to choose the lowest cost for all modes of transportation, lodging and parking.

### **D. Entertainment and Alcohol**

The City will not reimburse Elected and Appointed City Officials for entertainment expenses unless specifically related to the purpose of the trip (i.e.: Welcome Reception for conference). Reimbursement requests must contain a detailed explanation of the expense, business issues discussed, names of those in attendance and how the City benefits. Such entertainment of business associates at the City's expense must be pre-approved by the Mayor. *Under no conditions will reimbursement be made for purchases of alcoholic beverages.*

### **E. Liability Coverage**

Elected and Appointed City Officials traveling on City business will be covered by the City's insurance. However, for auto rentals, Elected and Appointed Officials must request supplemental insurance coverage from the rental car agency, unless the City's credit card is used for rental car expenses. See *Section IV.C.4.—Rental Car*, for further details regarding auto rentals.

## **IV. REIMBURSEMENTS**

All reimbursements must be requested on a Travel Expense Report (TER) form in accordance with this policy (See *Subsection J, Submitting Expense Reports*). The following guidelines will govern reimbursement for travel arrangements.

### **A. Allowable Reimbursable Expenses**

Elected and Appointed City Officials will be reimbursed for **actual** expenses incurred while traveling on official City of DeSoto business, providing they keep invoices, receipts, and all other documentation supporting the actual expenditures. The following are types of expenses eligible for reimbursement:

- Airline tickets and baggage fees
- Rental Car, taxi, Shuttle and other reasonable ground transportation fees
- Parking, garage charges, and tips
- Lodging
- Meals not provided by the conference, seminar or other eligible event
- Conference registration fees
- Mileage for personal automobile usage at the allowable IRS rate.
- Telephone Expense per Subsection G

In the event a receipt for an eligible expense is lost or unavailable, the Elected and Appointed Officials must fill out and sign a Lost/Unavailable Receipt (LR) form to be submitted with the TER form.

## **B. Registration Fees**

The City will reimburse all tuition charges for seminars, conferences or schools that Elected and Appointed City Officials attend on City business. Informational brochures and agendas on the seminar, training or convention should be retained and attached to the expense report whenever possible.

## **C. Approved Modes of Transportation**

### **1. Commercial Airlines**

Air travel arrangements should be charged to a City credit card whenever possible. Air travel arrangements will be reimbursed at economy/coach air fare. However, tickets may be upgraded to first class at the Elected or Appointed City Official's personal expense.

### **2. Ground Transportation**

The City will reimburse Elected and Appointed City Officials for the use of a taxi, bus, or similar ground transportation fares for required transportation.

### **3. Personal Vehicles and Mileage**

Elected and Appointed City Officials may use their personal vehicles for out-of-town travel for official City business. The City will reimburse the lessor of (1) actual mileage to and from the destination multiplied by the current rate per mile as dictated by the IRS or (2) the round trip cost of the most reasonable alternative conveyance, (e.g., airfare) that would be spent for each Elected or Appointed City Official traveling to the destination in the vehicle. The City will also reimburse for any required mileage at the destination.

### **4. Rental Car**

When it is necessary, an Elected or Appointed City Official will be reimbursed for the cost of renting a vehicle, including motor fuel. The City will pay for rental cars if the rental cost is less than the cost of taking a taxi, shuttle bus or similar ground transportation. Approved rental car expenses should be charged to a City credit card whenever possible. *When this expense is incurred and not charged to the City credit card or paid via a personal payment method, additional insurance coverage is required from the rental car agency and will be reimbursed by the City.*

## **D. Parking**

The City will reimburse any parking fees required while an Elected or Appointed City Official is out of town and/or conducting City business. At the destination, the City will also reimburse required parking fees for personal cars, or rental cars. A receipt must be obtained for these expenses. **Disclaimer:** (Parking reimbursements do not include airport parking valet services.)

## **E. Accommodations/Lodging**

The City will reimburse actual expenses for hotels, motels, or other lodging for the actual number of days of the conference or other meeting, plus allowance for travel time while on official City business. A detailed hotel statement should be received upon checkout and be submitted as a receipt in order to be reimbursed. The City is exempt from Sales and Use Tax, but not Hotel Occupancy Taxes. Review the hotel statement before leaving final check out to request removal of any taxes charged that the City is not responsible for. In the event the lodging location cannot be determined prior to traveling, then a request for an advance should be submitted in accordance with Section V, Advances and Reimbursements.

*Lodging can be authorized to be charged on the City's Department's Credit Card in advance by requesting and completing the hotel's Credit Card Authorization Form.* Each hotel may have a different form and procedure. Please check with the hotel prior to traveling if unable to take the City Credit Card on your trip.

Example of items which may be reimbursed on the hotel statement are:

- Daily room charges
- Necessary Hotel tax
- Business telephone calls
- One personal telephone call per day
- Hotel parking fees
- Meals charged to the room
- Tips and gratuities

Example of items which WILL NOT be reimbursed on the hotel statement are:

- Personal expenses(such as cleaning or laundry)
- Hotel club charges
- Recreation facilities use charge
- Room service charges for incidentals
- Movies and personal phone calls
- Sales and use taxes

## **F. Business Meals**

Meals reimbursements will be provided when they are not included in the cost of the seminar or conference registration. Meals include, but are not limited to box lunches, business luncheons, and award banquets.

The maximum reimbursable amount for meals is \$50.00 per day. To receive a meal expense reimbursement above the maximum amount per day, written notations must be provided with the receipts indicating the place, purpose and people receiving the meal. In the event a credit card is used to pay for meals, the detailed bill and/or receipt, and the names of Elected or Appointed City Official or clients should be noted and submitted with the expense report.



### **G. Meals for Others**

Elected or Appointed City Officials may find it necessary to pay for the meals of business associates from time to time. If necessary, the business purpose of the meal should be stated on the request for reimbursement, along with the individual for whom the meal was purchased.

### **H. Telephone Expenses**

The City will reimburse the cost of one personal call (maximum duration 10 minutes) per day. The City will reimburse Elected or Appointed City Officials for all City business calls.

### **I. Incidental Expenses**

The City will not reimburse for dry cleaning, shoe shines, haircuts, magazines or books, tickets to the theater, sports events, health clubs, pay television, or other such incidental expenses. *The City will reimburse for reasonable tips paid for porters, baggage handling, etc., when required.*

### **J. Submitting Expense Reports**

All Elected and Appointed City Officials who use City funds for authorized trips must submit an approved Travel Expense Report (TER) to the City Secretary's Office within ten (10) business days of completing the trip.

All amounts expended should be listed on the TER, whether paid for by the Elected or Appointed City Official through an advance request, a City credit card, or by City check. *(See Section V for Travel Advance Request guidelines).*

The Elected or Appointed City Official must attach all required original receipts to the Travel Expense Report. Airline confirmation and conference registration details must be included even though already paid by the City. Reasonable tips may be reimbursed without a receipt, but other out-of-pocket expenses must be accompanied by original receipts. A credit card receipt alone is not sufficient to document allowable charges. In the event an advance was obtained, see *Section V* for handling any unspent advance.

## **V. ADVANCES AND REIMBURSEMENTS**

### **A. Travel Expense Advances**

Travel advance requests may be considered on a case-by-case basis and must be submitted to the Mayor or City Manager for prior approval on a Travel Advance Request (TAR) form. Advance requests must be submitted in accordance with payment authorization deadlines, i.e., requests submitted on Thursday by 5 p.m. will be available by the following Friday after 3 p.m. or no earlier than five (5) business days prior to traveling.

Conference/seminar schedules and maps showing mileage must also be submitted with the TAR form.

Advances are intended to cover the cost of meals at the City's allowable rate, estimated mileage, taxis and any out-of-pocket expenses, but generally not airfare, conference fees, or lodging. Airfare, conference fees and lodging generally should be paid directly to the travel vendor or conference sponsor as coordinated by the City Secretary's Office.

The Elected or Appointed City Official may receive an advance when all of the following conditions are met:

1. The Elected or Appointed City Official is traveling overnight on City business; and
2. The cost of the meal(s) is (are) not included in the price of a seminar or conference registration; and
3. The cost of the meal(s) is (are) directly attributable to the conduct of City business. If meals are included in the cost of the seminar or conference, the travel advance will be decreased by the amount per the allowance rate schedule allowed for that/those particular meal(s), and
4. The request for advance is requested no later than five (5) business days prior to departure.
5. The advance request is approved by the Mayor or City Manager.

Upon approval, advances for meals will be allowed at the following rates:

❖ Breakfast	\$10.00
❖ Lunch	\$15.00
❖ Dinner	\$25.00

Mileage will be advanced at the current allowable IRS mileage rate. Current IRS mileage rates can be found on the IRS.gov website, the City's intranet, or can be obtained by calling the Accounting Division at extension 9633. Following a trip, Elected and Appointed City Officials must account for and reconcile their travel advances and

expenses within ten (10) business days of the trip by submitting a Travel Expense Report. The Accounting Division will keep a log of outstanding travel advances.

Any unspent cash must be turned in with a *copy* of the TER to the City Secretary's Office. It is recommended that the City Councilmember pay by check, which will be proof of payment. The receipt from the City Cashier along with the original Travel Expense Report should be forwarded to the Accounting Division to clear any outstanding advance.

#### **B. Travel Advance Pick-ups**

Travel advances may be picked up or available via direct deposit no earlier than five (5) business days before scheduled departure.

### **VI. PROCEDURES FOR CHANGING OR CANCELING TRIPS**

#### **A. Changing and Re-booking Trips**

If changes in a trip occur and a travel advance has been issued, notification should be sent via memorandum to the City Secretary's Office who will forward to the Accounting Division detailing the changed dates. This will allow Accounts Payable to change the due date of the Travel Advance Request form, if applicable. If an additional advance is required, an additional Travel Advance Request form that has been approved by the Mayor or City Manager must be submitted. Any checks issued or funds direct deposited for the original trip and not utilized must be returned to the Accounting Division for proper processing. Refunds from travel vendors should be pursued and credited as appropriate.

If canceling a trip that cannot be re-booked by the same traveler, request the cost for the change fee. If the expense is reasonable, include expense and approved memorandum with expense report. If re-booking or transferring the travel plan is not available, include approved memorandum with expense report.

#### **B. Canceling Trips**

If a trip must be canceled, any checks issued or funds direct deposited for the original trip and not utilized must be returned via the City Secretary's Office for proper processing. When checks have been cashed or the City credit card has been charged and refunds can be obtained, the refunds must be deposited with the City Cashier and credited to the original expenditure lines charged for the travel expenses.

A copy of the deposit receipt from the return of a travel advance must be forwarded (via the City Secretary's Office) to the Accounting Division along with the Travel Expense Report, so that the advance can be properly cleared. Elected and Appointed City Officials will be held responsible for checks or cash outstanding for canceled trips until such checks or receipts are returned to the City.

# City of eSoto

## EMPLOYEE TRAVEL POLICY

### **I. STATEMENT OF PURPOSE**

Because City of DeSoto employees are frequently required to travel, attend local meetings, or otherwise incur expenses in the conduct of City business, the following policies and procedures have been written to provide guidance to employees on “reimbursable” versus “non-reimbursable” expenses and provide consistent procedures for the processing and accounting of travel expense and advance reimbursements.

### **II. APPLICABILITY**

This policy statement is effective for all City employees. Questions and concerns should be directed to the Financial Services Department or Human Resources Department as appropriate.

*Federal tax laws govern reimbursements of expenditures related to business travel expenses. Employees must fully document the business nature and purpose of each expenditure on an appropriate expense report. Informational brochures and agendas on the seminar or convention should be retained and attached to the expense report whenever possible.*

### **III. GENERAL POLICIES**

#### **A. Travel on City Business**

The City will pay expenses for travel required to conduct City business (i.e.: such as conferences, business meetings, luncheons and seminars). City employees must be traveling at the direction of the appropriate Department Director or with the approval of the City Manager. Council-appointed employees must have the approval of the Mayor. The City will not be liable for any employee travel expenses that do not have prior approval.

#### **B. First Class Airline Accommodations Prohibited**

Employees may choose to travel first class, but the City will pay only for Economy/Coach class. Accommodations must be booked in a timely manner to ensure Economy/Coach Class is available. Whenever possible, employees are encouraged to take advantage of discounts; however, they are not required to fly at unusual times solely to qualify for discounts.

### **C. Entertainment and Alcohol**

The City will not reimburse employees for entertainment expenses unless specifically related to the purpose of the trip (i.e.: Welcome Reception for conference). Reimbursement requests must contain a detailed explanation of the expense, business issues discussed, names of those in attendance and how the City benefits. Such entertainment of business associates at the City's expense must be pre-approved by the City Manager. *Under no conditions will reimbursement be made for purchases of alcoholic beverages.*

### **D. Liability Coverage**

City employees traveling on City business will be covered by the City's insurance to the same extent they are covered during their regular work hours. However, for auto rentals, employees must request supplemental insurance coverage from the rental car agency, unless the City's credit card is used for rental car expenses.

### **E. Expenses for Non-City Employees**

The City will not reimburse for any travel expenses of non-City or contract employees. Family members traveling with an employee will not be reimbursed. Notification of a family member traveling with an employee on a trip should be communicated to the Department Director, City Manager, or his designee.

## **IV. REIMBURSEMENTS**

All reimbursements must be requested on a Travel Expense Report (TER) form in accordance with this policy. (See Subsection I, Submitting Expense Reports) The following guidelines will govern reimbursement for travel arrangements.

### **A. Allowable Reimbursable Expenses**

The traveling employee will be reimbursed for **actual** expenses incurred while traveling, providing the employee keeps invoices, receipts, and all other documentation supporting the actual expenditures. The following are types of expenses eligible for reimbursement:

- Airline tickets and baggage fees
- Rental Car, taxi, Shuttle and other reasonable ground transportation fees
- Parking, garage charges, and tips
- Lodging
- Meals not provided by the conference, seminar or other eligible event
- Conference registration fees
- Mileage for personal automobile usage at the allowable IRS rate.
- Telephone Expense per Subsection G

In the event a receipt for an eligible expense is lost or unavailable, the employee must fill out and sign a Lost/Unavailable Receipt (LR) form to be submitted with the TER form.

## **B. Registration Fees**

The City will reimburse all tuition charges for seminars, conferences or schools that employees attend on City business. Informational brochures and agendas on the seminar, training or convention should be retained and attached to the expense report whenever possible. Employees are required to attend the registered sessions unless excused from any session by the Department Director or City Manager.

## **C. Approved Modes of Transportation**

### **1. Ground Transportation**

The City will reimburse employees for the use of a taxi, bus, or similar ground transportation fares for required transportation.

### **2. City Vehicles**

City vehicles may be used at the discretion of the Managing Director when costs are not in excess of the cost of airfare and site transportation combined, or when air transport is not available or is impractical. Direct expenses, such as gasoline and oil associated with the use of City vehicles, will be reimbursed.

### **3. Personal Vehicles and Mileage**

With the approval of the Managing Director or City Manager, City employees may use their personal vehicles for out-of-town travel. The City will reimburse the lessor of (1) actual mileage to and from the destination multiplied by the current rate per mile as dictated by the IRS or (2) the round trip cost of the most reasonable alternative conveyance, (e.g., airfare) that would be spent for each employee traveling to the destination in the vehicle. This policy also applies to employees who receive a car allowance and who are traveling beyond a 75-mile radius of the City.

Any travel time that is greater than the time required to travel by scheduled airlines will be considered vacation time if the travel is during normal business hours. Normal travel will not exceed one day. The City will also reimburse for any required mileage at the destination.

Employees required to provide on-call or stand-by services (after normal business or scheduled hours) will be reimbursed for mileage a maximum of 30 miles one-way. The request for mileage reimbursement must be accompanied with documentation indicating date(s) and time(s) of service(s), and mileage. Please utilize the Employee Mileage Report (EMR) form and secure proper approvals.

### **4. Commercial Airlines**

Air travel arrangements should be charged to a City credit card whenever possible. Air travel arrangements will be reimbursed at economy/coach air fare.



However, tickets may be upgraded to first class at the employee's personal expense.

#### 5. Rental Car

When it is necessary, the employee will be reimbursed for the cost of renting a vehicle, including motor fuel. The City will pay for rental cars if the rental is cheaper than taking a taxi, shuttle bus or similar ground transportation. Approved rental car expenses should be charged to a City credit card whenever possible. *When this expense is incurred and not charged to the City credit card, additional insurance coverage is required from the rental car agency and will be reimbursed by the City.*

#### D. Parking

The City will reimburse any parking fees required while an employee is out of town and/or conducting City business. At the destination, the City will also reimburse required parking fees for personal cars, or rental cars. A receipt must be obtained for these expenses. **Disclaimer:** (Parking reimbursements do not include airport parking valet services.)

#### E. Accommodations/Lodging

The City will reimburse actual expenses for hotels, motels, or other lodging for the actual number of days of the conference or other meeting, plus allowance for travel time while on official City business. A detailed hotel statement should be received upon checkout and be submitted as a receipt in order to be reimbursed. The City is exempt from Sales and Use Tax, but not Hotel Occupancy Taxes. Review the hotel statement before leaving final check out to request removal of any taxes charged that the City is not responsible for. In the event the lodging location cannot be determined prior to traveling, then a request for an advance should be submitted in accordance with Section V, Advances and Reimbursements.

*Lodging can be authorized to be charged on the City's Department's Credit Card in advance by requesting and completing the hotel's Credit Card Authorization Form. Each hotel may have a different form and procedure. Please check with the hotel prior to traveling if unable to take the City Credit Card on your trip.*

Example of items which may be reimbursed on the hotel statement are:

- Daily room charges
- Necessary Hotel tax
- Business telephone calls
- One personal telephone call per day
- Hotel parking fees
- Meals charged to the room
- Tips and gratuities

Example of items which WILL NOT be reimbursed on the hotel statement are:

- Personal expenses (such as cleaning or laundry)
- Hotel club charges
- Recreation facilities use charge
- Room service charges for incidentals
- Movies and personal phone calls
- Sales and use taxes

#### **F. Business Meals**

Meals reimbursements will be provided when they are not included in the cost of the seminar or conference registration. Meals include but are not limited to box lunches, business luncheons, and award banquets.

The maximum reimbursable amount for meals is \$70.00 per day. To receive a meal expense reimbursement above the maximum amount per day, written notations must be provided with the receipts indicating the place, purpose and people receiving the meal. In the event a credit card is used to pay for meals, the detailed bill and/or receipt, and the names of employees or clients should be noted and submitted with the expense report.

##### **1. Meals for Others**

Employees may find it necessary to pay for the meals of business associates, including fellow City employees from time to time. If necessary, the business purpose of the meal should be stated on the request for reimbursement, along with the individual for whom the meal was purchased.

##### **2. Meals in the Metroplex (50-Mile Radius)**

The City will not reimburse for meals bought while employees are attending scheduled seminars, training sessions, and other meetings conducted within a 50 mile radius or where the meal is provided during the scheduled session(s).

#### **G. Telephone Expenses**

The City will reimburse the cost of one personal call (maximum duration 10 minutes) per day. The City will reimburse employees for all City business calls.

#### **H. Incidental Expenses**

The City will not reimburse for dry cleaning, shoe shines, haircuts, magazines or books, tickets to the theater, sports events, health clubs, pay television, or other such incidental expenses. *The City will reimburse for reasonable tips paid for porters, baggage handling, etc., when required.*



## **I. Submitting Expense Reports**

All employees who use City funds for authorized trips must submit an approved Travel Expense Report (TER) to the Accounting Division in the Financial Services Department within ten (10) business days of completing the trip.

All amounts expended should be listed on the TER, whether paid for by the employee, through an advance request, a City credit card, or by City check. (*See Section V for Travel Advance Request guidelines*).

The employee must attach all required original receipts to the Travel Expense Report. Airline confirmation and conference registration details must be included even though already paid by the City. Reasonable tips may be reimbursed without a receipt, but other out-of-pocket expenses must be accompanied by original receipts. A credit card receipt alone is not sufficient to document allowable charges. In the event an advance was obtained, see Section V for handling any unspent advance.

## **V. ADVANCES AND REIMBURSEMENTS**

### **A. Travel Expense Advances**

Travel advance requests may be considered on a case-by-case basis and must be submitted to the City Manager for prior approval on a Travel Advance Request (TAR) form. Advance requests must be submitted in accordance with payment authorization deadlines, i.e., requests submitted on Thursday by 5 p.m. will be available by the following Friday after 3 p.m. or no earlier than five (5) business days prior to traveling.

Conference/seminar schedules and maps showing mileage must also be submitted with the TAR form.

Advances are intended to cover the cost of meals at the City's allowable rate, estimated mileage, taxis and any out-of-pocket expenses, but generally not airfare, conference fees, or lodging. Airfare, conference fees and lodging generally should be paid directly to the travel vendor or conference sponsor as coordinated by the employee or department coordinator.

The employee may receive an advance when all of the following conditions are met:

1. The employee is traveling overnight on City business; and
2. The cost of the meal(s) is (are) not included in the price of a seminar or conference registration; and
3. The cost of the meal(s) is (are) directly attributable to the conduct of City business. If meals are included in the cost of the seminar or conference, the travel advance will be decreased by the amount per the allowance rate schedule allowed for that/those particular meal(s), and
4. The request for advance is requested no later than five (5) business days prior to departure.
5. The advance request is approved by the City Manager.

Upon approval by City Manager, advances for meals will be allowed at the following rates:

❖ Breakfast	\$15.00
❖ Lunch	\$25.00
❖ Dinner	\$30.00

Mileage will be advanced at the current allowable IRS mileage rate. Current IRS mileage rates can be found on the IRS.gov website. Following a trip, employees must account for and reconcile their travel advances and expenses within ten (10) business days of the trip by submitting a Travel Expense Report. The Accounting Division will keep a log of outstanding travel advances.

Any unspent cash must be turned in with a *copy* of the TER to the City Cashier. It is recommended that the employee pay by check, which will be proof of payment. The receipt from the City Cashier along with the original Travel Expense Report should be forwarded to the Accounting Division to clear any outstanding advance.

#### **B. Travel Advance Pick-ups**

Travel advances may be picked up or available via direct deposit no earlier than five (5) business days before scheduled departure.

## **VI. PROCEDURES FOR CHANGING OR CANCELING TRIPS**

### **A. Changing and Re-booking Trips**

If changes in a trip occur and a travel advance has been issued, notification should be sent via memorandum with proper director approvals to Accounting Division detailing the changed dates. This will allow Accounts Payable to change the due date of the Travel Advance Request form, if applicable. If an additional advance is required, an additional Travel Advance Request form that has been approved by the City Manager must be

submitted. Any checks issued or funds direct deposited for the original trip and not utilized must be returned to the Accounting Division for proper processing. Refunds from travel vendors should be pursued and credited as appropriate.

If canceling a trip that cannot be re-booked by the same traveler, request the cost for the change fee. If expense is reasonable, include expense and approved memorandum with expense report. If re-booking or transferring the travel plan is not available, include approved memorandum with expense report.

## **B. Canceling Trips**

If a trip must be canceled, any checks issued or funds direct deposited for the original trip and not utilized must be returned to the Accounting Division for proper processing. When checks have been cashed or the City credit card has been charged and refunds can be obtained, the refunds must be deposited with the City Cashier and credited to the original expenditure lines charged for the travel expenses.

A copy of the deposit receipt from the return of a travel advance must be forwarded to the Accounting Division along with the Travel Expense Report, so that the advance can be properly cleared. City employees will be held responsible for checks or cash outstanding for canceled trips until such checks or receipts are returned to the Accounting Division.

**CITY OF DUNCANVILLE**  
**EMPLOYEE TRAVEL POLICY**  
**(EFFECTIVE JANUARY 1, 2017)**

I. Transportation and Mileage Reimbursement

- A. Mileage will be reimbursed at the current standard rate recommended by the Internal Revenue Service at the new rate of \$0.535 cents per mile as of January 1, 2017 through December 31, 2017 and will be adjusted periodically based on Internal Revenue Service guidelines.
- B. Reimbursable mileage is the *shortest* round trip distance of :
  - 1. Normal work location to travel destination or
  - 2. Home to travel destination.
- C. Travel arrangements including airfare, hotel, etc. should be coordinated through the appropriate City staff and travel agency.
- D. For transportation expenses, the *lesser* expense of airfare plus ground transportation (i.e. taxi, shuttle service) or actual mileage will be reimbursed.

II. Meals and Receipts

- A. Total reimbursable expense for meals is limited to **\$40.00 per day times the number of travel days** without prior approval of the City Manager as of October 1, 2007.
- B. **Meal expenses will only be reimbursed if travel requires an overnight stay or is outside the local 6 county area (Dallas, Tarrant, Denton, Collin, Ellis and Johnson counties).** Meals while training at NCTCOG or at any location within the 6 county area will no longer be reimbursed as of June 1, 2010.
- C. The employee should attach all receipts to the Expense Report. All expenses *must* have an **itemized receipt** attached or they will *not* be reimbursed (except mileage costs). Detailed receipts are required to verify that all individual items purchased are reimbursable. Total only receipts are not acceptable.
- D. **Only** the employee's meal cost will be reimbursed. Employees who travel with other non-employees can not include their meal cost for reimbursement even if under the daily limit.

III. Prohibited Items

- A. Items *not* reimbursed include, but are not limited to, the following:
  - 1. Alcoholic beverages
  - 2. Break item snacks such as soft drinks, candy, etc.
  - 3. In-hotel pay television or videos
  - 4. Movies
  - 5. Golf
  - 6. Sporting events
  - 7. Calls to 900 numbers

III. Prohibited Items (continued)

8. Dry cleaning or laundry (unless an extended stay over 7 days with approval of the Department Director)

IV. Miscellaneous

- A. One long distance personal telephone call per day of approximately ten (10) minutes duration will be reimbursed.
- B. In the case of travel reimbursement by another agency, expenditures and reimbursements will be governed by the policy of that agency.

V. Travel Advances

- A. Travel advances will only be granted via Department Director approval and submission of signed (approved) travel advance form.
- B. Travel advances will only be granted for estimated out-of-pocket expenses equal to or greater than \$75.
- C. Whenever possible, hotel accommodations should either be pre-paid via direct billing to the City or via Department Directors Travel Cards.

VI. Expense Reports

- A. All employees who use City funds for authorized trips shall submit an individual Travel Expense Report to the Finance Department within 30 days of completing the trip. No employee with an outstanding travel advance will be issued another travel advance without approval of the City Manager. Combined expense reports (with other employees) are acceptable only with advance approval of the Director of Finance. Duplicates will be placed in each individual file.
- B. All amounts expended should be listed on the Expense Report, whether paid for by the employee, through an employee advance, on a City credit card, or by the City. The employee should list all prepaid transportation, prepaid lodging, prepaid registration, City credit card charges, employee advance received, and personal expenses and then subtract these amounts from the "Total Expenses" to arrive at the "Amount Due Employee" or "Amount Due City". [If using the Travel Expense Report form in Excel, these amounts will be calculated for you automatically.
- C. The employee should attach all receipts to the Expense Report. All expenses **must** have a **detailed** receipt attached or they will not be reimbursed (other than mileage costs). Airlines ticket stubs and detailed hotel receipts **must** be included even if prepaid by the City.
- D. The Expense Report should be reviewed and approved by the employee's immediate supervisor and/or Director. The approving **Director is responsible** for ensuring that all Expense Reports are in accordance with the City's Travel Policy. The City Manager or Assistant City Manager approves directors' expense reports.
- E. After Director approval, the Expense Report should be forwarded to the Finance Department. The Finance Department checks that all itemized receipts are attached, verifies all math calculations, and prepares receipt for returned money, if any. The Director of Finance reviews all the documentation for completeness and final approval.

**RESOLUTION NO. 2016-11155D**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNCANVILLE, TEXAS, ADOPTING THE CITY OF DUNCANVILLE CITY COUNCIL TRAVEL POLICY, ATTACHED HERETO AS EXHIBIT "A", DEFINING NECESSARY EXPENSES INCURRED BY A CITY COUNCILMEMBER AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Charter of the City of Duncanville, Article II, Section 2.03 (Compensation) states, in part, City Councilmembers "shall be entitled to reimbursement of necessary expenses incurred in the performance of their official duties when approved by Council", and

**WHEREAS**, the City Council wishes to adopt a formal travel policy defining the process of reimbursement for necessary expenses incurred while traveling during their official duties, and

**WHEREAS**, the City Council finds that in many cases, City Councilmembers are accompanied by a guest when attending local events and functions, the whole of City Council typically attends in an official capacity, and

**WHEREAS**, the City Council finds these local events typically charge for admission and the cost of a meal, in conjunction with the event, and

**WHEREAS**, the City Council finds the cost of admission and the accompanying meal served in conjunction with a local event, for a guest of a City Councilmember attending the event with the City Councilmember, is a necessary expense incurred in the performance of their official duties.

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

**Section 1:** That the City of Duncanville City Council formally adopts the City of Duncanville, City Council Travel Policy, attached hereto as Exhibit "A", which outlines the process of reimbursement for necessary expenses incurred while traveling during their official duties.

**Section 2:** That the City of Duncanville City Council finds the cost of admission and an accompanying meal, for a guest of the City Councilmember while attending the event with the City Councilmember, a necessary expenses subject to reimbursement or prepayment by the City.

**Section 3:** That the City of Duncanville City Council permits reimbursement for only those necessary expenses incurred by a City Councilmember, for a guest, attending a local event, as defined within the policy.

**Section 4:** This Resolution shall become effective immediately upon its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Duncanville, Texas, on the 15<sup>th</sup> day of November, 2016.

**CITY OF DUNCANVILLE, TEXAS**

**APPROVED:**

  
\_\_\_\_\_  
David L. Green, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Mary E. Jones, City Secretary

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Robert E. Hager, City Attorney

## **CITY OF DUNCANVILLE CITY COUNCIL TRAVEL POLICY**

### **I. Transportation and Mileage Reimbursement**

- A. Mileage will be reimbursed at the current standard rate recommended by the Internal Revenue Service as of January 1<sup>st</sup> and will be adjusted periodically based on Internal Revenue Service guidelines.
- B. Reimbursable mileage is the shortest round trip distance of :
  - 1. Normal work location to travel destination or
  - 2. Home to travel destination.
- C. Travel arrangements including airfare, hotel, etc. should be coordinated through the City Secretary.
- D. For transportation expenses, the lesser expense of airfare plus ground transportation (i.e. taxi, shuttle service) or actual mileage will be reimbursed.

### **II. Meals and Receipts**

- A. Meal expenses shall only be reimbursed if travel requires an overnight stay or is outside the 6 county area (Dallas, Tarrant, Denton, Collin, Ellis or Johnson counties).
- B. The City Council member should attach all receipts to the Expense Report. All expenses must have an itemized receipt attached or they may not be reimbursed (except mileage costs). Detailed receipts are required to verify that all individual items purchased are reimbursable. Total only receipts do not provide sufficient transparency.
- C. Only the City Council member's meal cost will be reimbursed. City Council members, who travel with others, cannot include another's meal cost for reimbursement, except as permitted in Section IV, "Necessary Expenses for Guests of City Council Members."

### **III. Prohibited Items**

- A. Items not reimbursed include, but are not limited to, the following:
  - 1. Alcoholic beverages
  - 2. Break item snacks such as soft drinks, candy, etc.
  - 3. In-hotel pay television or videos
  - 4. Movies
  - 5. Golf
  - 6. Sporting events



## IV. Expense Reports

- A. City Council members who use City funds for authorized trips should submit an individual Travel Expense Report to the City Secretary within 30 days of completing the trip.
- B. All amounts expended should be listed on the Expense Report, whether paid for by the City Council member, through a travel advance, on a City credit card, or by the City. The City Council member should list all prepaid transportation, prepaid lodging, prepaid registration, City credit card charges, travel advance received and personal expenses, and then subtract these amounts from the "Total Expenses" to arrive at the "Amount Due Employee" or "Amount Due City". If using the Travel Expense Report form in Excel, these amounts will be calculated for you automatically.
- C. The City Council member should attach all receipts to the Expense Report. All expenses should have a detailed receipt attached or they may not be reimbursed (other than mileage costs). Airline receipts and detailed hotel receipts should be included, even if prepaid by the City.
- D. The Expense Report shall be assembled by the City Secretary, signed by the City Council member and forwarded to the City Manager or Assistant City Manager for final review.
- E. After the final review by the City Manager or Assistant City Manager, the Expense Report shall be forwarded to the Finance Department. The Finance Department shall verify all itemized receipts are attached, verify all math calculations, and prepare a receipt for returned money, if any. The Director of Finance shall review all the documentation for completeness.

## V. Necessary Expenses for Guests of City Council Members

- A. Necessary expenses incurred by a City Council member for a guest, who attends a local event with the City Council member, will be reimbursed.
  - 1. A local event is defined as one that City Council normally participates in as a whole, and held within Dallas, Tarrant, Denton, Collin, Ellis or Johnson Counties.
  - 2. A guest is defined as an individual whom the City Council member invites to the event.
- B. Necessary expenses defined under this section are admission and meal costs, if any, incurred by a City Council member for a guest attending a local event, with the City Council member.
- C. If the admission and meal costs are prepaid by the City of Duncanville, no additional reimbursement is permitted.

# CITY OF DUNCANVILLE

## MAYOR & COUNCIL MEMBERS TRAVEL EXPENSE REPORT

Please Complete all applicable highlighted areas:

Council Member

Today's Date 16-Mar-17

Department

Travel Dates

Destination/Purpose of Trip

<b>Mode of Transportation:</b>	<i>Please Place an X in the appropriate box:</i>			
City Vehicle?		Gas Reimbursement?		
Own Vehicle?		Mileage Reimbursement?		

	SUN	MON	TUES	WED	THURS	FRI	SAT		TOTAL
<b>DATE</b>									
Registration: Prepaid? Y or N									
Lodging: Prepaid? Y or N									
Transportation: Prepaid? Y or N									
Breakfast									
Lunch									
Dinner									
Gasoline									
Parking									
Rental Car/Taxi									
Telephone									
Miscellaneous									
<b>Total Expenses Before Mileage</b>									
Mileage (from Below)									
Total Expenses									

<b>Mileage Calculation:</b>		<b>Mileage Record:</b>		Subtract:	PREPAID REGISTRATION	
Total Miles Driven		From:		Subtract:	PREPAID LODGING	
x Rate	0.535	To:		Subtract:	PREPAID TRANSPORTATION	
<b>Mileage Total</b>				Subtract:	CITY CREDIT CARD CHARGES	
<i>I hereby certify the above expenditures represent money spent for legitimate city business and items of a personal nature have been deducted appropriately.</i>				Subtract:	ADVANCE CHECK	
				Subtract:	PERSONAL EXPENSES	
				Add:	PERSONAL EXPENSES REIMBURSED	
Council Member's Signature				Equals	Amount Due Council Member	
City Manager Signature				Equals	Amount Due City	
Director of Finance Signature				Account Number		
				Finance Dept Verification		



**CITY OF FERRIS**

**ORDINANCE NO. O-12-726**

**AN ORDINANCE OF THE CITY OF FERRIS, TEXAS AMENDING THE CITY OF FERRIS CODE OF ORDINANCES, BY REPEALING ORDINANCE NO. O-11-712 IN ITS ENTIRETY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The City Council of the City of Ferris, Texas, has determined that the Personnel Policies and Procedures Manual, January 2011 is in need of revision; and

**WHEREAS**, The City has determined it is in the best interest of the Employees and the City of Ferris to repeal Ordinance No. O-11-712. Now, Therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FERRIS, TEXAS:**

**Section 1.** That Ordinance No. O-11-712 Personnel Policies and Procedures Manual , January 2011, is hereby repealed in its entirety. That Ordinance O-12-726 Personnel Policies and Procedures Manual, February 2012 is hereby adopted and made a part of the City of Ferris Code of Ordinances.

**Section 2.** All provisions of the ordinances of the City of Ferris in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Ferris not in conflict with the provisions of this ordinance shall remain in full force and affect.

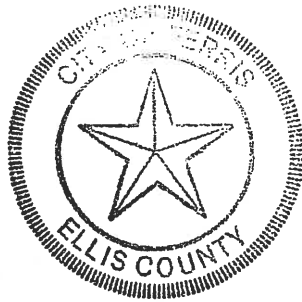
**Section 3.** That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

**Section 4.** An offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances as amended, in

effect when the offense was committed and the former law is continued in effect for this purpose.

**Section 5.** That this ordinance shall take effect immediately from and after its passage and publication of the caption of said ordinance as the law in such case provides.

**DULY PASSED AND APPROVED** by the City Council of the City of Ferris, Texas this 6<sup>th</sup> day of February, 2012.



APPROVED:

*Richard M. Barrett*  
Richard M. Barrett., Mayor

ATTEST:

*Pat Bradley*  
Pat Bradley, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark Goldstucker, City Attorney

# CITY OF FERRIS

## Personnel Policies and Procedures Manual

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## **CITY OF FERRIS, TEXAS**

### **PERSONNEL POLICIES AND PROCEDURES MANUAL**

#### **SECTION 1 – AUTHORITY AND ADMINISTRATIVE RESPONSIBILITY**

- 1.01 **SCOPE.** The Personnel Policy applies to and governs all employees of the City of Ferris except where there are explicit provisions to the contrary in state laws. It is not applicable to elected officials, members of boards and commissions, persons employed by contract to render consultative, technical or professional services, or volunteers (other than volunteer firefighters and police reserves to whom portions of this policy are applicable.)
- 1.02 **AUTHORITY FOR CREATION OF JOBS.** With the exception of those positions, or offices established by statutory provisions, all positions, or offices in the municipal organization are created and authorized either directly or indirectly by action of the City Council.
- 1.03 **ADMINISTRATIVE AND APPOINTIVE AUTHORITY.** With the exception of matters and appointments reserved to the City Council by statutory provisions, and appointive and dismissal matters dealing with Department Heads general authority and responsibility for the conduct and administration of municipal affairs is vested in the City Manager, including appointments to positions and the establishment and maintenance of satisfactory standards of efficiency, welfare and morale of City employees and the exercise of general control and supervision over all departments, officials, and positions created, and approved by the City Council. Final authority, in the form of review and approval, is reserved by the City Manager with regard to all matters, and subjects covered by these regulations, and which are not specifically delegated by him/her to various Department Heads and/or other subordinates. This delegation may be either written or oral. During periods when the City is without a City Manager, the Mayor or Mayor Pro Tem will have all authority given to the City Manager under the Personnel Policies and Procedures Manual.
- 1.04 **DUTIES AND FUNCTIONS OF THE CITY MANAGER.** The City Manager is responsible for the routine administration of all phases of these rules and policies. This includes establishment and maintenance of position classification, wage and salary plans, and other operational and procedural rules.
- A. The City Manager is responsible for reviewing and assuring that personnel actions are in compliance with requirements and policies established by the official salary plan and job classification plans as well as in conformity with established policies, and rules governing vacation, sick leave, leave without pay, merit increases, etc.
- 1.05 **DEPARTMENTAL ADMINISTRATION OF THESE RULES.** Department Heads are responsible for the proper and effective administration of personnel rules and policies within their departments. Routine matters and duties in connection therewith, such as the proper preparation and handling of required personnel records, reports, payrolls, etc., may be assigned to a subordinate employee. Questions regarding these policies should be referred to the City Manager for resolution.

- A. Department Heads are responsible for authenticating all personnel actions initiated within their Departments. Those actions include but are not limited to: employee selection, pay adjustments, promotions, transfers, separations, etc. These certifications are made by signature on the "Personnel Appointment or Change of Status Form" (PACS Form) or other appropriate documents.
- B. Department Heads have overall responsibility for the administration of discipline within their departments. Such discipline includes but is not limited to: employee counseling, reprimand, suspension, and dismissal. This in no way diminishes the authority or responsibility of individual supervisors to maintain order and discipline or to take disciplinary action against employees under their supervisions. (See Section 5.02)
- C. The City Manager will develop, implement and monitor time and attendance tracking and pay authorization procedures. Department Heads will be responsible for assisting the City Manager in implementation of the approved system within their departments. Time and attendance records will be signed by the Department Heads or by a subordinate employee appointed for this task in the event the Department Head is absent when time and attendance forms must be submitted to payroll. Time and attendance records are the audit trail, which establishes the City's conformance to laws related to pay. In addition, Department Heads must closely monitor attendance records and payrolls to assure salary and wage expenditures stay within budgetary limits. Time and attendance records must be neat, legible, complete and accurate. Employees turning in messy, non legible time or expense reports should be made to redo. Inaccurate records, or the misrepresentation of the amount of actual time worked, may be a violation of the law, and may result in disciplinary action.

1.06 **AMENDMENTS.** The City Manager may recommend changes or amendments to these rules within statutory limitations to the extent necessary to more effectively and efficiently promote the interests of the City. All changes and/or amendments must be approved by the City Council.

## SECTION 2 – EMPLOYMENT INFORMATION AND REQUIREMENTS

2.01 **BASIS OF EMPLOYMENT.** All authorized City positions not directly appointed by the City Council pursuant to Statutory or Ordinance provisions are created by presentations of proposed budgets by the City Manager to the City Council in the budget process. The City of Ferris is an “at-will” employer meaning that all employees who do not have a written employment contract with the City are employed at the will of the employer and may be terminated at any time, with or without notice, for any reason and with or without cause. Similarly, the employee is free to resign from employment at any time and for any reason. Nothing in this manual creates an expressed or implied contract of employment for a definite period or a contract concerning terms or conditions of employment. Any position, which is not contained in the personnel schedule for the annual budget, must be specifically approved by the City Council and specifically approved by the City Manager or his/or her designated representative before a requisition will be accepted. In accordance with Title VII of the Civil Rights Acts of 1964, applicants for city employment shall be given equal opportunity without regard to race, color, sex, religion, national origin, age, or non-disqualifying condition of handicap. Both initial employment and subsequent compensation, terms, conditions, or privileges of employment are based on merit, and, where appropriate, moral and physical fitness, as evidenced by:

- A. Training, education, and experience as reflected on the application for employment and other appropriate documentation such as: transcripts, certifications, registrations, licenses, etc.
- B. Performance and responsibility level in previous employment.
- C. Mental examination and/or performance/agility test if required.
- D. Any required physical examination.
- E. Inquiry of former employers, supervisors, or other persons, or agencies having access to information about prior employment history.
- F. Inquiry into criminal history for applicants who work in positions for which criminal background is relevant to their prospective jobs, and or credit history in the case of applicants who will be responsible for handling cash.

2.02 **REQUESTS FOR PERSONNEL AND ADVERTISEMENT OF VACANT POSITIONS.** All Departments will submit requests to fill vacancies to the City Manager. These requests are made on Personnel Requisition forms, and include the title of the position to be filled, contemplated initial salary or wages; desired training and/or experience, any special qualifications required, and such other pertinent information as may be needed to help find the best-qualified person available. This also includes requests or personnel through any special employment programs. Notice of vacant positions will be posted in a public area for most positions and advertised as appropriate. Vacant positions will be posted for the amount of time required to fill the position.

2.03 **RECRUITMENT AND SELECTION.** The recruitment function is performed by the City Manager and Department Heads. The City Manager/Department Head will maintain application files, contact possible sources of applicants, maintain liaison with appropriate

agencies and use such advertising as may be necessary. All interested applicants will be advised to contact the City Manager or Department Head concerning any vacancy for which they may qualify. The City Manager, or those designated by him/her, will conduct initial recruiting and screening. Normally, the hiring supervisor will conduct pre-employment interviewing, assisted by the City Manager or Department Head when required. The hiring Department Head is responsible for reference checks and may seek Personnel Division assistance to accomplish this necessary pre-employment function. The City will conduct its employee selection procedures in such a way as to achieve the best possible match of job applicants with available positions and strive to hire the best-qualified applicant. No employee, manager, or officer will exert any personal or professional influence or prejudice for or against an applicant because of the applicant's race, color, sex, religion, age, national origin, or non-disqualifying condition of handicap. Nor will any special consideration be given because of political or religious affiliations or relationships.

#### **2.04 NEPOTISM (Employment of Relatives).**

- A. No person related within the second degree of affinity (marriage) or within the third degree by consanguinity (blood) to the Mayor, a Councilperson, or the City Manager shall be an employee of the City. A person already employed by the City for at least one (1) year at the time of election of a related elected official or the appointment of a related City Manager may continue their employment. However, in such cases, the elected or appointed official should make every effort to refrain from making specific decisions concerning that employee's pay, position, and performance in the City.
- B. In addition to the above stipulations, it is hereby provided that relatives and members of the immediate family of City employees related in the second degree of affinity and third degree of consanguinity will not be appointed to work for the City unless specific approval is obtained from the City Manager. Department Heads who believe such appointments are justified should present their reasons to the City Manager and the needs, which form the basis for requesting such appointments. The City Manager may approve the employment of persons related in the degree above if their normal day-to-day work process does not interact with each other, nor are they the supervisor of a relative of the above degree who are already employed in the same Department become married, the Department Head will submit a recommendation for continued employment. This will not be approved if either spouse is supervisor over the other.

#### **2.05 POLITICAL AND RELIGIOUS AFFILIATIONS/POLITICAL ACTIVITY.**

- A. No political, fraternal, or religious connections or affiliations shall be required or considered as a condition of employment by the City of Ferris, nor shall such matters be permitted to influence any action or recommendation relating to present employees.
- B. Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:
  - 1. While in City uniform, or on duty, a City employee may not take an active part in any political campaign, demonstration, or rally for an elective position of the municipality.

2. For the purpose of this section, a person takes an active part in a political campaign if the person:
  - Makes a political speech;
  - Distributes a card or other political literature;
  - Writes a letter;
  - Signs a petition;
  - Actively and openly solicits or recommends votes; or
  - Makes a public derogatory remark about a candidate for an elective position of the municipality.
3. A City employee may not be required to contribute to a political fund or to render a political service to a person or party.

2.06 **APPLICATIONS FOR EMPLOYMENT.** All persons seeking consideration for employment must complete, sign, and submit an approved application to City Hall.

2.07 **PHYSICAL STANDARDS.**

- A. **Pre-Employment Physical Requirements.** All prospective employees (both full-time and part-time) regardless of job classification must successfully complete a pre-employment physical examination by an officially designated medical authority which includes substance abuse testing and physical examination sufficient to determine the applicant's fitness to perform the duties of the position for which the applicant is being considered. No applicant will be placed on the job until the City Manager and Department Head have received and approved results of the physical examination. Job classifications requiring heavy lifting and/or physical stamina will also include examination for fitness for these requirements. Such examinations are to be given before the effective date of employment. The Department Head will make necessary appointments and arrangements for the examinations.
- B. **Employment of Physically Handicapped.** In accordance with the Americans with Disabilities Act of 1990 (ADA), handicapped persons will be considered along with all other applicants for employment in positions for which they are physically qualified or in which a reasonable accommodation can be made that does not represent an undue hardship for the organization.
- C. **Exceptions.** Physical standards and requirements may vary in accordance with the duties and working conditions set forth in the job requirements for various positions. The Department Head will advise the examining medical officer of any special or unusual requirements for the performance of the job. The opinion and recommendation of the examining medical official govern and determine the medical acceptability of any person for employment.

Particular attention will be given to any impairment, degenerative disease, or abnormality, which would adversely affect either the present or the future capacity of a prospective employee to perform the required duties of the position. The examining medical official will complete and forward to the Department Head a complete report on the prescribed form indicating a specific recommendation as to the suitability of the person for employment in the position.

- D. **Waiving Examinations.** In the absence of any information or visible evidence to the contrary, physical examinations may be waived by the City Manager with regard to the re-employment of persons who satisfactorily passed an examination within not more than three (3) months prior to the date of re-employment. In addition, a private physical examination done within three (3) months of employment may be accepted for a low-level physical requirement position if given to the City and shown to be testing the necessary areas needed. Such physical exam must be signed by the physician and it will not set aside the requirement for a drug test by the City.
- E. **Responsibility for maintenance of physical standards.** Employees are responsible for maintaining the standard of physical fitness required for performance of the duties of the position they hold.

2.08 **CONTROLLED SUBSTANCE, ALCOHOL AND INHALANT ABUSE.** In order to comply with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991 the following policy and guidelines are implemented to foster and promote a drug and alcohol free work place in the City of Ferris

The policy applies to all employees in safety-sensitive positions and applicants for those positions with the City of Ferris. In the event that this policy is found, in any particular manner, to be inconsistent with or to contravene either now or in the future, any existing or any subsequent municipal, state, or federal law, the policy shall be modified to comport with such law.

Use or consumption of controlled substances, alcohol, or inhalants on the job or being under the influence of controlled substances, alcohol, or inhalants on the job creates a serious risk of bodily harm for the involved employee, fellow employees the City of Ferris, and the general public. This policy is designed to assist in the elimination of drug and alcohol abuse in the work place.

The City of Ferris acknowledges that its success now, as well as in the future, is dependent upon the physical and psychological well being of its employees. Accordingly, it is the City of Ferris' intent to maintain a safe working environment for all of its employees, to protect the City's property, equipment, and operations, and to fulfill its obligations to the general public.

### **RESPONSIBILITIES**

1. **City Manager.** The City Manager or other authorized personnel will coordinate the implementation of this policy.
2. **Department Heads.** It is the responsibility of all Department Heads to act in accordance with and to enforce this Policy.
3. **Employees.** It is the responsibility of all City of Ferris employees to conduct themselves in a manner consistent with the letter and spirit of this Policy.

## **POLICY**

- A. The City of Ferris will not hire for employment any applicant found to be engaging in the use or consumption of controlled substances, unless such controlled substance is prescribed for the user by a physician, and then only if such controlled substance is being used/consumed for the purpose intended. Verification from the prescribing physician will be required.
- B. Entering the City of Ferris property or reporting to work in an impaired condition because of the use or consumption of controlled substances, alcohol, or inhalants is strictly prohibited. Any employee acting contrary to this prohibition will be subject to disciplinary action up to and including discharge.
- C. The use, consumption, possession, purchase, distribution, or sale of controlled substances, alcohol, or inhalants while engaged in work for the City of Ferris or on City of Ferris property, except as noted elsewhere in this Policy, will subject the employee to discharge. There shall be no exceptions to the prohibition of being on City of Ferris property or performing City of Ferris work in an impaired condition.
- D. The City complies with DOT requirements for affected positions.
- E. City employees are subject to a “one strike” policy for alcohol and illegal use of prescription drugs: the first positive test will result in termination.
- F. An employee’s self-referral to an alcohol, inhalant or controlled substance program does not prevent the Department from taking appropriate disciplinary action for the employee’s performance and/or conduct.
- G. If a substance, which appears to be an illegal drug, is found within an area under the effective control of an employee, an investigation will be conducted by appropriate law enforcement agencies. If warranted, appropriate disciplinary action will be taken.
- H. The employee may also be subject to criminal charges.
- I. City employees are subject to a “Zero-tolerance” or “1 strike” policy for use or possession of illegal or controlled substances.
- J. Employees must notify their supervisors in writing when they are taking a controlled prescription medication.

## **POLICY GUIDELINES**

### **A. APPLICANTS**

#### **1. Applicant for Employment.**

- a. All applicants for employment shall be required to submit to and pass a controlled substance screening and physical as a pre-requisite to employment.

2. **Failure of Pre-Employment Testing.**

- a. Applicants for employment who do not pass all of the required examinations will not be hired.
- b. Further, such applicants for employment will not be reconsidered for employment for a period of one (1) year following failure of pre-employment testing.

3. **Confidentiality of Results.** All pre-employment controlled substance screening results shall be the private and confidential property of the City of Ferris and will not be shared with anyone except the applicant or as required by a court order, to legally protect the City of Ferris and the privacy of the applicant/employee.

B. **EMPLOYEES**

1. **TESTING.** Employees may be tested for controlled substance, alcohol, or inhalants under the following circumstances:

- a. **POST ACCIDENT** – In the event they are involved in an accident involving bodily injury or damage to property of the City of Ferris and/or the general public.
- b. **FOR CAUSE SCREENING** – When an employee's behavior or work performance on the job provides reasonable suspicion, a fellow employee must witness this behavior and report the affected employee to the Department Head. The Department Head must contact the City Manager by written report. Sub-section (b.) FOR CAUSE SCREENING will only be authorized by the City Manager upon recommendations from Department Heads.

When or if it is determined that an employee is to be tested for substance abuse under 2.08, B, 1-a or b, the supervisor will take the employee to the occupational health clinic rather than allowing the employee to transport himself or herself.

- c. **RANDOM SCREENING** – All employees in safety-sensitive positions of the City of Ferris will be subject to random testing at least four (4) times per year for controlled substances, alcohol, or inhalants. Testing will be on a quarterly basis with no less than twenty-five percent (25%) of the employees being tested during each quarter.
- d. **COMPLIANCE** – Employees will be tested in order to comply with local, state, or federal government laws, ordinances, or regulations.
- e. **REFUSAL TO TEST** – An employee who refuses to consent to an alcohol, controlled substance or inhalant test will be subject to discharge. Refusal to test includes:
  - (1) Fails to provide adequate breath for alcohol testing without a valid medical explanation.



- (2) Fails to provide adequate urine for testing without a valid medical explanation.
  - (3) Engages in conduct that “clearly obstructs” a testing procedure.
  - (4) After an accident, which mandates post-accident testing, the driver or operator fails to make themselves available for a test within the time frame specified.
- 2. **POSITIVE RESULTS** - Any controlled substance, alcohol, or inhalant test having positive results will be sent for retest and reviewed by the clinic’s medical review officer. The employee will be suspended until the results of the review have been conducted and conveyed to the City Manager. If the positive results are found to be for a medical necessity, then the employee will be reinstated and paid for time of suspension.
  - 3. **FAILURE** – An employee who fails a required controlled substance, alcohol, or inhalant screen in accordance with this policy will be subject to discharge.
  - 4. **TERMINATION** – An employee who fails a required controlled substance, alcohol, or inhalant screen and is discharged is not eligible for re-employment.
  - 5. **SEARCHES** – The City of Ferris reserves the right to conduct searches anywhere on City of Ferris property, including, but not limited to, lockers, desks, file cabinets and employees’ personal property or personal vehicles parked on City of Ferris parking lots. All such searches must be authorized and conducted under the direction of the City of Ferris City Manager or his or her designee. Employees who refuse to cooperate during such unannounced searches shall be subject to disciplinary action, up to and including discharge.
  - 6. **REFERENCES** – All medical information including drug screen and/or physical examinations are protected by law and are not subject to public information disclosure, except by court order. Reference information regarding any employee past or present of the City of Ferris will be referred to the City Manager.
  - 7. **CHANGE OF STATUS AND TRANSFERS** – Employees that are transferred to a different division, change from part-time to full-time status, or change from seasonal to regular status will be subject to drug, alcohol, and inhalant screenings.

## **TRAINING AND EDUCATION**

Training and education will be provided to the City Manager, Department Heads, Superintendents, Crew Leaders, and/or designated management on the recognition and signs of alcohol misuse and drug abuse every two (2) years. This is a mandatory training for all supervisors to be arranged for and provided by the City Manager.

- 2.09 **SMOKING IN THE WORK PLACE**. To protect the health of all employees, the City will strictly enforce a prohibition against smoking in City offices, facilities, and equipment except in areas(s) which may be designated by the City Manager as an approved smoking area.

Failure by an employee to abide by this prohibition may result in disciplinary action.

- 2.10 **AGE REQUIREMENTS.** In accordance with the Fair Labor Standards Act (FLSA), an applicant must be over eighteen years of age to work in a regular full-time hazardous job position, and minors must be above sixteen years of age to work in part-time or seasonal job classifications. There is no mandatory retirement age. Rather, employees may continue to work as long as their health permits and they maintain productivity. In accordance with the "Age Discrimination in Employment Act of 1967" (ADEA), no applicant or employee will be discriminated against on the basis of age in employment decisions such as hiring, firing, terms or conditions of employment.
- 2.11 **IN-PROCESSING AND ORIENTATION.** All new employees and former employees who are being re-employed will report to the City Manager (preferably within the first day of employment) for necessary processing, orientation, and instructions. This processing includes completion of personnel information and records, enrollment in group hospitalization and/or life insurance, and an orientation to the rights and responsibilities of employment with the City. The new employee's supervisor is responsible for necessary orientation of the new employee and should include the job description for the new employee's position, the relationship of the Department to the rest of the City operation, introduction of the other members of the Department, where items are located that the employee will require for work, the work schedule, the importance of good attendance and who to report absences to, safe working practices, care of equipment, etc.
- 2.12 **TYPES OF POSITIONS**
- A. **REGULAR FULL-TIME** - These are positions in which the required workweek equals or exceeds the established full-time workweek. These positions generally provide opportunity for continued employment with the City.
  - B. **PART-TIME** - These are either regular or temporary jobs in which the required workweek is normally less than 40-hours.
  - C. **TEMPORARY (INCLUDING SEASONAL)** - These positions (whether part-time, full-time, or hourly paid) are anticipated to be of comparatively short, or of a definitely limited duration, for example, seasonal positions.
  - D. **VOLUNTEER** - These positions would be the volunteer Police reserves or the volunteer firemen.
- 2.13 **OUTSIDE EMPLOYMENT.** The City Administration discourages regular, full-time employees from engaging in outside work for pay if the secondary employment interferes with the work schedule or performance of the employee's full-time, regular duties assigned by the City. For example, an employee working full-time for the City, while receiving compensation for a volunteer Fire Department, may find conflict with his/her regular work schedule if called out on an emergency during regular work hours. Such outside employment conflicts will be addressed with the employee to resolve the scheduling and/or performance issues.
- 2.14 **RE-EMPLOYMENT.** Former employees who have resigned in good standing (good standing includes the provision by the employee of more two-week's notice of resignation) will not be eligible for re-employment for one (1) year following their resignation. The City Manager may

waive this requirement if it is deemed to be in the best interest of the City to allow the re-employment. Persons who were dismissed for cause from City employment will not be considered for re-employment.

2.15 **PROMOTION**. Reasonable efforts will be made to fill available vacancies by the promotion of qualified employees in lower classification within the City. For any position to be filled, Department Heads may elect to fill such vacancies from the following methods: personnel requisition open to the general public; promotional opportunities within the City; or a combination of these. Emphasis is placed on employees having an opportunity to apply for promotion by being made aware of available vacancies.

A. In order to control position management, personnel requisitions for all vacant positions will be submitted to the City Manager.

B. For vacancies filled through internal promotion, a position availability notice issued by the City Manager will be posted in a conspicuous place available for view by all employees.

1. Notices will indicate job title, wage or salary offered, job description, minimum required education and experience, availability of additional information, and application procedures. Notices shall normally remain posted for a minimum of five (5) working days, and announced positions shall normally remain open for a minimum of five (5) working days.

2. The decision to promote should be based on an employee's demonstrated performance, time and attendance records, qualifying education, record of progression, completion of training or development assignments; awards and letters of recommendations; details of leadership experiences where appropriate, etc. As a matter of policy, where two employees appear equally qualified for a position, the one with more seniority will be selected.

3. Employees both within and outside a Department who apply for a promotional opportunity will be notified of the filling of the vacancy.

4. No specific period of employment is required before being eligible for promotion. (See Section 3.08 for procedures related to wage change and promotion.)

## 2.16 **DEMOTION**

**VOLUNTARY** – An employee may be demoted voluntarily to a lower level position for which the employee is qualified at the employee's request and with the approval of the City Manager.

**INVOLUNTARY** – An employee may be involuntarily demoted when such action is deemed to be in the best interest of the City as a consequence of disciplinary action or as the result of demonstrated performance deficiency. (See Section 3.09 for procedures related to wage change and demotion.)

## **2.17 TRANSFERS AND TEMPORARY ASSIGNMENT**

Transfer is possible through voluntary or involuntary transfer to a vacant position that does not represent a promotion or by lateral transfer to another Department. No specific period of employment is required before being eligible for transfer. The City Manager may authorize the temporary assignment of an employee to a higher classification that is vacant. Temporary assignments normally will be for no longer than (30 thirty-days, but may be extended with authorization from the City Manager. This does not imply that a supervisor may not temporarily assign a limited number of the duties of a vacant position to an employee on a temporary basis without additional compensation for the employee who assumes some, but not all, of the duties of the vacant position. (See Section 3.10 for procedures related to wage change and transfer or temporary assignment.)

## **2.18 REDUCTION IN FORCE OR LAY-OFF**

- A. When the need for a reduction in force or lay off arises, the City Manager or his/her designated representative informs the Department Heads concerned of the number of jobs to be vacated.
- B. The Department Head will recommend to the City Manager the employees to be separated, transferred, or assigned to a lower grade position because of the reduction in force. The decision as to which employees will be affected to the greatest extent possible will be based on job performance. In cases in which performance of two or more employees is relatively equal, retention of the employee with more seniority is generally appropriate. Notification will be provided to the affected employee(s) in accordance with the Worker Adjustment and Retraining Notification Act, which requires sixty-day advance notification.

## **2.19 EMPLOYMENT TERMINATION RULES AND REQUIREMENTS**

- A. In order to resign in good standing, employees in regular, full-time positions must give at least two (2) weeks written notice of their intention to resign.
- B. All terminating employees must return all records and/or property of the City of Ferris, which may be in their possession or custody. Department Heads should make every effort to release final pay after all City property is returned but are prohibited from refusing to release final pay until property is returned.
- C. In all cases in which a Department Head has advance knowledge that one of his or her employees is terminating employment with the City, the Department Head is responsible for ensuring that the employee receives timely termination pay. The supervisor should inform the terminating employee that they may contact the City Manager to arrange for an appointment to conduct an exit interview if the employee desires or to arrange for the disposition of benefits such as retirement plans. Terminal pay for employees will consist of earned, but unused vacation leave, not to exceed:
  - For employees with less than ten (10) years of service – one hundred twenty (120) hours. (Police – one hundred twenty six (126) hours),

- For employees with more than ten (10) but less than fifteen (15) years of service – one hundred eighty (180) hours. (Police – one hundred eighty nine (189) hours),
- For employees with more than fifteen (15) years of service – two hundred forty (240) hours. (Police – two hundred fifty two (252) hours).

(See also Section 6.03 (a) 3 and 4.)

D. Termination of employment requirements for employees occupying positions involving access to mission-critical information systems can be found in Section 7.00.

2.20 **DOCUMENTATION OF PERSONNEL ACTIONS.** The “Personnel Transaction” form (PACS form) is the primary record of most personnel actions as well as the authorization for the payroll department to take the action to change an employee’s pay or status. A properly completed PACS form or other approved documentation must be submitted by the supervisor initiating the action to the City Manager for all personnel actions. These include but are not limited to appointment, promotion, demotion, reclassification, etc. In some cases, an alternative form to record personnel action may be used (for example, a computer printout maybe designated to document annual pay adjustment.)

2.21 **DRESS STANDARDS, UNIFORMS, OFFICIAL BADGES, PROTECTIVE CLOTHING, OR EQUIPMENT.** Employees occupying positions in offices are expected to dress in appropriate business attire, which may include the issuance, in some divisions, of division uniform elements, such as a blazer, shirt, or blouse, identifying the wearer as part of the Department. Employees in other Departments will be issued uniforms consisting of trousers and shirt. These will be issued after three weeks of employment. In those Departments in which uniforms are issued, employees are expected to wear the uniform or uniform elements while on duty and to refrain from wearing the uniform or uniform elements when off duty. No official or employee whose duties involve the use of a badge, identification card, or insignia on clothing will permit the badge, card, or insignia to be used or worn by another person, nor permit the badge, etc. to be out of the employee’s possession without good cause. The badge, identification card, or insignia will only be used as appropriate in the conduct of the employee’s assigned duties.

In addition, employees are prohibited from wearing uniform elements identifying the employee as a City employee at events such as political rallies where the appearance might be interpreted that employees of the City of Ferris support one or another political candidate or party.

**UNIFORMED EMPLOYEES** – All employees provided uniforms identifying themselves as City employees will comply with the following standards: Uniforms must be properly worn and buttoned. Employees are not permitted to work without shirts. No slogan t-shirts, belt buckles or cap logos depicting illegal or contraband substances, lewdness or vulgarity will be permitted. In Departments where a Department baseball cap is issued, it will be worn at all times while on duty but not while off duty, unless wearing of the cap would be hazardous. Appropriate footwear is the responsibility of the employee.

Canvas shoes are not permitted for any laboring or maintenance personnel. In some Departments, employees are issued protective items of clothing or equipment such as shin guards, hardhat, protective goggles, gloves, footwear, etc. When these items have been issued, employees are required to wear the protective clothing or equipment at all times when

performing the task for which they were issued. Failure to comply could result in disciplinary action up to and including dismissal. Torn or patched jeans or work trousers are not permitted. Uniforms provided by the City must be returned on or before the employee's last day of employment.

## **2.22 PROBATIONARY STATUS**

**PROBATIONARY PERIOD** – Every person initially appointed to, or promoted to a full or part-time position in the City government will be required to successfully complete a probationary period. The probationary period for regularly appointed and promoted personnel is (6) six months.

**PURPOSE OF PROBATIONARY PERIOD** – Department Heads and Supervisors will use the probationary period to closely observe and evaluate the probationary employee's work and provide on-the-job training and coaching and encouragement.

**FAILURE OF THE EMPLOYEE TO ADEQUATELY PERFORM DURING THE PROBATIONARY PERIOD** – An employee will be considered to have failed to satisfactorily complete the probationary period when, in the judgment of the supervisor, the employee's work is not acceptable. Failure may occur at any time during the probationary period, and will not be treated in a disciplinary fashion. Termination for failure to successfully complete probation may not be appealed beyond the Department Head Level.

A promoted employee is automatically in a probationary period of six (6) months starting at the time the employee is promoted into the new position, and may be returned to their former position, or a comparable position of one exists if the promoted employee fails to successfully complete the probationary period. This will not make the employee ineligible for consideration for future advancement possibilities. Department Heads will notify the City Manager in advance of terminating a probationary employee and provide the City Manager with any documentation or other information requested to support the termination.

**EXTENSION OF PROBATIONARY PERIOD** – If, under unusual circumstances, such as extended illness during the probationary period, a supervisor considers the employee's performance record is insufficient to make a determination concerning satisfactory completion of probation, the Department Head may request from the City Manager, an extension of the probationary period for a specific period of time not to exceed two (2) months.

**PROBATION FOR REGULAR FULL-TIME EMPLOYEE FOR UNSATISFACTORY PERFORMANCE** – An employee whose performance evaluation report is unsatisfactory in one or more areas of the evaluation considered by the supervisor to be critical to the employee's total job performance, may be terminated or, if warranted, may be placed on probationary status for a period of six (6) months. If, during the probationary period, the employee is unable to bring their performance to a satisfactory level, he or she may be terminated or demoted to a position that matches the employee's skill level, if available.

Promotion of an employee who is in probationary status to a higher position may be possible based on the employee's performance during probation and with the approval of the City Manager.

2.23 **INCLEMENT WEATHER POLICY** Generally, all employees are expected to report to their duty stations or work sites in compliance with their usual established reporting time. City offices are normally expected to be staffed and open during periods of inclement weather. However, in the event of extreme weather events that may threaten the safety of employees attempting to travel to work, the Mayor or City Manager may close various city departments or delay their opening. If, during periods of inclement weather, an employee is late or unable to report as required, the Division Head or Department Director may allow the employee to assign the lost time to leave hours other than sick leave (for example annual vacation, compensatory time, official leave, etc.) Employees who have no accumulated and available leave hours may be allowed by the Department Head to schedule make-up time for the time lost.

2.24 **SAFETY.** The success of the City of Ferris depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful work place for all employees by establishing and maintaining an effective safety and health program. We consider safety and health to be a fundamental part of our organization's operations.

The responsibility for safety resides within each of us. We are each challenged to stay informed and to take responsibility for our own safety and the safety of our co-workers. To ensure the success of our safety and health process, we must all give our full participation and support to the safety policies and procedures that have been developed to protect us. Working safely and in accordance with established safety policies is an absolute requirement for all employees, supervisors and managers.

## **SAFETY RESPONSIBILITIES**

**MANAGEMENT SAFETY RESPONSIBILITIES.** Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must assure that all supervisors are trained and are aware of their safety responsibilities. Other safety responsibilities for management include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your Division.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.

**SUPERVISOR SAFETY RESPONSIBILITIES.** Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are:

1. Familiarize oneself with and enforce the safety rules and regulations that have been established by applicable local, state, and federal organizations. These regulations are intended to set minimum standards for safety and the content of the regulations should be enforced as minimum safety requirements for all activities on our work sites or in our facilities.
2. Correct or have corrected all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery, or complex equipment without proper instruction and training.
4. Give adequate instruction. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace is in proper working condition.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.) following policies/procedures, using seat belts, etc.
8. Do not allow the use of unsafe tools or equipment.
9. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
10. Ensure that all employees have access to a copy of the organization's safety program.
11. Encourage safety suggestions from employees under your supervision.
12. Obtain prompt first aid for injured employees.
13. Participate in accident or incident investigations involving your employees.
14. Conduct audits of work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions, and encourage safe work practices.

**EMPLOYEE SAFETY RESPONSIBILITIES.** All employees bear a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees will:

1. Know your job, follow instructions, and think before you act.



2. Use your protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situations or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with the City of Ferris' Safety Program. A copy of this program is available at any time upon request.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accident/incidents to your supervisor as soon as they occur.

**ACCIDENT/INCIDENT ANALYSIS POLICY.** Once a year, Department Heads will review all injuries and accident investigation reports, that have occurred or been completed during the past year to determine if injury or hazard trends are developing. Should there be an increase in accidents/incidents over historical levels this review should be conducted more frequently. Where potential trends are identified, the cause(s) will be determined to assist in the implementation of corrective actions for the trend(s). The Department Heads will recommend corrective actions as needed to eliminate or reduce hazardous exposures to employees. The Department Heads will follow-up on the effectiveness of the corrective actions to assure the situations have been abated or is in the process of being corrected.

An "Accident/Incident Analysis" form shall be used to document this accident/incident analysis. If there were no reported injuries or incidents during the analysis period, the form should still be completed as documentation of the activity. Items to be addressed during the analysis may include progress on previous corrective actions, trends, safety meeting and inspection reports, etc. This documentation will be kept on file in the City Managers office for a period of at least five (5) years.

**RECORDKEEPING POLICY.** It is the policy of Ferris to maintain records of all safety and health documents for a minimum of five (5) years (longer if required by law.) The City Secretary will ensure that records maintained by the City of Ferris will include, but are not limited to:

1. **INJURY LOSS RECORDS.** A copy of each Texas Worker's Compensation Form DWC-01 (Employer's First Report of Injury) shall be on file in City Hall.

A copy of Texas Worker's Compensation Form DWC-06 (Supplemental Report of Occupational Injury or Illness) shall also be kept in the above-mentioned location.

Claim/loss information forms shall be maintained in files at City Hall. This information can be used for various means of trend analysis.

2. **ACCIDENT INVESTIGATION REPORTS.** The responsible supervisor will ensure that an accident/injury report is completed and forwarded to the City Manager within twenty-four (24) hours of the accident or injury for each reported accident or injury. A copy of all completed accident reports will be maintained at City Hall. Only City of Ferris approved accident report forms will be used to report an accident or injury.
3. **INSPECTION REPORTS.** A file will be maintained in each Department for all inspection reports required in the Safety Program (work Site Inspection Reports, Vehicle Inspection Reports, etc.) The responsible Department Head will ensure that all required inspection reports are completed in a timely manner. The work site inspection reports and the vehicle inspection reports will be completed by the Department employees or supervisors. Only City of Ferris approved inspection forms will be used. Corrective action will be documented for any deficiencies noted on the inspection reports.
4. **SAFETY MEETINGS/TRAINING RECORDS.** Documentation of monthly safety meetings and other training records will be maintained at City Hall. Only City of Ferris approved safety-meeting forms shall be used to document these activities. When safety meetings are used as training activities, it should be duly noted on the form.  
  
The Department Head conducting the safety/training meeting is responsible for providing a copy of the safety meeting form to the City Secretary. The Department Head will be responsible for ensuring that safety meetings are held on at least a quarterly basis for personnel in his/her department.
5. **ACCIDENT/INCIDENT ANALYSIS.** A file containing Accident/Incident Analysis reports, using the City of Ferris approved form will be maintained in City Hall.

## **SAFETY EDUCATION & TRAINING POLICY**

**SAFETY MEETINGS/TRAINING.** Safety meeting are an effective way to encourage, educate and train employees on safe work practices and will be held on at least a quarterly basis. The Department Heads will provide information to be used in the meetings and will attend and participate in the meetings. Quarterly safety meetings will normally be conducted by the Department Head. Department Heads should encourage participation of employees in conducting safety meetings. All safety meetings will be documented as to the date, attendance, and topic discussed by means of an agenda and minutes. Discussions of safety rules, possible hazards to be encountered in future job duties or changes in procedures or equipment are some topics that should be covered on a regular basis. Subjects to be addressed during the safety meetings will include, but not limited to, the following:

- Hazards associated with the work place
- Hazards of particular jobs or tasks
- Emergency Procedures
- Hazard Communication
- Specific Equipment Operating Training
- Employee Reporting Requirements

- Office Safety
- Driving Safety
- Machinery Safety
- Contractor Safety Requirements
- Back Injury Prevention
- Housekeeping

**DOCUMENTATION OF SAFETY MEETING/TRAINING.** Documentation from any safety meeting/training courses attended by employees, supervisors or managers will also be kept for record keeping purposes. Documentation associated with safety meetings and training will be kept in City Hall. Attendance at safety meeting is mandatory and employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend makeup training. Continued absence from safety meetings will be grounds for disciplinary action. Documentation will be available for employees that attend makeup training.

**ONGOING TRAINING.** The Department Heads will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New or changes in operations.
- Identified areas of increased accidents.
- Newly identified areas of exposure.

**NEW EMPLOYEE SAFETY ORIENTATION.** The Department Head and the new employee's supervisor will share responsibility for providing an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies, procedures, equipment, etc. that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties.

**REPORTING UNSAFE ACTS/UNSAFE CONDITIONS.** All employees are encouraged and required to report any unsafe acts or unsafe conditions. If an employee is unable or unwilling to report the unsafe act or condition to his or her immediate supervisor, the employee should bring the matter to the attention of the next higher level of supervision. If the employee believes that an order or directive from his or her supervisor would result in danger to the employee if carried out, he or she should first discuss the order with the immediate supervisor, and, if not satisfied with the response of the supervisor, may refuse to carry out the order, without fear of reprisal for insubordination. The refusal to carry out the order will be reported up the organizational chain of command so that a Department Head may review the facts of the case and determine whether or not the order was appropriate. If it is found to be inappropriate, then the order will be modified. If the order is found to be appropriate and

does not contain a significant hazard, then the order may be repeated and refusal by the employee to carry out the order, following the review, may be grounds for discipline.

**SAFETY AUDIT/INSPECTION POLICY.** A documented, monthly, self-inspection of facilities and job sites will be conducted by each supervisor in an effort to detect unsafe acts or unsafe conditions and initiate corrective action(s) as soon as possible. A copy of the "General Safety Inspection" form will be completed for each work site and the completed forms will be maintained at the work site. This form is available from City Hall or the Department Head.

Individual employees are responsible for inspecting their work areas for possible hazards on a continual basis. Any potential hazards will be reported to supervisory personnel immediately.

Employees assigned to operate City vehicles or equipment will complete a visual vehicle inspection on a daily basis. In the event that a safety issue exists upon visual inspection, the employee will notify his or her supervisor so corrective action can be taken before the vehicle or equipment is operated.

**ACCIDENT/INCIDENT INVESTIGATION POLICY.** It is the policy of the City of Ferris to investigate all work-related accidents or incidents that result in or could potentially have resulted in injury or property damage. As nearly all accidents and incidents have their own unique characteristics, only general rules and procedures can be outlined here.

The standard Accident/Incident Investigation Report will be used for both initial and final investigations. (The bottom of the report shall be marked to indicate whether it is an initial or final report.)

## **RESPONSIBILITIES**

1. Employees must immediately report to their supervisor any on-the-job injury or illness they sustain, or suspect they have sustained, no matter how minor. They must also report any incidents that had the potential for injury to employees or third parties and any instances where property damage occurred.
2. Supervisors shall first respond to the immediate medical needs of any injured persons. Then, the supervisor should begin reporting and investigative activities as described in this policy.
3. Witnesses to the event that resulted in the accident or incident will provide statements about what they observed. The witnesses may also be asked to participate in the initial and/or final investigations.
4. The City Manager is responsible for receiving the initial reports of injury or property damage and forwarding them to the appropriate insurance representatives in a timely manner, and for reviewing the initial accident/incident report, and then setting the time and place for the final investigation.

## **PROCEDURES**

**Initial Notification.** Employees are responsible for reporting all injuries, illnesses, or incidents as described earlier in this policy.

Failure to report any injury or incident may be cause for disciplinary action. (In the event of a serious or disabling injury, fellow employees must assume this reporting responsibility.

**Initial Treatment.** Any injury shall be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury. During and after normal working hours, an injured employee will be taken to the occupational health clinic (or its emergency room) with whom the City has a current contract.

Medical treatment is mandatory for any of the following:

- Severe Chest Pains
- Traumatic Injuries
- Loss of Consciousness or Severe Dizziness

Any incident involving possible exposures to blood borne pathogens, communicable diseases, or any other contagious substance shall be handled in accordance with established policies or procedures regarding that particular type of incident.

Injured employees are to be transported for medical treatment either by ambulance or by another person depending on the severity of the injury. Injured employees should never be allowed to transport themselves for initial treatment, but they may transport themselves for follow-up visits if the injury does not impair their driving abilities.

If an employee refuses medical treatment for an on-the-job injury, the investigation report should be completed and the employee's signature used to document the event.

**Initial Investigation.** The supervisor shall immediately protect all other persons from the hazards that caused the initial problem, and also preserve the area where the incident occurred for investigation. After the injured persons have been attended to, and the site is secure, the supervisor should begin the initial investigation. The initial investigation should include:

- (1) Statement from the injured employee
- (2) Statement(s) from witness
- (3) Photographs or sketches of area if deemed necessary
- (4) Completion of the accident/incident report in its entirety
- (5) Immediate corrective actions to prevent reoccurrence

**Initial Report.** An initial report will be completed for all accidents and incidents within twenty-four (24) hours of occurrence. The immediate supervisor of the employee will complete the initial investigation and report as soon as possible after the occurrence. The initial report will be turned in to the City Manager in a timely manner.

**Final Investigation.** Within seventy-two (72) hours of the original accident or incident, a final investigation will take place. Attendance at the investigation meeting will include, as a minimum, the

following personnel: injured employee, injured employee's supervisor, witnesses, and the safety officer.

The final investigation will include:

- (1) Description of the event by the involved persons
- (2) Accounts of the witnesses
- (3) Input from supervisor
- (4) Listing of causes
- (5) Development of correction actions.

Basically, the investigation must answer the following questions:

- Who was injured or what was damaged?
- When did the accident/incident occur?
- Where did the accident/incident occur?
- Why did the accident/incident occur?
- What caused the accident/incident to occur?
- How can it be prevented from occurring again?

The City Manager will take responsibility for issuing the final report. The final investigation report will reflect all changes from the initial report, and also must include:

- (1) Finalized corrective actions.
- (2) Assigned completion dates for all corrective actions.
- (3) Assigned persons to complete the corrective actions. The persons assigned the corrective actions shall also be required to sign-off on the final report when the corrective actions have been completed.

2.25 **ABSENCE CONTROL.** With the exception of an employee who is on leave for active military service, any employee who is absent from and/or unable to work for more than twelve (12) weeks may be terminated. This policy applies to all employees, regardless of the reason(s) for the absence or inability to work. No leave of absence may exceed twelve (12) weeks. Any employee on leave of absence in excess of twelve (12) weeks, regardless of the reason for the leave of absence, unless they are on leave for active military service, may be terminated. If an employee is covered by the Americans with disabilities Act (ADA) and requires, as a reasonable accommodation, a leave period of longer than twelve weeks, a decision regarding the length of that employee's leave will be made on a case-by-case basis. See also Section 6.06 for information on leave of absence.

2.26 **PERFORMANCE EVALUATION.** Employee performance will be formally appraised at annual intervals to identify quality of performance.

The work performance of each regular employee will be evaluated in accordance with procedures developed by the City Manager and approved by the City Council. Evaluations will be conducted prior to the end of the full-time new hire's end of probationary period and thereafter annually for all full-time employees. The Personnel Director will maintain a schedule of performance evaluations. The City Manager will send to each Department Head an evaluation packet (30) thirty-days prior the evaluation date. It is the responsibility of the Department Head to ensure that all portions of the evaluation are conducted properly and completed in a timely manner. Completed evaluation packets are due in the City Manager's office ~~within~~ thirty (30) days of receipt.

Note that supervisors should evaluate performance of the probationary employee on or before the employee's six (6) month end of probation. It is not necessary for the supervisor to complete an annual evaluation packet in order to complete the evaluation of the probationary employee's performance. Supervisors who are conducting the probationary evaluation should use the annual evaluation as a model for the six (6) month evaluation or can seek assistance from the Department Head to assist them in developing an evaluation format designed to fit the unique requirements of this type of evaluation.

**COUNSELING AS PART OF PERFORMANCE EVALUATION REPORTS.** Employees shall be provided copies of their performance evaluation reports. Evaluators shall individually discuss the reports with employees and shall counsel them regarding their performance accomplishments and with respect to improvements in performance which appear desirable or necessary.

**APPEAL PROCEDURES OF PERFORMANCE EVALUATIONS.** Any employee who has a significant disagreement with the evaluation rating may appeal such rating as a complaint through the grievance procedure as outlined in the Personnel Policy Manual. However, individual marks or ratings will not be a grievance matter and the judgment of the rating supervisor shall be accepted in most cases.

### **SECTION 3 – WAGE AND SALARY ADMINISTRATION, INCLUDING POSITION CLASSIFICATION**

3.01 **SALARY ADMINISTRATION PROGRAM GOALS.** The City's administration program is aimed at accomplishing these goals:

- A. Provide equitable compensation for each employee based on the individual's position and performance and in accordance with the Equal Pay Act of 1963, which prohibits discrimination in establishing rates of pay that are based on gender.
- B. Appraise each position in a fair and consistent manner, and evaluate its importance to the organization and assign an appropriate classification and salary grade to the position in keeping with the assessed value of the position to the organization's mission.
- C. Establish an hourly wage for each position which is comparable to the wage or salary for similar jobs within the local economy or applicable labor market and within the requirements of the Fair Labor Standards Act (FLSA) which requires that the lowest wage paid will be no lower than the established minimum wage.
- D. Establish salary grades with minimums and maximums, which will be used to provide adequate reward for employee's productivity and performance within each employee's current position.

3.02 **AUTHORITY FOR PAY PLAN.** The City Manager or his designated representative shall develop rates of compensation called a pay plan, and develop and maintain a job classification plan. The pay plan is based upon recommendations made to the City Council and approved during the budget process. The City Manager is authorized to make changes to the plan as needed with City Council approval. The City Manager may delegate the authority necessary to develop and maintain a classification system and to carry out salary administration on a day-to-day basis.

3.03 **AUTHORITY FOR SALARY ADMINISTRATION.** The City Manager will develop and implement (with the assistance of Department Head) a system of time recording/time keeping for hours worked and leave hours for employees. Department Heads are responsible for maintaining complete and accurate records relative to all forms of leave and attendance of their employees and for properly indicating whether an absence is with or without pay. Proper indications are made on Departmental payroll forms (time card or time sheet) by the use of appropriate symbols. Each Department Head who does not exercise this responsibility directly must designate one or more employees who, as part of their regular duties, keep time and attendance records for Departmental employees. The Department Head must certify the accuracy of each employee's reported hours as evidenced by the Department Head's signature (or that of his or her designee.) Such records constitute the basis for preparations of Departmental payrolls and will be preserved by Department(s) for future auditing purposes as needed or required.

- A. The City Manager has shared responsibility with all Department Heads for insuring compliance with the requirements and policies established by the official pay plan and



job classification plan as well as conformity with the established policies and rules governing vacation, sick leave, etc.

- B. The Finance section is responsible for computation of paycheck amounts and will instruct and assist Department Heads in details of payroll preparation as needed.

3.04 **HOURS OF WORK, WORK WEEK, AND PAY DAY.** The normal workweek will be as defined and established by each Department and approved by the City Manager. The same will be true of lunch periods, dinner hours, and break or rest periods. Lunch periods will not exceed one hour unless approved by the City Manager. The City will normally allow two fifteen minute rest periods to be taken one in the morning and one in the afternoon. Rest periods will be taken at convenient times without leaving an employee's duties or telephone unattended for extended periods of time. Rest periods are to be considered a right rather than a privilege. Rest periods or breaks and meal periods may be temporarily discontinued or delayed if required production or services cannot be maintained. Rest periods will not be accumulated if not taken for later use or take precedence over work requirements. Payday for all employees is Friday every two weeks or may be earlier when Friday is a holiday. The pay period begins on Monday and ends on the following Sunday two weeks later.

3.05 **OVERTIME WORK AND PAY.** Employees are expected to work overtime when necessary to meet essential operating requirements (as determined by the Department Head) Supervisors are required to notify employees as far in advance as possible when overtime work will be required. Overtime must be approved before it is worked. Similarly, employees must honor their pre-arranged commitment to work assigned overtime or provide an acceptable excuse. Continuous unwillingness to work pre-assigned overtime may result in disciplinary action.

- A. In compliance with the Fair Labor Standards Act (FLSA), overtime pay at the rate of time and one-half will be paid to non-exempt employees in regular full- or part-time positions for which overtime is authorized in the budget who perform actual work in excess of forty-hours in the week where the overtime was earned.
- B. Exempt employees (supervisors and management) are expected to work the number of hours necessary to properly perform assigned duties. Their salaries and benefits are determined and established in accordance with this assumption. (Compensating time off for these employees may be approved by the City Manager.)
- C. Overtime pay for temporary or part-time employees must be specifically approved by the City Manager either in the budget process or by specific written approval.
- D. The City Manager is responsible for the identification of exempt versus non-exempt employees in accordance with the requirements of the Fair Labor Standards Act.
- E. In accordance with the requested work schedule of the police department of the City of Ferris, the City Council adopted Resolution No. 07/06/04, which in accordance with the provisions of several State and Federal laws allows for the adoption of a fourteen day work cycle for full-time police personnel, the policy of Section 553.230, Paragraph (b).

With this adoption the police personnel, defined as both uniform police officers and dispatchers performing direct support to the on duty police officers, and working the

same schedule, (four 12-hour days on, four days off, three 12-hour days on, four days off, repeat cycle) are entitled to overtime for hours actually worked (Sweat Hours) during a fourteen day cycle that are in excess of 86-hours, as prescribed in the above section of the Fair Labor Standards Act. All hours worked at 86-hours or less shall be paid at the regular hourly rate assigned to that employee. All hours actually worked (Sweat Hours) that exceed 86-hours per work period shall be paid at a rate equal to one and one-half times that employee's assigned rate.

Dispatch and other emergency support personnel that are key to the 24/7 operation of an emergency department can work the same shifts as noted above. If they do then the rule would apply. Currently, dispatch personnel work 8-hour shifts and are thus subject to the normal 40-hour work week determination of overtime and the rule does not apply under the current policy to those personnel.

- F. Police officers who are required, as a result of the performance of their duties, to appear in court for cases they have brought or for testimony will be paid for their time in court. Whether or not that time is at a compounded rate (time and a half) depends upon whether or not the individual has met and exceeded his or her overtime threshold for actual hours worked during the pay period.

The overtime threshold for uniform police officers working the shift system currently approved is 86-hours per work cycle. Any hours actually worked which are greater than that number within a work cycle will be compensated at overtime. Non work hours may not be used to meet the threshold for overtime compensation. In other words, a vacation day or sick day in which the officer is compensated at regular time but did not actually work cannot be added to the total to meet the threshold.

- G. If an employee is called in to work during non-regular work hours, they will be paid for either the amount of time worked or two hours, whichever is greater. This only applies if they are called in after hours, not if they are required to stay immediately after a shift or arrive immediately before a previously scheduled shift.

- 3.06 **HIRING RATES.** In-hiring rates are the minimum of the appropriate salary grade. Hiring rates may be established above the minimum but not exceed the maximum (when justified by the applicant's advanced qualifications for the position) with the approval of the City Manager, in coordination with the appropriate Department Head

- 3.07 **RECLASSIFICATION.** It is the responsibility of the City Manager to develop procedures, which allow for the consideration of requests for reclassification. Reclassification requests are normally only justified if an employee's job duties have changed significantly over time. If a position is reclassified to a lower grade, the employee whose position is reclassified will be placed at a pay level which is as near to their current pay and is equal to or greater than the minimum of the new salary grade but not exceeding the maximum of the new salary grade. If the reclassification places the employee in a higher classification, pay will be adjusted to the minimum of the new grade if the new salary grade minimum exceeds the current wage or at a pay in the new salary grade, which is equal to their pay, but does not exceed the maximum of the new salary grade.

#### **Reclassification Procedures**

The City Manager will be notified of a Department Head's request for a reclassification study by sending a memo to the City Manager requesting the reclassification study and outlining the change in job duties, which justifies or prompts the request.

The City Manager will determine (by use of a questionnaire that is completed by the holder of the position and the incumbent's supervisor) the extent to which the incumbent's duties have changed or have been added to over time, as compared to the existing job description for the position. If necessary, an on-site interview with the employee and supervisor will be conducted by the City Manager.

The City Manager will draft a new job description based on the analysis of the information in step one. The new job description will be approved by the Department Director or Division Head.

A point factor comparison will be conducted by the City Manager comparing the position to other similar City positions to determine the pay grade to be assigned to the reclassified position.

The City Manager will prepare any necessary forms for pay adjustment based on his/her decision regarding the recommendation made by the Department Head. Pay changes will be effective the first day of the next following pay period.

- 3.08 **PROMOTION – SALARY INCREASES.** An employee who is promoted to a higher salary grade will be granted a promotional increase at the time the promotion becomes effective. If the minimum of the new salary grade provides a 5% increase or to a point in the new salary grade that does not exceed the maximums but provides a 5% increase if possible.

The promoted employee's merit increase review date will remain unchanged– See also 2.15.

- 3.09 **DEMOTION – SALARY CHANGES.** An employee who is demoted for cause from one position to another position in a lower salary grade will have his/her pay reduced to the minimum in the new grade and will retain their existing review date.

An employee reduced in grade through no fault of his/her own (reorganization, reduction in force, re-evaluation or reclassification, etc.) will be placed at a point in the new salary grade which results in the least loss of pay but does not exceed the maximums of the new salary grade and will retain his/her existing review date. See also 2.16.

- 3.10 **TRANSFER AND TEMPORARY ASSIGNMENT – SALARY CHANGES.** An employee transferred from one position to another position in the same salary grade will remain at the same pay and retain the existing review date. If the transfer is to a lower or higher salary grade, the transferred employee's wage will be adjusted to a point in the new salary grade that is equal to or greater than the employee's pre-transfer wage minimum of the new salary grade, but does not exceed either the maximum of the new grade or result in an increase in pay. The same procedure will apply to temporary assignments. See also 2.17.

## SECTION 4 – PRIVACY GUIDELINES

- 4.01 **EMPLOYEE PRIVACY.** The City has a firm policy of respecting the dignity and worth of each individual employee while expecting that each employee will offer his or her loyalty, respect, and best efforts in return.

The City will demonstrate its concern for individual dignity by minimizing its intrusion into the employee's off-the-job conduct. However, the City will retain its duties and privileges as an employer consistent with good business practices. This includes collection, retention, use, disclosure, and confidentiality of employee information. In view of our special status as a public employer, high standards are expected to be maintained.

- 4.02 **COLLECTION, RETENTION, AND USE OF PERSONAL INFORMATION.** The City will use only legal and ethical methods to collect information about or from a job applicant or employee. The City reserves the right to use polygraph or other verification equipment under legally permissible circumstances.

The City will follow applicable requirements of equal employment opportunity laws with regard to collection of information about race, color, national origin, sex, religion, age, and handicapped status. With these laws in mind, the City will gather such information about job applicants or employees as determined by the City Manager to be necessary. The following basic principles apply to collection and retention of personnel information.

- A. The City Manager will maintain a complete file of each employee. This file will contain pertinent employment information as deemed necessary and will be considered the "Master Personnel File."
- B. Each Division Head may maintain a limited "Departmental Personnel File" on employees in his/her charge. Information in this file will be such as is considered necessary to properly administer and supervise employees within their work unit. This information may include, but is not limited to performance evaluations, attendance records, notes, memos, letters, information concerning recent disciplinary actions (within the past two years), and other information relating to the employee's job training and personal performance.
- C. Personal payroll data is kept separate from the personnel file and Departmental file, although each may contain information about an employee's attendance and salary record.
- D. First level supervisors may keep separate files on their subordinates. Only information regarding employee conduct, performance, or attendance may be kept in these files.

- 4.03 **EMPLOYEE ACCESS TO PERSONNEL RECORDS AND MANAGEMENT FILES.** Under normal circumstances, the employee has the right to access at reasonable times and places to his/her master and Departmental personnel files. Specific guidelines for employee access are as follows:

- A. Employees have the right of access to their personal information in City records and files.
- B. The City will strictly limit the internal availability of personal information to those officials with a clear “need to know.”
- C. The City will refuse, except for legal subpoenas, or records requested under the Open Records Act, and in other specific circumstances permitted by law to release any information to outside sources without the employee’s written approval. Exceptions are limited to simple employment verification or credit application verifications.
- D. The City requires each employee to adhere strictly to these policies and practices. Violations are subject to appropriate disciplinary action.
- E. An employee who wishes to see his/her personal records should notify his/her immediate supervisor. The supervisor will then refer the employee to the City Manager’s office, where a representative will assist the employee. If the employee wishes to see a Departmental personnel file, the Department Head will arrange a time convenient for the review.

An employee may inspect his/her files privately and may take notes or make single copies of any page in the file. No employee is allowed to remove any documentation from any personnel file. In such cases, an employee maybe dismissed for removing City property.

An employee has the right to correct or request deletion of inaccurate information approval for correction or deletion of any material rests with the City Manager and such requests must be submitted in writing. In case of a disagreement, the employee may add a statement of disagreement in the file.

4.04 **MASTER PERSONNEL FILE.** The City maintains only one master personnel file, which contains only appropriate information. Appropriate information categories for this file are as determined by the City Manager within strict limits. These include but are not limited to:

- A. Employment application information, including application form, reference checklists, and forms, supplementary materials submitted with the job application (resumes, licenses, certificates, etc.), interviewer’s reports, and test records.
- B. Employment related documents such as Personnel Appointment or Change of Status (PACS) forms, retirement forms, etc.
- C. Four year’s performance evaluation records. (Outdated records will be removed from file and returned to employees as time permits.)

4.05 **INAPPROPRIATE PERSONAL INFORMATION.** The City will not collect or retain the following information in personnel files except as may be needed for insurance or retirement matters:

- A. Names and birth dates of employee’s family members.

- B. Lists of hobbies and outside activities.
- C. Marriage certificates, birth certificates, or other personal documents for which the City has no business need to know.
- D. Information on an employee's credit worthiness, financial standing or like information.

4.06 **REVIEW AND DELETION OF INFORMATION IN PERSONNEL FILES.** The City Manager will conduct periodic reviews of employee personnel files and the information contained in them. Inappropriate or outdated material will be destroyed or returned to the employee as deemed appropriate by the Personnel Director.

Supervisors and Department Heads will review Departmental employee files before each performance evaluation and destroy outdated or inappropriate information.

All deletion of information must be in compliance with our Records Retention policy. Consult this policy before deleting any information.

4.07 **CITY MANAGEMENT'S ACCESS TO EMPLOYEE RECORDS.** Access to employee personal information is prohibited to other employees with the following exceptions:

- A. Payroll Department representative who the Finance Director authorizes access to files in conduct of their normal duties that have a business need to know before reviewing any employee file.
- B. An employee's immediate supervisor.
- C. Direct superiors of an employee's immediate supervisor with a legitimate need to know.
- D. Supervisors involved in considering an employee for a promotional opportunity.
- E. City Attorney in the event the City Manager determines the attorney has a business need to know in the interest of legal matters pertaining to the City.
- F. The City Manager.
- G. The City Secretary.

4.08 **DISCLOSURE OF EMPLOYEE INFORMATION.** All requests for information about job applicants and current, retired, or terminated employees will be referred to the City Manager. In most cases, written approval of the individual is required before personal data may be disclosed to an outside source (other than routine employment verification.)

**Exceptions to this rule include:**

- A. Requests from prospective employers concerning dates of employment, title or position and job location.

- B. Duly authorized requests from law enforcement officers, including investigations, summons, subpoena, and judicial orders. The City Manager will consult with the City Attorney in these cases.

Inquiries received by supervisors or Department Heads of prior employees will be referred to the City Manager for response.

4.09 **COMMUNICATION OF PRIVACY POLICIES.** The City will publicize its privacy policies and practices to employees. This will include, but is not limited to:

- A. Publication of basic policy in appropriate employee information brochures (Employee Handbook, etc.)
- B. Discussion during new employee orientation.

4.10 **PROTECTION OF CONFIDENTIALITY.** The City Manager, Department Heads, Finance Director, and other appropriate officials will take necessary actions to protect the privacy of personnel data both in City maintained personnel file and the payroll data system.

The MIS Personnel has special responsibility to control access and make personnel/payroll systems as secure as possible. The City Manager has a special responsibility to develop a Departmental structure, which strictly limits access to employees' personnel files. Use of records for improper or unauthorized purposes may result in disciplinary action. The Finance Director has responsibility for ensuring that payroll and financial records containing personnel information are as secure as possible.

## **SECTION 5 – DISCIPLINARY POLICIES, STANDARDS OF CONDUCT AND GRIEVANCE PROCEDURES.**

5.01 **PHILOSOPHY AND PURPOSE.** It is the intent of the City of Ferris to compensate its employees fairly; to make all reasonable provisions for their safety and health; to provide adequate instruction and direction, necessary tools and equipment (except those customarily furnished by the employee), and to treat all employees with justice, dignity and respect. All employees are expected to work diligently and conscientiously for the benefit of the City as directed by their supervisors and maintain a high level of conduct both on and off the job.

5.02 **SUPERVISION.** Supervisors are charged with the responsibility for enforcing, documenting, and maintaining proper standards of discipline and personal conduct among their employees, and are vested with discretionary authority to utilize the following steps and sequence of progressive discipline to enforce accepted standards of conduct and to improve unsatisfactory performance. Discipline should follow a progressive pattern as outlined below except in unusual circumstances in which the violation is so outrageous that it endangers others, threatens the loss of property, or works to completely disrupt the organizational and management structure of the division or department. In such cases, steps may be skipped until a disciplinary response is found that is appropriate as a response to the infraction. The progressive discipline steps are:

- A. Counseling
- B. Verbal Reprimand
- C. Written Reprimand
- D. Suspension with or without pay. (Suspension with pay is only used in the event not all facts are available and the employee must be removed or should be removed from the job until an investigation is completed. Such suspension will not normally exceed three workdays. Any leave with pay for more than three workdays must be approved, in writing, by the City Manager.)
- F. Dismissal

Supervisors should normally progress through the steps in sequence so that the employee is adequately informed about their substandard performance. In some instances, however, the supervisor may impose a suspension without preceding the action with counseling or reprimands, for example, if an employee provokes a fistfight with another employee. In instances such as this, the supervisor should inform the employee that he or she is to leave the work site and that they will be on unpaid leave status until an investigation is completed and disciplinary action is taken. The supervisor must next inform the City Manager of the action that has been taken.

5.03 **GROUND FOR DISMISSAL.** The following offenses apply to all employees and are grounds for the imposition of one or more of the steps in the chain of progressive discipline up to and including dismissal.



- A. **Unsatisfactory Attendance.** Excessive or unauthorized absences and/or tardiness. See also Section 5.03 (m) for job abandonment and Section 2.25 for absence control.
- B. **Unsatisfactory Performance.** Inability or unwillingness to satisfactorily perform assigned work, or demonstrated poor performance of assigned duties.
- C. **Indifference Toward Work.** Inefficiency, loafing, carelessness, failure to remain at work, performing personal business during working hour, abuse of eating and/or rest periods, sleeping or otherwise being inattentive during working hours, interfering with the work of others, mistreatment of the public or other employees, leaving work without permission.
- D. **Insubordination.** Willful failure or refusal to perform assigned work or to fully comply with instructions or orders from a supervisor or other appropriate manager.

NOTE:

- 1. If an employee believes the instruction or order is improper, he/she should obey the order or instruction and question the order later. This practice does not apply to imminently dangerous situations.
  - 2. If an employee believes an instruction or order, if followed would result in personal injury or damage to City equipment, he/she should request approval by the next higher level of supervision before performing the work.
- E. **Violation of Safety Rules.** Smoking in prohibited areas, improper removal of safety guards, fire extinguishers, or other equipment designed to protect employees; failure to use safety equipment or to follow safety practice rules, failure to report an on-the-job injury, vehicle accident, or an unsafe condition.
- F. **Dishonesty.** Stealing City property or taking the property of other employees without proper authorization, misuse of City or employee funds, cheating, forging, or willfully falsifying official city reports, records, or documents, misuse of paid leave of absence or any other falsifying action detrimental to the City or fellow employees.
- G. **Disturbance.** Fighting, using profane, abusive or threatening language, horseplay, rowdiness, causing injury to a fellow employee through deliberate action or gross negligence, spreading false reports or otherwise disrupting harmonious relationships among employees.
- H. **Abuse of Drugs or Alcohol.** Reporting to work in an unfit condition by being under the influence of or taking intoxicants or (unprescribed) controlled substances such as marijuana, narcotics, inhalants, or drugs of any kind, possessing intoxicants, or (unprescribed) controlled substances such as marijuana, narcotics, or dangerous drugs on City property or in City vehicles.
- I. **Misuse of City Equipment or Services.** Using or providing any City equipment, credentials, or services for other than official City business or without proper authority. (For example, using a City vehicle or City equipment for personal use without written permission.)

- J. **Sabotage.** Deliberate damage or destruction of City equipment or property, altering, removing, or destroying City records, advocacy of, or participation in, unlawful trespass or seizure of City property. Encouraging or engaging in slow downs, sit-ins, strikes or any other concerted effort to limit or restrict City employees from working.
- K. **Misconduct.** Any criminal offense or other misconduct including lewd and immoral conduct during or after working hours, which could have an adverse effect on the City or the confidence of the public in the integrity of the City government, or on the relationship of the employee and other employees, or repeated convictions for misdemeanor charges such as speeding, reckless driving, or accidents involving injuries to persons or damage to property or equipment. Included is misconduct which serves to sexually harass another employee.
- L. **Conflict of Interest.** Engaging in an activity that conflicts with the interests of the City of Ferris.
- M. **Job Abandonment.** Being absent from work for three consecutive working days without properly notifying the supervisor and obtaining his/her approval or consent.
- N. **Conduct.** Actions or behavior detrimental to the preservation of good order and discipline. Included are acts of violence or threats of violence as well as other aggressive, threatening, or dangerous conduct such as horseplay, profane or abusive language, intimidation, harassment, teasing, or ridiculing another employee or citizen. Employees who are the victims of such conduct should report the conduct to their supervisor or the City Manager if the supervisor is the perpetrator of the conduct.
- O. **Possession of Firearms or Weapons.** Possession of firearms or weapons by an employee at his/her work site or in City vehicles or equipment.
- P. **Negligence.** If, after a thorough investigation, it is determined that City property was lost or damaged through an employee's negligence, the employee may be disciplined and may be required to make restitution to the City for the cost of replacement or repair of the equipment.

5.04 **STANDARDS OF CONDUCT.** Employees in the municipal organization are "Good Will Ambassadors" of the City of Ferris. This status involves a degree of duty and obligation regarding public and private conduct not found in other areas of employment. The attitude and deportment of City employees must be such as to promote good will and a favorable attitude by the public toward the City Administration, its programs, and policies. These standards include:

- A. No employee shall accept any gift or favor from any citizen, person, firm, group, corporation, or another employee that might reasonably be expected to influence him/her in the discharge of his/her official duties, or grant any improper favor, service, or thing of value in the discharge of his/her official duties.
- B. No employee shall use his/her official position to secure benefits, privileges, or exemptions for himself/herself or others.

- C. No employee shall grant any special consideration, treatment, or advantage to any citizen, person, firm, group, or organization beyond that which is normally available to every citizen, person, firm, group, or organization.
- D. No employee shall disclose information that could adversely affect the property, government, or affairs of the City, nor directly or indirectly, use any information gained by reason of his/her official position, or employment, for his/her own personal gain or benefit, or for the private interest of others. Department Heads will be responsible for all public announcements concerning the Department unless this duty has been specifically delegated to a subordinate. Employees must obtain permission from the City Manager before submitting an article for publication or making a public address or news release, which contains information involving the City or its interests.
- E. No employee shall transact any business on behalf of the City in his/her official capacity with any business entity with which he/she is an officer, agent, or member, or in which he/she directly or indirectly owns a substantial interest. In the event that such a circumstance should arise, then he/she shall make known his/her interest, turn the matter over to his/her superior for reassignment, state the reasons for doing so, and have nothing further to do with the matter involved.
- F. No employee shall engage in any outside activities that may conflict with, or be incompatible with, the duties assigned to him/her as an employee of the City, or reflect discredit upon the City, or in which his/her employment with the City gives him/her an advantage over others engaged in a similar business, vocation, or activity.
- G. No employee shall accept other employment or engage in outside activities incompatible with the full and proper discharge of his/her duties and responsibilities with the City, or which might impair his/her independent judgment in the performance of his/her public duty.
- H. No employee shall receive any fee or compensation for his/her services as an officer or employee of the City from any source other than the City, except as may be otherwise provided by law. This shall not prohibit his/her performing the same type or other services for a private organization that he/she performs for the City if there is not conflict with his/her City duties and responsibilities.
- I. No employee shall represent, directly or indirectly, or appear on behalf of private interests of others before any agency of the City or any City board or commission, nor shall he/she represent any private interest of others in any action or proceeding involving the City, nor participate on behalf of others in any litigation to which the City might be party, nor will he/she ever accept any retainer or compensation that is contingent upon a specific action taken by the City or any of its agencies.
- J. No employee shall use the prestige of his/her position on behalf of any political party, but he/she will at all times maintain the non-partisan policy of the City of Ferris, provided that all officials and employees are encouraged to register and vote as they may choose in all local, State and National elections. Direct involvement by an employee for or on behalf of any office seeker during working hours or in any type uniform identifying him/her as a City employee is specifically prohibited.

- K. No employee shall solicit membership in clubs, unions, or private organizations on City property or sell merchandise on such property.
- L. Employees (except Police Officers) are prohibited from possessing firearms or weapons at their worksite or in City vehicles or equipment. Additionally, acts of violence, or threats of violence by employees will not be tolerated, and such acts or threats will be investigated, and appropriate disciplinary action imposed on perpetrators.

5.05 **SEXUAL HARASSMENT POLICY.** All City employees have a right to work in a discrimination-free environment. This encompasses freedom from sexual harassment. Each City employee shares the responsibility with other employees to maintain high standards of conduct and ethics. As part of the City of Ferris' continuing affirmative action effort and pursuant to Equal Employment Opportunity Commission Guidelines, the City of Ferris endorses the following policy:

- A. It is illegal and against City policy for any employee, male or female, to sexually harass another employee. Sexual harassment is defined as any unsolicited offensive behavior that inappropriately places sexuality as a condition of employment or such conduct, which has the effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- B. An employee who believes he or she has been the subject of sexual harassment should immediately report the alleged act to their supervisor or to the City Manager. An investigation will be undertaken immediately. Any employee found, after appropriate investigation, to have sexually harassed another employee, will be subject to prompt disciplinary action. This disciplinary action will be appropriate to the egregiousness of the offense and may include termination.

The City recognizes that investigations of allegations of sexual harassment require a determination that is based on all available facts. Given the nature of this type of discrimination, the City also recognizes that false accusations of sexual harassment can have serious effects on innocent women and men.

The City trusts that all employees of the City of Ferris will continue to act responsibly to establish and maintain a pleasant working environment, free of unlawful discrimination. Toward that purpose, the City Manager will coordinate the provision of training for all employees, which assists the employees to recognize and prevent sexual harassment.

5.06 **GRIEVANCE PROCEDURE.** The purpose of the grievance procedure is to provide a means for employees to seek resolution of matters personal to those individuals and to pursue higher-level administrative review of disciplinary matter. Items of City policy, matters, which are subject to review in the budget process, performance evaluation (except in cases of significant misuse of the evaluation system), or decisions delegated by the City Council to the City Manager, or other senior management persons are not appropriate for grievance.

Any employee who believes he/she has been treated unfairly, who wishes to correct a misunderstanding, who desires information concerning work, or is dissatisfied with some phase of his/her job, should first discuss the matter with his/her supervisor within five work days of the occurrence of the problem. It is the policy of the City that such matters should be given prompt attention and should be resolved at the lowest level possible in the organization. If the

employee and the immediate supervisor are unable to resolve the problem at a joint meeting conducted within three workdays of the receipt of the complaint, then the employee generally has the right, with or without representation, to discuss the matter with higher levels of supervision through the formal grievance procedure, which is as follows:

**Step 1** - A grievance not satisfactorily resolved in the informal discussion outlined above may be presented in writing to the next higher level of supervision within three workdays of a joint meeting. The appropriate supervisor should conduct a joint meeting with the employee within five days of receipt of the written grievance unless extended by mutual agreement and will render a written decision by three workdays after such meeting. This same procedure will be followed for all levels of supervision, up to the level of City Manager.

**Step 2** - A grievance not satisfactorily resolved by lower levels of management may be appealed in writing jointly to the appropriate Department Head and the City Manager within three workdays of the last previous decision. The Department Head and the City Manager should conduct a joint hearing within five workdays, unless the time for such hearing is extended by mutual agreement of all parties. A joint decision will be rendered in writing within three workdays after termination of the final hearing. This decision is final and is binding on all parties.

**Step 3** - If a grievance is not satisfactorily resolved in Step 2, a final appeal may be made in writing to the City Manager within five workdays of receipt of the decision in Step 2. The City Manager may conduct a final hearing on the matter and shall render a decision in writing within five workdays after termination of the final hearing, with the exception of the termination of a Department Head which must be ratified by the City Council. This decision is final and binding on all parties.

If, for any reason, an employee is unable to attend a scheduled hearing, he/she will contact the person(s) scheduled to hear the matter within three workdays to reschedule the meeting. If reasonable cause exists for missing the hearing, the meeting will be rescheduled for a mutually agreeable date. Failure by the employee to make such contact will terminate any further action on this matter under discussion. The employee may choose to be represented by an attorney or the representative of their choice at any step of the procedure outlined above, but must advise the person holding the hearing of this so that arrangements can be made to have the City's attorney present also.

5.07 **EMPLOYEE'S RIGHT TO MEMBERSHIP IN LABOR ORGANIZATIONS.** Any employee of the City may join, organize, or maintain membership in a labor organization if he/she so desires. The City of Ferris neither encourages nor discourages such activities. However, governmental employees of the City of Ferris have no legal right to bargain collectively, except as provided under the Local Government code, Chapter 617. State law denies City officials the authority to enter into a collective bargaining agreement or an unconditional promise with any employee group or employee organization. Further, striking, work stoppages, and picketing by public employees are prohibited by Texas law and such actions may result in immediate dismissal.

5.08 **USE OF CITY FACILITIES FOR LABOR ORGANIZATIONS.** Employees of the City of Ferris who participate in organizing other labor union activities are required to conduct such

activities on their own time and off City property. This restriction concerning the use of City facilities includes activities such as union solicitation, labor union meetings, the distribution of union literature, or the use of official bulletin boards for labor union purposes.

- 5.09 **RESTRICTION OF SUPERVISORS FROM MEMBERSHIP IN LABOR ORGANIZATIONS.** Supervisory employees carry responsibilities and duties in the management of the City's business, which may be incompatible with labor organization membership. Supervisory employees, therefore, shall abstain from active participation or membership in any formally recognized labor organization in which the employees supervised by them are also members.

## **SECTION 6 – EMPLOYEE BENEFITS AND SERVICES**

- 6.01 **EMPLOYEE HEALTH, WELFARE, AND DEVELOPMENT.** The City of Ferris provides a variety of fringe benefits, services, and programs to meet employee's basic financial security needs; to provide for the employees' general health and welfare; and to provide employee development through training and instruction. Some programs are provided according to law; others are provided at the option of the City. Eligibility for these programs may depend upon the type of position occupied and is indicated in individual program descriptions, which follow.

The City Manager is responsible for administering most of the programs contained in this section. It is the responsibility of all Department Heads to recommend additions, deletions, or modifications to benefit programs to the City Manager for review and approval by City Council.

- 6.02 **COMMUNICATION OF BENEFITS.** City of Ferris employees should become thoroughly familiar with all aspects of their benefits. The City Manager and Department Heads are responsible for informing new employees of available benefits through the orientation program and during initial employment processing. The City Manager may also provide added benefit information to employees in the Employee's Handbook, and in various other plan description booklets.

Each Department's supervisory personnel should become familiar with fundamental aspects of the benefits programs in order to answer routine questions. The City Manager is available to answer questions of a difficult or technical nature or to provide individual counseling.

Changes or modifications to benefit programs will be communicated to supervisory/management personnel by the City Manager's Office. Department Heads, and supervisors may also be asked to communicate changes to their employees.

- 6.03 **PAID LEAVE – GENERAL.** Paid leave includes vacation, holiday, sick, emergency, jury, certain military and F.M.L.A. leaves. The use of any paid leave must be approved in advance by using the approved "Leave Request Form," which is available from the Department Head or City Hall. In most instances, this form is completed in advance of use of the leave hours being requested. In unusual circumstances such as sudden illness or a death in the family, it may be necessary to complete the "Leave Request Form" when the employee returns to work. However, the employee is responsible for notifying his or her supervisor of his or her intent to use paid leave in advance of the usage. For example, an employee who is too ill to report for work must personally notify his or her supervisor prior to the time the employee is scheduled to report for work. Failure to do so may result in disciplinary action. Messages left with other employees or on message machines are not "personal notification." Similarly, calls from relatives do not constitute "personal notification." In the case of sick leave usage, the employee is expected to personally notify (as described above) his or her supervisor each subsequent day the employee will be off work because of illness.

Paid vacation leave is accrued only by regular full-time employees based on years of service. "Service" in this context means actively working for the City of Ferris or receiving compensation. An employee accrues paid vacation leave during any month in which he/she actively works at least one-half of the regularly scheduled days or shifts of work in a month.

An employee also accrues paid leave during any month in which he/she draws compensation

for leave for at least one-half of the regularly scheduled days or shifts of work in a month. Leave is not accrued if these conditions are not met.

A. **Vacation.**

1. **Accrual of Leave**

- a. Full Time City Employees (Except Police Officers) With Less than Ten (10) Years of Service.

Full time City employees (except police officers) with less than ten (10) years of service shall be authorized to receive eighty (80) vacation hours per year. The earning of those vacation hours shall begin with the first day of employment and may not be taken until the probation period is completed. Vacation hours for this category of employee will be earned at a rate of 3.07692 hours per pay period (2 weeks) of work accomplished. At the close of each calendar year (midnight December 31<sup>st</sup>), the total earned, but unused, vacation time will be calculated and any number of hours greater than one hundred and twenty (120) hours will be forfeited. Employees in this category may accumulate, without additional consent or authority, up to one hundred and twenty (120) hours of vacation time earned, but unused, over a multiple of years of employment. This calculation of accumulation will be done per calendar year and will not be considerate of work beginning date or anniversary date.

- b. Full Time Police Officers with Less than Ten (10) of Years Service.

Full time City police officers with less than ten (10) years of service shall be authorized to receive eighty four (84) vacation hours per year. The earning of those vacation hours shall begin with the first day of employment and may not be taken until the first year of employment is completed. Vacation hours for this category of employee will be earned at a rate of 3.23077 hours per pay period (2 weeks) of work accomplished. At the close of each calendar year (midnight December 31<sup>st</sup>), the total earned, but unused, vacation time will be calculated and any number of hours greater than one hundred and twenty six (126) hours will be forfeited. Employees in this category may accumulate, without additional consent or authority, up to one hundred and twenty six (126) hours of vacation time earned, but unused, over a multiple of years of employment. This calculation of accumulation will be done per calendar year and will not be considerate of work beginning date or anniversary date.

- c. Full Time City Employees (Except Police Officers) With More than Ten (10) Years of Service but Less Than Fifteen (15) Years of Service.

Full time City employees (except police officers) with more than ten (10) years of service but less than fifteen (15) years of service shall be authorized to receive 120 vacation hours per year. Vacation hours for



this category of employee will be earned at a rate of 4.61538 hours per pay period (2 weeks) of work accomplished. At the close of each calendar year (midnight December 31<sup>st</sup>), the total earned but unused vacation time will be calculated and any number of hours greater than one hundred and eighty (180) hours will be forfeited. Employees in this category may accumulate, without additional consent or authority, up to one hundred and eighty (180) hours of vacation time earned, but unused, over a multiple of years of employment. This calculation of accumulation will be done per calendar year and will not be considerate of work beginning date or anniversary date.

- d. Full Time Police Officers with More than Ten (10) Years of Service but Less than Fifteen (15) Years of Service.

Full time City police officers with more than ten (10) years of service but less than fifteen (15) years of service shall be authorized to receive one hundred and twenty six (126) vacation hours per year. Vacation hours for this category of employee will be earned at a rate of 4.84615 hours per pay period (2 weeks) of work accomplished. At the close of each calendar year (midnight December 31<sup>st</sup>), the total earned, but unused, vacation time will be calculated and any number of hours greater than one hundred and eighty nine (189) hours will be forfeited. Employees in this category may accumulate, without additional consent or authority, up to one hundred and eighty nine (189) hours of vacation time earned, but unused, over a multiple of years of employment. This calculation of accumulation will be done per calendar year and will not be considerate of work beginning date or anniversary date.

- e. Full Time City Employees (Except Police Officers) With More than Fifteen (15) of Years Service.

Full time City employees (except police officers) with more than fifteen (15) years of service shall be authorized to receive 160 vacation hours per year. Vacation hours for this category of employee will be earned at a rate of 6.15385 hours per pay period (2 weeks) of work accomplished. At the close of each calendar year (midnight December 31<sup>st</sup>), the total earned, but unused, vacation time will be calculated and any number of hours greater than two hundred and forty (240) hours will be forfeited. Employees in this category may accumulate, without additional consent or authority, up to two hundred and forty (240) hours of vacation time earned, but unused, over a multiple of years of employment. This calculation of accumulation will be done per calendar year and will not be considerate of work beginning date or anniversary date.

- f. Full Time Police Officers with More than Fifteen (15) Years of Service

Full time City police officers with more than fifteen (15) years of service shall be authorized to receive one hundred and sixty eight (168) vacation hours per year. Vacation hours for this category of employee will be

earned at a rate of 6.46154 hours per pay period (2 weeks) of work accomplished. At the close of each calendar year (midnight December 31<sup>st</sup>), the total earned, but unused, vacation time will be calculated and any number of hours greater than two hundred and fifty two (252) hours will be forfeited. Employees in this category may accumulate, without additional consent or authority, up to two hundred and fifty two (252) hours of vacation time earned, but unused, over a multiple of years of employment. This calculation of accumulation will be done per calendar year and will not be considerate of work beginning date or anniversary date.

g. Vacation Leave shall be Administered According to the Following Rules:

- (1) Vacation days must be approved in advance by the employee's department supervisor or the City Manager.
- (2) Vacation time may not be used, under any circumstances, until it has been earned.
- (3) It is in the best interest of the employee and the City of Ferris that the employee takes a scheduled vacation each year. In some cases, the employee may be asked to reschedule or take less vacation than scheduled because of workload and/or circumstances beyond the supervisor's control. If the remainder of the vacation cannot be rescheduled before the end of a calendar year, the employee may carry over earned, but unused, vacation hours up to the carry over limits established above. To avoid forfeiture of earned, but unused, vacation hours, the employee should schedule, with the agreement of his or her department head, use of said vacation hours, prior to the end of a calendar year in amounts significant enough to keep the total below those carry over limits established above. An employee will not be allowed to exceed the carry over limits established above because of failure to request a scheduled vacation during the year. However, there are occasions when due to circumstances beyond the employees control they find themselves in this situation. When this happens with the recommendation of the City Manager and approval of the City Council excess carryover may be allowed into the first quarter of the following year during which time it must be taken or lost.
- (4) When a scheduled holiday occurs during the period of an employee's vacation, the holiday shall not be charged as vacation used.
- (5) In the event an employee resigns or is terminated from employment by the City, the City shall pay for the earned, but unused, vacation time accrued. In no case shall such payment exceed the carry over limits established above.

- (6) Vacation hours shall be earned for any work period in which the employee was paid; regardless of whether that pay period was made up of actual hours worked, vacation hours, or sick time. Vacation hours shall not be earned from non-paid leave such as maternity, absences under investigation, or any other unpaid leave periods for which the employee does not receive pay but retains employment.
- (7) The use of the term "Police Officer" as used in Section 1 para. B, D, F, above, shall describe police officers who are regularly scheduled to work a 12-hour rotating shift with eighty-four (84) hours scheduled over a two (2) week period. It does not apply to licensed police officers who regularly work a 40-hour week (eighty (80) hours over a two (2) week period), regardless of the effect of overtime. Examples of such positions are, but are not limited to, Police Chief, Police Captain, Police Lieutenant, and Detectives or Investigators. It may even include Police Sergeants or lower ranking officers who move from a rotating 12-hour shift to an 8-hour work period assignment.

Vacation leave will not be earned for any month during which an employee is on leave status for more than half the number of paid workdays for that month.

2. **Approval of Leave**

Department Heads shall schedule and approve leave for employees under their supervision. Forms used to authorize the use of paid leave are available in City Hall. The "Leave Request Forms" are to be used as described in the General Paid leave section, above. In approving and scheduling leave, supervisors should take into consideration of the needs of the City as well as the desires of the employee.

Vacation leave of one week or more for Department Heads must be approved by the City Manager at least (1) one week in advance.

3. **Use of Accrued Leave**

Employees may not use accrued leave until they have completed their required probation period.

No more than (10) ten working days of vacation may be taken consecutively unless approved by the City Manager.

4. **Other Vacation Leave Provisions.**

Employees will be paid for accumulated vacation leave upon termination or retirement. The designated beneficiary will receive payment for all unused vacation leave upon the death of the employee. New hire probationary employees will not be paid for any vacation leave earned if the employee

terminates employment voluntarily or involuntarily, during the probationary period.

Vacation leave will be charged only for time during which the employee would ordinarily have worked, but not for scheduled days off or paid holidays.

Employees being laterally transferred, promoted, or demoted shall retain accrued vacation leave.

Vacation leave will not be advanced to employees.

Vacation leave credits are not transferable between employees.

Earned vacation time shall be used in a minimum of one-half day at a time.

No cash payment for unused vacation leave will be made except upon termination, retirement, death of an employee, or unusual situations beyond employee control (job requirements, etc). Cash payments in lieu of vacation to persons currently employed are rare events and must be recommended by City Manager and approved by City Council.

- B. **Holidays.** The City designates the following as holidays (actual dates will vary) to be observed with pay by all City employees occupying regular full-time positions subject to the following provisions and limitations:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day After Thanksgiving Day  
Christmas Day

*\*Amended November 2, 2015 to add: Good Friday*

When any designated holiday falls on Sunday, the following Monday is observed. When a designated holiday falls on Saturday, the preceding Friday is observed. Designation of the above or any other dates as holidays is not construed as conferring on any employee the right to observe the holiday or to be absent from his/her assigned duties if required to work on these dates.

1. Department Heads specifically authorize observance of any designated holiday and may revoke or restrict the observance of the holiday in order to provide necessary City functions and services provided by their Department. As many employees as possible will be allowed holiday leave, consistent with the maintenance of essential City functions. Department Heads will ensure that employees working shifts or other unusual schedules receive the full number of holidays. Employees may be granted leave without pay or allowed to use

available leave hours to attend other religious holidays they may wish to observe.

2. If an employee, due to their normal duty schedule, is required to work on a designated holiday they will be paid for their work in addition to the holiday pay they are receiving for that day. As an example, an employee who works a twelve hour shift on a holiday will be paid their regular rate of pay, but shall also be paid for 8 hours of holiday pay for that day.
3. If an emergency service employee (police or fire) is scheduled to work a holiday, they must use approved vacation time in order to be off on that day.

#### 6.04 **OTHER PAID LEAVE**

##### A. **Emergency Leave With Pay (ALSO CALLED BEREAVEMENT LEAVE).**

Department Heads may grant emergency leave with pay for not more than three (3) working days per occurrence and not more than six (6) days in one calendar year to employees in case of death of a member of the employee's family. This includes:

Spouse or child, parent, stepparent, parent-in-law, brother, sister, stepchild, stepbrother, stepsister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, uncle, aunt, nephew, niece, grandchild and any relative or significant other living in the same household as the employee.

Documentation may be required in the form of a copy of a death certificate or obituary to verify the death.

##### B. **Official/Training Leave.**

On recommendation of a Department Heads or on his/her own initiative, the City Manager may grant leaves with pay, together with necessary travel and expense allowances if deemed proper, in order to permit employees holding regular full-time positions to attend conferences, schools, and similar events designed to improve their efficiency and considered as being beneficial to the interests of the City. In addition, the City Manager may allow an employee official leave when the employee is ordered not to report to work during inclement weather. Official leave may also be granted to allow employees to vote, to take promotional qualifying tests, interview for a promotional opportunity, and for other unique situations as recommended by the Department Head or Division Director and approved by the City Manager.

##### C. **Jury and Court Service.**

An employee who is legally summoned to serve on a jury or appear as a witness on behalf of the City may be permitted to be absent from work with pay by his/her Department Head for the time actually required by such duty or appearance. If excused, or released from such service, one-hour or more prior to the end of his/her regular work shift, the employee should report promptly to his/her usual place of work. If excused,

or released from such service less than one-hour to the end of his/her regular work shift, such employee should report to work at the beginning of his/her next regular work shift. In the event of any abuse of or failure to observe this rule, Department Heads may disapprove pay for the entire period of an employee's absence for the above purpose.

The employee may retain fee paid by the court for jury service. This provision does not apply to court appearances in a matter personal to the individual (divorce, liability suit, etc.) as a defendant, plaintiff, or witness (unless appearing on behalf of the City.)

However, summons or subpoena to appear as a witness in a criminal matter or like circumstances in which the employee is not part to the litigation may also be considered to fall under these provisions.

Shift employees may be given time off from duty, if in the judgment of their supervisor, the period of time spent on jury duty or a witness on behalf of the City may impact job safety or the employee's health.

## **6.05 PAID LEAVE – ILLNESS/INJURY**

### **Sick Leave**

#### **A. Accrual of Leave.**

1. Full-time employees accrue sick hours at a rate of 1.85 hour per pay period to equal 6 working days per year. Sick leave may be accumulated up to a maximum of 90 days or 720 hours.
2. Sick leave will not be earned for any month during which an employee is in leave status for more than half the number of paid workdays for that month.

#### **B. Approval of Leave.**

1. An employee shall inform his/her supervisor as soon as possible before the start of their shift or tour of duty that he/she is ill and will not be reporting for work that day. The employee will inform the supervisor as described above before the start of each subsequent day of absence. Failure to notify the City will constitute absence without leave.
2. The City may require medical reports concerning the employee's status and availability for duty prior to an employee receiving sick leave compensation.

#### **C. Use of Accrued Leave.**

1. Sick leave may be taken because of personal illness, injury, legal quarantine, or routine health care appointments, which cannot reasonably be scheduled outside of the employee's working hours.
2. Sick leave may be used in event of serious injury or contagious disease in the employee's immediate family or childbirth to the employee's spouse. For purposes of definition of family members, refer to 6.04(a).

3. Employees will be entitled to use sick leave benefits after being employed for six (6) months.

D. **Other Sick Leave Provisions.**

1. Sick leave will be charged only for time during which the employee would ordinarily have worked, but not for scheduled days off or paid holidays.
2. Employees being laterally transferred, promoted, or demoted shall retain accrued sick leave.
3. Sick leave will not be advanced to employees.
4. Sick leave credits are not normally transferable between employees. However, in extreme hardship situations the City Manager may approve transfer of sick leave credits to effected employee.
5. Employees not utilizing all of the 48 hours sick leave earned per year shall rollover the balance of those hours up to a maximum of 90 days or 720 hours. After the maximum has been reached, no more hours may be accumulated.
6. After an employee's accumulated sick leave has been exhausted, unused vacation leave may be used as sick leave when requested.
7. Employees who become ill during the period of their vacation may request that vacation time is temporarily terminated and time be charged to sick time with approval of the employee's supervisor and the presentation of some evidence that would verify that such an event occurred.
8. The maximum amount of sick leave that an employee will have available at any given time is the unused balance at the end of the pay period.
9. The minimum amount of sick leave that may be used at any one time is (2) two hours.
10. No cash payment for unused sick leave shall be made upon termination, retirement, or death of an employee. Accrued sick leave will be used to insure a continuation of pay during a serious illness.

E. **Maternity – Based Sick Leave.** Female employees in regular full-time positions will be eligible to take maternity leave (sick leave) on the same basis as any other employee who has a temporary medical disability.

1. The point at which maternity leave commences is a matter for the employee and her physician to determine. Notification of the commencement of maternity leave will be made by the employee to her supervisor and will be accompanied by an appropriate note from her physician.

2. The time of return to work after childbirth is a matter for the employee's physician to determine. It should be as soon as her physician is of the opinion that she is able to perform the requirements of her job. Upon returning to work, the employee will be requested to furnish her physician's statement as to her ability to return to work.
3. Accumulated sick leave and vacation will be paid while the employee is on maternity leave to the extent that these benefits are available just as in any other case of temporary disability.

#### 6.06 **LEAVES OF ABSENCE.**

- A. **Leave Without Pay.** Under justifiable circumstances, Department Heads may grant leave without pay for periods not exceeding (2) two-weeks, subject to the approval of the City Manager. Leaves for longer periods require approval by the City manager. However, no leave will be granted under this rule for the purpose of enabling employees to accept temporary outside employment. Benefits will not accrue while an employee is on leave without pay when unpaid leave hours exceed hours worked in any month. Employee returning to work from leave without pay status at the maximum allowed level (twelve weeks) will be given a new anniversary date adjusted by the length of time of the leave without pay. Employees on leave without pay (for whom no or an insufficient amount of compensation is available for payroll to take the necessary deductions) are responsible for the payment of their insurance premiums.

Supervisors should inform the employee of the need to make the necessary payments to payroll to ensure that their account does not fall into arrears.

- B. **Maternity – Based Leave of Absence.** Female employees in regular full-time positions will be allowed a leave of absence for maternity-based disability just as other employees are allowed leave of absence for a temporary disability. The limit of time allowed follows other leave of absence rules and restrictions found elsewhere in the policies and procedures manual, at Section 2.25, Absence Control.
- C. **Insurance Premium Payments During Leave.** Scheduled insurance premiums for employees are paid by the City only during any pay period in which the employee actually works or receives compensation for one-half of the regularly scheduled days or shifts of work. Payroll deductions for premiums paid by the employee continue so long as his/her City of Ferris paycheck is sufficient to cover the necessary deductions (including any deductions required by law.)

Employees not meeting the conditions listed above may continue insurance coverage through the provisions of the Consolidated Budget Reconciliation Act (COBRA) by paying the premiums due to the City of Ferris Finance Division. Supervisors are responsible for notifying their employees whenever direct insurance payments are required. Payment for each pay period's coverage is due by the end of that pay period unless special arrangements are made through the Payroll Department. Non-payment of premiums or recurring late payments may result in cancellation of the insurance.

#### 6.07 **GROUP MEDICAL INSURANCE.** The City of Ferris currently provides at no cost to the employee, a major medical insurance plan for all regular full-time employees. Coverage for



newly hired employees is effective upon completion of the established waiting period of the particular policy in force at the time.

Employees may elect to have medical coverage from the City's group medical insurance carrier for their dependents at their own expense. The premium for dependent coverage with the City's carrier shall be paid through a payroll deduction.

6.08 **GROUP DENTAL INSURANCE.** The City currently provides a group dental care program, enrollment in which is currently provided at no cost to the employee. Coverage is effective based upon the terms set out in the current carrier's policy. Employees may add their dependents to the plan at their own expense through payroll deduction.

6.09 **GROUP LIFE INSURANCE.** Group term life insurance coverage, including accidental death and dismemberment coverage is currently provided at no cost to regular full-time employees. Optional amounts for the employee (determined by the employee's salary) as well as dependent coverage are available through payroll deduction at the employee's expense. Life insurance becomes effective upon the terms set out in the current effective policy held by the City.

**Other Insurance Programs.** The City has authorized some additional insurance coverage that is voluntary and is paid by the employee if they choose to do so. Employees who are interested should contact the City Manager for information on these programs.

6.10 **WORKER'S COMPENSATION.** The City of Ferris provides Worker's Compensation benefits as required by law. The City Manager is responsible for administration of this program. All injuries, regardless of how minor, must be reported as soon as the injury occurs by the injured employee to the injured employee's supervisor. An accident or injury report must be completed by the employee with the assistance of the employee's supervisor and forwarded to the City Manager within twenty-four hours of the injury or accident.

If an employee is injured on the job, and unable to work and thereby receive regular compensation, the employee may elect to receive accumulated and available sick leave, vacation or other paid leave (this must be recorded on the employee's time card or time sheet) in order to provide for the continuation of salary before worker's compensation payments begin, or may elect to be placed on worker's compensation leave. Regardless of which option the employee elects, the supervisor must submit a PACS form for the employee indicating this election, and the PACS form must be submitted so that it reaches payroll in a timely manner to effect this action. Note that if the employee elects to be placed on worker's compensation, this would result in the employee's salary not being continued prior to worker's compensation payments commencing but would preserve the employee's accumulated sick, vacation or other paid leave balance. Employees who are still in probationary status and have less than thirty days employment with the City do not have access to sick leave and will be placed on worker's compensation leave at the onset of lost time (Code 20 on the PACS form which must be submitted to payroll in a timely manner to effect this change of status.) At the fourteenth day of lost time, the employee's supervisor will submit a PACS form to payroll, which takes the employee off sick leave status (if applicable) and places the employee on worker's compensation leave status (code 20.) The employee will remain in this status, receiving worker's compensation payments only and no sick leave or other salary continuation until their return to work. When the employee returns to work, a PACS form should be submitted to payroll in a timely manner, so that the employee's full salary can be reinstated (Code 10 – Return from worker's compensation on the PACS form.)

6.11 **UNEMPLOYMENT COMPENSATION.** The City of Ferris provides unemployment benefits as required by law. The City Manager is responsible for administration of this program. The City pays an unemployment tax to finance this benefit. Unemployment compensation claims for employees who have resigned will be contested. Unemployment compensation claims for employees who have been terminated for other reasons will not be contested.

6.12 **RETIREMENT PLANS.** The City of Ferris currently provides retirement plans as detailed below:

A. **City Contributory Plans**

1. **Texas Municipal Retirement System**

- a. By action of the City Council effective in October 1985 became a member of the Texas Municipal Retirement System (TMRS), a cooperative organization of Texas Cities and Towns formed and operating under the provisions of H. B. 166, Acts of the 51<sup>st</sup> Texas Legislature (1949.) The purpose of TMRS is to provide an adequate and dependable plan for the retirement of Texas Municipalities. The City of Ferris's plan requires a contribution (made by means of weekly payroll deductions) equal to five percent (5%) of the salary of each regular full-time City employee. The City matches employee contributions on a one and a half to one basis (1.5:1) basis.

TMRS invests these funds under rigid legal restrictions and they eventually provide the financial basis for monthly benefits for employees retired under the System. In the event a member of TMRS leaves the employment of the City of Ferris, he/she may exercise one or more of the following options:

- Leave the funds on deposit with the System for any period of not more than five (5) years, during which the money will continue to earn interest.
- If the member, either immediately or during the five-year period referred to under the above option is employed by another Texas City which is a member of Texas Municipal Retirement System and has not received a refund of deposits, then his or her accumulated service will be combined with any later service and applied toward ultimate retirement. TMRS service may also be combined with service in any of the "statewide retirement systems."
- Upon termination of employment from the City of Ferris, a TMRS member may file application (on forms furnished by City Hall) for a full refund of his/her deposits and accrued interest. Under these conditions, the member's account is closed and the member forfeits further benefits under the plan.

- In the event of the death of an employee before retirement, all accumulated deposits, plus interest will be paid to his/her designated beneficiary or legal heirs.
- b. Monthly retirement benefits are computed on an actuarial basis and vary with age, length of service, amount of salary or wages and type or plan of annuity selected by the retiring employee. The plan provides for retirement on the following basis:
- Completion of twenty (20) years of service, regardless of age.
  - Or, upon attaining age sixty (60) with at least five (5) years of service.
- c. Vesting is provided upon the completion of five (5) years of service.
- d. Disability retirement benefits are also provided under the following conditions:
- Total physical or mental disability resulting from injuries sustained in the line of duty after one year of service with the City, or
  - Non-duty related disability if the employee has more than ten (10) years of service with the City.
- e. Membership in the retirement system is compulsory for all employees in permanent full-time positions and for employees who are authorized in the budget to work one thousand hours or more, and for part-time employees who work more than thirty-two hours per week.
2. **Social Security.** All regular full-time, part-time, and temporary employees are covered under Social Security. This coverage includes Retirement and Survivors, and Disability Insurance benefits as provided by law.
3. **Deferred Compensation (457 Plans).** The City of Ferris' Deferred Compensation Plan is administered according to provisions of applicable Internal Revenue Service Regulations.

The purpose of the plan is to allow an employee to set aside a portion of his/her salary and receive its value at retirement. The amount of deferred earnings (plus investment earnings) is not considered as income for federal tax purposes until its value is paid as provide in the plan.

Participation is on a voluntary basis and is available to regular full-time employees and to others as specified in the plan. Withdrawals are permitted only upon terms and conditions specified in the adopted plan and may be subject to penalty by the servicing contractors as well as IRS.

Information booklets are available through the Finance Division and the servicing contractors. Plan prospectus is available from the servicing contractors.

#### 6.13 **EMPLOYEE AWARDS, RECOGNITION AND INCENTIVE PROGRAMS**

**STABILITY PAY.** (UPON ADOPTION BY THE COUNCIL) Stability pay is paid to all regular full-time employees. The stability payment is made the first week in December of each year for regular full-time employees who are in active paid status on December 1.

- A. **Amount of Stability pay.** Stability pay is calculated at the rate of \$2.00 per month of service, using the employee's full-time hire date as the base for the calculation (periods of part-time employment are not included in the calculation) with a minimum paid amount of \$24.00 in the event an employee has been employed for less than a year to a maximum amount of \$1,000.
- B. **General Provisions.**
  - Sick leave provisions of our pay plan apply to stability pay, in that, if a person is on sick leave at the time stability payment is made the longevity will be paid.
  - An employee who is on leave without pay from the City at the time stability pay checks are handed out will not receive his/her paycheck until he/she returns to permanent employment. Periods of leave of absence will not be applied towards total longevity service time.

#### 6.14 **EMPLOYEE TRAINING AND DEVELOPMENT**

- A. **In-Service Training and Development.** Department Heads and supervisory personnel are responsible for providing or securing in-service training and instruction for positions under their supervision. The City Manager is available to coordinate and/or offer courses or seminars applicable to personnel throughout the organization, such as management and supervisory seminars, clerical skills training, time management, etc. The City Manager also provides in-house training to supervisors and managers in areas relating to personnel management.
- B. **Self Development.** Employees, who desire additional education or training in order to better perform their duties, or to equip themselves for possible promotion and advancement, will be reasonably accommodated in pursuing these aims. Employees are encouraged to consider general and specialized training such as that offered by extension and correspondence courses; classes provided by educational institutions, etc. in meeting self and career development goals.
- C. **Professional Memberships and Subscriptions.** The City may participate in the cost of professional memberships and subscriptions for employees, which are applicable to their positions, provided the necessary funds are budgeted and available. Request for memberships and subscriptions must be approved by the City Manager.

D. **College Tuition and Books Support.** (UPON ADOPTION BY THE COUNCIL)

An employee of the City with more than two (2) years of continuous service with the City and a proven record of performance that indicates a potential for advancement and greater responsibility within the City organization if they become formally trained at the college level, may apply through his/her Department Head for the City's College Tuition and Books Support Program. To be successfully considered for this program, an employee must have demonstrated an excellent work record and a readiness to accept greater responsibility and perform in that capacity at an exemplary level. However, the employee must be without a college degree at either the Associate's or Bachelor level (support for graduate degrees will never be considered). A plan must be submitted for consideration that demonstrates what educational goal is planned for accomplishment and how the attaining of a specific degree and/or educational courses will directly benefit the City. If the plan is proven to be valid, then the City Manager may approve the program for that individual employee subject to funding in the annual City budget by the City Council. Once approved, the employee will enroll in a state institution of higher learning and will purchase the books necessary for the semester – keeping all receipts associated with those two purchases. Upon the completion of the semester and evidence that the employee has successfully passed the course with a grade of C or better, or the equivalent that produces grade points, and if that proof is given to the City, then the City will reimburse 50% of the cost of the tuition for the semester for the coursework only and 50% of the cost of the books for those courses that were successfully completed as described above. The cycle will repeat itself so long as the employee stays within the program guidelines and successfully completes the coursework until graduation at the level originally envisioned when the program was brought before the City Council.

6.15 **INFECTIOUS DISEASE.** The City of Ferris is committed to a policy of non-discrimination with respect to the handicapped. The City will not discriminate against the handicapped with respect to discharge, compensation, terms, conditions, or privileges of employment.

A current employee's health condition is, and shall remain, personal and confidential. However, an employee who has been absent because of illness may be required to submit to a physical examination by a physician selected by the City in order to determine the employee's fitness to return to work. The employee may return to work upon approval of the examining physician.

Employees who are diagnosed as having an infectious disease will be allowed to work so long as they are able to maintain a satisfactory performance level and their condition is not a threat to themselves or others, and their condition would not be aggravated by a return to work. All current employees continue to have the same paid leave and leave without pay entitlements, regardless of their medical condition.

**Protective Measures.** Because of the need to protect City employees from all infectious diseases, immunization may be provided for diseases such as Influenza and Rubella, as well as for exposure to pathogens. Department Heads are responsible for arranging for these immunizations when a communicable disease threat is suspected and monitor the affected employee's progress in their immunization or treatment program if applicable.

Any employee working in an area where they are exposed to blood or body fluids must be issued and must use provided protective gear as required. Failure to provide or to use provided protective gear or equipment may result in disciplinary action.

Measures should be taken to protect workers in high-risk departments from exposure to infectious disease carried by citizens including the offer of vaccination of employees in high-risk groups for Hepatitis B, Hepatitis C, and Tetanus. In addition, employees should be offered H.I.V. tests where injuries involve suspected or confirmed AIDS. Latex rubber gloves must be worn when working in blood-covered areas, such as a crime scenes or accidents, and disposable C.P.R. pocket masks should be used to protect the rescuer performing C.P.R. as well as gloves for custodial workers.

Employees must strictly adhere to standard disinfecting and cleaning of all emergency equipment. Employees will be provided training concerning infectious diseases as they relate to the workplace.

- 6.16 **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA).** The City of Ferris complies with COBRA legislation which requires that employers sponsoring group health plans offer covered employees and their covered family members the opportunity for a temporary extension of health coverage at group rate. The employee may exercise the right to COBRA coverage when coverage under the plan would otherwise end because of a qualifying event such as employment termination.
- 6.17 **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).** The City of Ferris complies with the requirements of HIPAA. If an employee or dependent loses coverage under the group health plan or under COBRA, the employee or dependent will receive a certificate describing the length of prior coverage. This certificate will be provided by the insurer.
- 6.18 **FAMILY AND MEDICAL LEAVE ACT (FMLA).** The City of Ferris complies with FMLA by providing eligible employees with up to twelve weeks of unpaid leave in any twelve months period for applicable family or medical reasons. The twelve-week period is a rolling period measured backward from the date the employee uses FMLA leave.

**SECTION 7 – EMPLOYEE USE OF AUTOMATED INFORMATION SYSTEMS INCLUDING THE INTERNET, E-MAIL, FINANCIAL, ACCOUNTING, PAYROLL AND PERSONNEL INFORMATION SYSTEMS AND TELEPHONE.**

- 7.01 **INTERNET, E-MAIL, AND FAX USE.** Certain employees may be provided with access to the Internet to assist them in performing their jobs. The internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, citizens, vendors, etc. Use of both the Internet and e-mail must be tempered with common sense and good judgment. If an employee abuses their privilege of access to the Internet or e-mail, that access may be removed and the employee may be subject to disciplinary action up to and including termination, civil, and criminal liability.

The City of Ferris is not responsible for material viewed or downloaded by users from the Internet or through e-mail. Users are cautioned that many Internet pages include and some e-mail may contain offensive, sexually explicit, and inappropriate material, and users do so at their own risk.

Employees must not deliberately waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in on-line chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City of Ferris and may be used for business purposes only.

The City has the right, but not the duty, to monitor any and all of the aspects of its computer systems, including, but not limited to, monitoring sites visited by employees on the internet, monitoring chat groups, and news groups, reviewing material downloaded or uploaded users of the internet and received by users.

The City may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by City networks. In the event a user encounters such material inadvertently, immediately disconnect from the site, regardless of whether the site is subject to blocking software. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, age, disability or other characteristic protected by law), or violates the City's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the internet or displayed or stored in City computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor, Department Head or City Manager. The City's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including termination.

Employees may not use the City's internet connection to download games or other entertainment software or to play games over the Internet.

Employees may not illegally copy material protected under copyright law or make the material available to others for copying. The employee is responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material downloaded or copied. The employee may not agree to a license or download any material for which registration fee is charged without first obtaining the express written permission of the City Manager

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the City's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer being used is not connected to the City's network.

Files obtained from sources outside the City, including disks brought from home, files downloaded from the internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the City's computer network. Employees should never download files from the internet, accept e-mail attachments from outsiders, or use disks from non-City sources, without first scanning the material with City-approved virus checking software. If an employee suspects that a virus has been introduced into the City's network, the employee should notify the MIS Department immediately Department Head or City Manager.

**7.02 ACCESS TO AND TERMINATION FROM DATA SYSTEMS AND NETWORKS.**

Employees who have a need to access the systems listed above will be provided a password(s). Employees are expected to comply with procedures developed by the City Manager with respect to password security. For example, employees should not share their password with other employees.

When an employee, who has access to mission critical information systems is terminated, the following will occur:

- A. The employee is notified of termination away from the work area and the terminated employee is not allowed subsequent access to City information systems.
- B. The employee's password is removed from the system.
- C. The employee turns in identification codes, any keys or magnetic cards, or other information system devices.
- D. The employee is observed as personal items are collected and removed by the employee.

**7.03 TELEPHONE USAGE.** If an employee has been issued a telephone, including cellular, to facilitate their work, the use of the instrument is restricted to essential business use only. Employees may place or receive personal calls with the approval of their supervisor. Personal calls will be local and limited in duration and frequency and must not interfere with City business. In the event of an emergency requiring a long-distance call of a personal nature, the



employee making the call is required to pay the charge for the call by payment to the Finance Division. If the employee terminates employment with the telephone charges pending, the Finance Division will take action to collect the amount of the pending charges. Department Heads are responsible for ensuring that employees issued such equipment turn the equipment in on or before termination of employment. Telephones will be answered promptly and courteously.

## **SECTION 8 – TRAVEL POLICY**

- 8.01 **APPLICABILITY.** This policy is applicable to all City employees and applies to all travel on City business and all travel reimbursements subject to budget limitations and authenticated expenses. Responsibility for the day-to-day administration of the elements of the travel policy belongs to the Finance Division.
- 8.02 **AUTHORIZATION REQUIRED.** The City Manager may authorize travel leave and expenses for City business. All travel requests must be approved by the Department Head and the City Manager prior to the travel. Any employee traveling on official business will inform their supervisor where they can be reached while out of the City. All travel requests must be submitted on forms provided for that purpose as required by the City Manager's Internal Policies Manual.
- 8.03 **TRANSPORTATION.** Normally, when travel is required for City business, a City vehicle or personal vehicle may be used when the travel distance is within a distance of two-hundred and fifty miles. For travel beyond a distance of two-hundred and fifty miles, air transportation at the lowest available airfare may be approved by the City Manager. Approved transportation expenses will be reimbursed as follows:
- A. When employees use their personal vehicles, all travel mileage will be paid at the IRS rate plus any parking fees. Mileage will be calculated from the place of employment or the employee's residence, whichever is less. The City Manager may from time to time recommend an adjustment to the rate of reimbursement with approval of the City Council.
  - B. When City vehicles are used for out of town transportation, all expenses incident to the use of the vehicle (parking, gasoline, repairs, etc.) will be reimbursed. Receipts for these costs must be obtained by the employee and submitted appropriately.
  - C. When air travel is permitted, the cost of the airfare will be reimbursed. Additionally, reimbursement will be made for the use of rental vehicles, taxicabs and bus fare, provided the expenses are necessary and reasonable. Receipts for these costs must be obtained by the employee and submitted appropriately.
  - D. Alternate routes, which are desirable because of personal affairs of the traveler, may be used. The traveling employee will bear any additional cost for the additional routing and will not be allowed to claim regular pay for the additional time or mileage required for the alternative routing. The additional hours spent must be charged to a form of leave hours available to the employee. Mileage and expenses incurred on alternate routes must be shown on the travel expense report that is turned in for reimbursement or on the request for advance travel funds form.
  - E. Hotel stays may be authorized by the department head or city manager for training that will occur on multiple days if the training occurs more than 60 miles from the normal place of work or the employees home, whichever is a shorter distance.

## **SECTION 9 – EMPLOYEE USE OF VEHICLES, EQUIPMENT, AND FACILITIES**

- 9.01 **PURPOSE OF VEHICLE POLICY.** The purpose of the vehicle and equipment policy is to provide for the safe, efficient, and effective use of City vehicles, and equipment through rules, regulations, and procedures. This includes procedures for how and where to obtain service for City vehicles.
- 9.02 **APPLICABILITY.** The policy will apply to all City owned vehicles and equipment and all persons assigned a vehicle or piece of equipment and persons who operate a vehicle and passengers in the vehicle.
- 9.03 **USE OF CITY VEHICLES, EQUIPMENT AND FACILITIES.** All City equipment and vehicles are intended for City business use only. The City Manager may extend use of vehicles or equipment, according to need and circumstances, to another public agency. Use of City equipment and facilities for private use is prohibited without prior approval of the City Manager. Under no circumstances shall City equipment or facilities be loaned or rented without this approval.
- 9.04 **VEHICLE OPERATION AND PASSENGERS.** Except for maintenance, service, and repair, only City officials and employees are allowed to operate a City vehicle. Passengers should be limited to employees or persons on official City business. Because of the nature of certain employees being required to be on call and take a vehicle home, the City Manager may exercise limited discretion in situations wherein the passenger policy might cause transportation difficulties to an employee required to be on stand-by and use a City vehicle.
- 9.05 **SAFETY, MAINTENANCE, AND CARE OF EQUIPMENT.** Personnel assigned use of a vehicle or piece of equipment will be responsible for ensuring that required maintenance is performed and will be responsible for the general care for the vehicle or equipment. Damage arising from misuse or neglect attributable to the employee assigned the vehicle or equipment is subject to review by the City Manager and the employee may be held responsible for subsequent repair costs. No one will operate a City vehicle or piece of equipment that is unsafe and the operator will be responsible for exercising good judgment and performing a visual inspection of the vehicle prior to operating it to determine the vehicle's safety status-No one shall operate a City vehicle or piece of City equipment while under the influence of alcohol, drugs, or medications, which alter judgment, or reflex. . And no person with corrective devices (prescription eyeglasses/lens) or appliances (e.g. prosthetic device) may operate a City vehicle or piece of City equipment without the corrective devices or appliances being in place and in good condition. Any person who is injured or becomes ill should alert their supervisor by radio or phone rather than attempting to continue to operate the vehicle or equipment.
- 9.06 **VEHICLE USE LOGS.** It is the responsibility of each operator of a City vehicle or piece of equipment to properly complete any paperwork associated with the use, mileage, gas or lubricants or any other documentation required.
- 9.07 **MOTOR VEHICLE POLICY.** The City recognizes that there are circumstances in which the assignment of a City vehicle to a Staff member for home storage can be of benefit to the City. It is the City's intention by this policy to set guidelines, rules, and regulations for the assignment of vehicle under these circumstances. The primary reason for assigning a vehicle in most cases will be according to the benefit to the City. The following rules and regulations will govern home storage of vehicles:

- A. The use of a home storage vehicle, except in cases that may be authorized later, is not a form of compensation - but is to be considered a benefit to the City.
- B. No person assigned a vehicle will take the vehicle more than thirty minutes driving time from the City of Ferris. To aid in this, a map with a fifteen-mile radius should be consulted. It has been determined that adhering to this limitation will provide thirty-minute response time during ordinary weather conditions.
- C. City vehicle will be used only for City business. This does not mean that it shall not be used to facilitate the employee's benefit, but must primarily benefit the City. An example of a mutually beneficial use would be an employee attending a baseball game while on call, which is nearby. If paged, the employee could respond from the ball game, making it appropriate to have taken the vehicle. If, however, the employee must return home prior to responding, then the vehicle should not be taken and left at the employee's residence.
- D. Except as authorized elsewhere in this section of the City Policy Manual, the vehicle will not be used to transport family members.
- E. If there is a choice in which vehicle to assign as a home storage vehicle, the more economical vehicle will be selected for this purpose. Vehicles designed for crew transport and special use will not be selected.
- F. If the operator assigned a home storage vehicle will not be available because of vacation or another reason and cannot respond the operator should make arrangements to temporarily store the vehicle at the appropriate parking facility during this time.
- G. Home storage vehicles will not be considered a personal vehicle and the home storage assignment may be rescinded at the City's pleasure. Justification must be provided to the City Manager when a Department Head is requesting the assignment of a home storage vehicle for an employee.
- H. Home storage vehicles shall not be parked on the street.

## **SECTION 10 – MISCELLANEOUS PROVISIONS**

10.01 **ACTIVITY REPORTS.** All Department Heads will submit reports concerning the activities of their Departments to the City Manager in the format prescribed by the City Manager in the City Manager's Internal Policies Book.

10.02 **PROPERTY CONTROL.**

- A. Department Heads will ensure that the property under their control is properly safeguarded, accounted for, and administered. The City Manager will maintain or delegate the maintenance of an up-to-date inventory of all City property. Department Heads will report all acquisitions, disposals, or transfers of property to the City Manager or his designee.
- B. Postage, stationary, office supplies, tools, vehicles, equipment purchased and owned by the City are to be used only in the conduct of City business. No City employee will use these items in the conduct of personal business or affairs without approval from the City Manager.
- C. Employees will only use City copy reproduction equipment for City business, and will be required to reimburse the City for any other use.

10.03 **UTILITIES.** Departmental requests for new City electric, gas, and telephone utility installations, or additional service must be approved in advance by the City Manager.

10.04 **PURCHASES.** Employees will make no purchases in the name of the City except by following the procedures outlined in the City purchasing system rules, and regulations, or as approved by the City Manager.

10.05 **HOUSEKEEPING RESPONSIBILITY.** Department Heads will be responsible for maintaining neat, sanitary, and orderly office spaces, working areas, yards, and grounds.

10.06 **EMPLOYEE IDEAS AND SUGGESTIONS.** Employees are a primary source of ideas and suggestion for the improvement of service, production, and management practices, and are encouraged to provide ideas and suggestions to their supervisors. Also, better employee relations exist in an atmosphere in which employee ideas, and suggestions are encouraged, and in which they receive a definite, prompt response to the idea, or suggestion. It is the responsibility of each supervisor to:

- A. Encourage and assist employees to develop and submit suggestions preferably in writing.
- B. Acknowledge all suggestions promptly. Most should be responded to in writing and provide a disposition.
- C. Bring worthwhile ideas and suggestions to the attention of the next higher level of management.

- D. Keep the employee informed of the status of his or her idea or suggestion.
- E. Ensure that the employee who submitted the adopted idea or suggestion receives recognition.



# THE CITY OF FOREST HILL

OFFICE OF THE CITY  
MANAGER

## MEMO

**To:** Opal Mouldin-Robertson, City Manager, City of Lancaster

**From:** Sheyi Ipaye, City Manager

**Subject:** Travel Policy

**Date:** April 3, 2017

Attached is the information you requested.

- Is not immediately available by phone to City management during the employee's normal work hours.
- The employee elects to use his or her own physician instead of the City's designated physician and medical facility.

**Use of Accrued Leave to Supplement With Compensation Benefits** - Employees who do not qualify for salary continuation benefits or who do not wish to be bound by the restrictions imposed for salary continuation benefits may use any available paid leave time to supplement their workers' compensation salary benefits. Paid accrued leave time will be applied in the following order; sick leave, comp time, or vacation.

**Maximum Paid Benefits** - Under no circumstances will an employee on workers' compensation leave receive more in paid benefits than he or she would have received in base salary/wages (excluding overtime, shift differential, or any other type of extra compensation) if the employee was not injured and was able to return to work.

**Report of Accidents and injuries** - All employees must comply with the reporting requirements set forth in the City's Safety policy.

**Filing Claims** - All workers' compensation claims must be filed with the Benefit Coordinator through appropriate supervisory channels.

**TMRS** - Employee contributions to TMRS made on the basis of temporary income benefits received through workers' compensation may be made on a voluntary basis through a special arrangement with the City.

## **ADDITIONAL BENEFITS**

The City provides other benefits from time to time for regular full-time employees. These benefits are subject to change, and are discussed in greater detail in separate publications provided by the City. For general purposes, the following benefits are in effect:

### **RETIREMENT**

All regular employees working forty (40) hours per week or more must join the Texas Municipal Retirement System. This is a condition of employment.

### **TRAVEL**

If an employee must travel on City business or to a City-authorized meeting, the City will reimburse travel expenses. Expenses will be reimbursed based on an itemized travel expense form which must be submitted not more than one week after completion of the trip. Expense receipts must be kept and attached to the travel expense form. Only the actual cost of reasonable and necessary business related expenses incurred by the employee on behalf of the City will be reimbursed.



If it is necessary or requested that an employee travel for the City, the appropriate form must be completed by the employee and submitted for approval to the Department Director, Department Directors must obtain approval for their own travel from the City Manager. The travel request must be submitted as soon as the need to travel is known. All travel on behalf of the City must be approved prior to any expenses being incurred.

Any employee requesting an advance of funds must, except for under extenuating circumstances, complete and submit a written request for an advance of funds at least ten business days before the advance is needed.

Reimbursable expenses include:

1. The actual costs for round trip coach class air fare or the current IRS automobile rate per mile, whichever is the lesser amount; and
2. A \$50.00 per diem plus lodging and related expenses, with the provision that lodging within the Metroplex will not be reimbursed except as approved specifically in advance by the City Manager. The per diem will be reduced by 1/3 for each pre-paid meal included in a conference registration fee.

The City has the option of requiring that travel be made in a City-owned vehicle. When this is the case, the employee may be issued a gas credit card for use for the trip only.

Expenses for alcoholic beverages are not reimbursable.

Travel outside the continental limits of the United States must receive the prior approval of the City Manager and will not be reimbursed without that approval.

Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action up to and including termination of employment.

### **MEMBERSHIP FEES**

Upon prior written approval, the City will pay professional organization membership fees for all employees when that membership is beneficial to achieving the City's service objectives. Membership fees must be included in and approved as part of the Annual Budget. All employees must obtain written approval from the Department Director or City Manager before serving as an officer in a professional organization.

### **DEFERRED COMPENSATION**

The City currently offers a Deferred Compensation Program established by U.S. Conference of Mayors through PEPSCO. This benefit program allows regular full-time employees to defer income and the payment of taxes on the deferred salary amounts. The City places the deferred income amount selected by the employee in a tax-deferred investment on his or her behalf, under conditions associated with the Plan. Further information about this program may be obtained from Personnel.



# TRAVEL EXPENSE FORM

Traveler's Name \_\_\_\_\_

Address: \_\_\_\_\_

3219 E. CALIFORNIA PARKWAY  
FOREST HILL, TX 76119

Travel Advances Received

Destination(s) \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Airfare  
Conf/Reg  
Hotel  
Per Diem  
Parking  
Transportation  
Other  
Total


Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Description of Expense	Date	Date	Date	Date	Date	Date	Date	TOTAL EXPENSE	COMMENTS
Airfare*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Private Car @ current IRS rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Miles									
Rental Car	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Parking/Tolls	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Conference Registration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Lodging (room only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals & Incidentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Miscellaneous (Explain)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

I certify that the above is a true statement, that the expenses claimed were incurred by me while on official City business on the dates shown, and I have attached original receipts as necessary.

Amount owed to (Employee)/City	\$0.00
--------------------------------	--------

Traveler's Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorized By (Dept Head/City Manager) \_\_\_\_\_

City of Grand Prairie  
CITY COUNCIL ADMINISTRATIVE DIRECTIVE  
AMENDMENT

SUBJECT: Business Expense, Travel, And Meal Policies for Elected Officials	A.D. No.	<u>1.0</u>
	Effective Date	August 13, 1991
	Revisions	November 16, 1993 February 22, 1999 July 15, 2014

**PURPOSE**

To ensure appropriate use of travel/training and business related appropriations.

**POLICY**

The City will reimburse or provide payment to Elected Officials for out-of-town travel and/or training when the trip is budgeted and when the trip will enhance the knowledge of the individual, in turn benefiting City operations. Such travel is an important part of an Elected Official's responsibility, is in the public interest, and should not require a personal financial sacrifice. Reasonable expense associated with such City travel and business will be borne by the City. Each Elected Official will be limited to 20% of the total City Council budget allocated for travel for each fiscal year.

**A. ELIGIBLE TRAVEL**

The annual City Council budget, to the extent practical, shall include appropriations sufficient to cover expected Council travel requirements. At a minimum, the budget will include funds to support participation and attendance at:

- National League of Cities (NLC) semi-annual conferences
- Texas Municipal League (TML) semi-annual conferences
- TML Institute for Mayors, Council members, and Commissioners (AMCC)
- U.S. Conference of Mayors
- TML Regional Meetings
- NLC/TML Policy and Policy Steering Committee Meetings
- Representation of the City's interest before the legislative bodies and administrative agencies of the United States and State of Texas
- Trips incident to securing and maintaining financial condition and a beneficial credit rating

**B. PAYMENT**

When budgeted through the annual City Council budget, two forms of business related payment will be available to the Elected Officials:

- Travel and training for expenses incurred under "Eligible Travel" as defined above or locally as outlined in "Eligible Expenses" as defined in subsequent sections of this

directive. Both require receipts as documentation for reimbursement or application of the IRS approved per diem allowance.

- A monthly stipend issued to consenting Elected Officials to cover the following related City business expenses incurred locally. No receipt or similar documentation required.
  - Mileage for local travel on City business
  - Postage and materials for City business
  - Telephone calls for City purposes
  - Meals not coordinated through City staff

### C. ELIGIBLE EXPENSES

Expenses will be paid directly or reimbursed by the City as described below:

- **MEALS WHILE TRAVELING** - The City will pay the actual amount of meals and tips (provided receipts are maintained), or the IRS approved per diem allowance (Exhibit 1). On Exhibit 1, the meals rate is the rate in the column headed "M&IE" for "meals and incidental expenses." The per diem rate will be adjusted as the IRS amends its rates periodically. The rate includes breakfast, lunch, dinner, tax and tips. Without receipts, meal expenses should generally be allocated as follows for partials days:

#### Per Diem

- 20% Breakfast
  - 30% Lunch
  - 50% Dinner
- **LOCAL MEALS** - Expenses associated with attendance at local events, including but not limited to Chamber of Commerce monthly luncheons; Annual Chamber of Commerce and Hispanic Chamber of Commerce Banquets, TML Regional dinners, non-profit banquets, dinners, and fund raisers, etc. where attendance is coordinated through City staff will be paid by the City.
- **BUSINESS MEALS** - An Elected Official may find it necessary to periodically pay for the meals of business associates, including other Elected Officials, while discussing City business or while attending professional association meetings. Payments must be approved by the City Manager and reimbursement may be made through petty cash or payment documents. Elected Officials receiving monthly stipend will apply stipend funds toward these types of expenses.
- **MILEAGE** - The City will pay the IRS allowable rate for travel incurred by Elected Officials utilizing his/her personal vehicle on City business. Elected Officials receiving a monthly stipend will apply stipend funds toward local mileage expenses.
- **TRANSPORTATION** - The City will pay for mileage, round trip airfare (coach class), train fare, taxi fare, tips, tolls, auto rental (when required), and parking. When a personal vehicle is used (instead of a public carrier), expenses for mileage shall not exceed the cost as well as an evaluation of the lost time due to driving versus flying. The City will not pay local (30 miles or less one way) mileage for use of a personal vehicle for those Elected Officials who receive a monthly stipend, but will pay for mileage for such Elected

Officials using personal vehicles for travel of longer distances as described under Section A, "Eligible Travel."

- **SPECIAL AIRFARE** - Elected Officials who must remain at their travel destination to qualify for reduced airfares may be reimbursed for their additional meals, lodging, rental cars, parking, etc. if the combined cost of the additional expenses and the discount airfare is less than or equal to the average coach airfare between the Metroplex and the travel destination.
- **LODGING** - Lodging expenses will be reimbursed for the actual number of days of the conference or other meeting, plus allowance for travel time. Lodging per night will not exceed actual room cost plus taxes and tips.
- **REGISTRATION** - Registration fees will be paid directly by the City through the vendor accounts payable system. It should not be necessary for Elected Officials to obtain a cash advance or write a personal check for registration. If necessary, on-site registration at conferences or business meetings may be billed to the City.
- **EXPENSES NOT REIMBURSED** - Expenses excluded from city reimbursement are health clubs, pay television, bar bills other than part of meal expenses, and other entertainment expenses unless venues are a component of a conference program. Also excluded is any travel expense by an Elected Official challenged and denied by a majority of the City Council.
- **AIRLINE CREDIT** - Airline mileage credits earned for City paid travel may be used for personal or City travel.
- **TRAVEL TIME** - Travel times should not exceed one day prior to and one day following business meetings or conferences. Exceptions will be made through the City Manager's Office.
- **CONSTITUENCY ASSOCIATIONS** - The City will fund to the extent practical, the annual dues of Elected Officials for membership in TML or NLC constituency organization, i.e. NBC/LEO, WIMG, HELO, etc.
- **EXPENSES FOR SPOUSE/GUEST** - Airfare for a spouse/guest to accompany an Elected Official will be borne by the city. Meals of a spouse/guest, locally or traveling will be eligible to be borne by the City if incurred while accompanying the Elected Official.

#### D. PROCEDURES

- **TRAVEL ARRANGEMENTS** - Travel arrangements for Elected Officials will be made by the appropriate City Department as directed by the City Manager's Office or by the individual Elected Official, if desired.
- **PRE-PAID EXPENSES** - When possible, all major expenses items will be pre-paid, i.e. transportation, registration, lodging, etc.
- **CASH ADVANCES** - Cash advances may be obtained by completion of an *Estimated Expense Report* (see Exhibit 2) by the City Manager's Office or their designee in accordance with established Finance Administration guidelines.
- **MILEAGE REPORT** - A separate form is used to request reimbursement for mileage when traveling locally. This form will be provided to Elected Officials not receiving a monthly stipend upon request to the City Manager's Office and will be reimbursed in accordance with Finance Administration guidelines. When mileage is incurred while traveling out-of-town, *Actual Expense Reports* may be used to request mileage reimbursement. When they are used in the manner, reimbursement will be made



through Accounts Payable instead of Payroll. The City will pay the allowable rate for travel incurred by an Elected Official eligible for reimbursement according to the policy.

- **FILING REQUIREMENTS** - Within 20 working days after the return trip, the Elected Official shall submit documentation to the City Manager's Office or their designee from which an *Actual Expense Report* can be completed, signed and delivered to the Accounting Division with the required receipts attached. Adequacy of documentation should be examined and ensured at the coordinating Department level; the City Manager's or Mayor's approval must be evidenced on the *Actual Expense Report*.
- **BACK-TO-BACK TRIPS** - Two or more multiple trips made within the same 20 calendar day period will be treated as one trip for the purposes of determining *Actual Expense Report* due dates. The *Actual Expense Report's* due date will be 20 working days after the Elected Official returns from the last trip. Trips will be considered to have been made within the same 20 calendar day period if any part of the trips occurred during the 20 calendar day period.
- **MISCELLANEOUS EXPENSES** - Miscellaneous expenses less than \$50, including business meals but excluding mileage, may be reimbursed through the petty cash system without completing an *Actual Expense Report*; Elected Officials receiving a monthly stipend will apply stipend funds toward these types of expenses. All other business travel, including out-of-town mileage reimbursements and business related expenses, must be reimbursed through use of an *Actual Expense Report*.
- **FUNDS OWED TO THE CITY** - If an Elected Official has received an advance in excess of actual expenses or a spouse/guest airfare was initially billed to the City and a reimbursement to the City is required, this obligation shall be fulfilled at the time the *Actual Expense Report* is to be filed with the Accounting Division, payment should be made through the Revenue Management Division and receipt attached to the *Actual Expense Report* when delivered to the Accounting Division.
- **FUNDS OWED TO AN ELECTED OFFICIAL** - If an Elected Official's actual expenses exceed the advance, or if no advance was received the Elected Official will be reimbursed by the City. This reimbursement will be made within five working days after the Accounting Division receives the final completed *Actual Expense Report*.
- **SUBSEQUENT TRAVEL EXPENSES** - If expenses are not substantiated to the City within 60 calendar days after the expense has been incurred, and any excess returned to the City within 120 calendar days after the expense is incurred, the entire amount of the advance will become taxable income and subject to withholding taxes in accordance with IRS requirements.
- **OUTSTANDING EXPENSE REPORTS** - No additional or follow-on airline tickets will be purchased for or cash advances made to an Elected Official if *Actual Expense Reports* from previous travel have not been finalized and reconciled in accordance with directive guidelines.
- **EXCEPTIONS** - Exceptions to this directive can be made but require documentation with signed approval by the City Manager or Mayor.

Passed by City Council July 15, 2014

<b>CITY OF KELLER</b>	<b>POLICY NAME:</b> <b>Travel Time</b>
<b>PAGE: 1 of 1</b>	<b>POLICY NUMBER: 4.02.12</b>

<b>4.00 BENEFITS/COMPENSATION</b> <b>4.02 COMPENSATION</b>	<b>REVISION DATES:</b>
<b>APPROVED AND DISTRIBUTED:</b> <b>07/01/03</b>	<b>REVIEWED DATES:</b> <b>11/09/10</b>
<b>APPROVED BY ADMINISTRATION:</b> <b>Dan O'Leary</b>	<b>DATE:</b>

**Policy:** Home-to-work travel is not compensable work time. Travel of this nature is considered a normal incident of employment. Generally, an employee is not at work until he or she reaches the work site. However, if an employee has gone home after completing a day's work and is subsequently called back to return to the worksite or to perform work, all travel time involved in the call-back to work is considered work time.

If non-exempt employees are required to travel out-of-town, the travel time outside of regular working hours is not considered work time. Employees and supervisors are encouraged to contact Human Resources for clarification of this policy.

<b>CITY OF KELLER</b>	<b>POLICY NAME:</b> <b>Travel Policy</b>
<b>PAGE: 1 of 5</b>	<b>POLICY NUMBER: 1.18</b>

**Effective 10-01-10**

<b>1.00 ADMINISTRATION</b>	<b>REVISION DATES:</b> <b>04/27/10</b>
<b>APPROVED AND DISTRIBUTED:</b> <b>07/01/03</b>	<b>REVIEWED DATES:</b> <b>04/27 /10</b>
<b>APPROVED BY ADMINISTRATION:</b> <b>Dan O'Leary</b>	<b>DATE:</b>

**Policy:**

The job duties and responsibilities of City representatives (employees) occasionally require attendance at various conferences, seminars, classes, meetings, workshops, or other events and may require travel to other areas of the metroplex, state, or country. The purpose of this policy is to establish and maintain prudent stewardship of public funds and ensure that City representatives attend conferences, etc., that are necessary, relevant, and important to the future of the City.

The following travel guidelines are set forth to serve as a policy statement for business travel by all representatives of the City of Keller per Resolution No. 1152, as from time to time amended. The term "City representatives" includes the Mayor, City Council Members, appointed Board and Commission Committee Members, Volunteers, and City employees.

**I. Assessing Value of Attendance**

The Mayor, City Council, or City staff should review the details of the seminar, conference, event, etc. to ensure that attendance would be beneficial in performance of their duties as representatives of the City and that funds have been budgeted therefore.

**II. Authorization Procedure**

Mayor and City Council Members - Upon request of City council members, the City Secretary's office will coordinate registration, reservations, travel accommodations, etc., for all City council members.

City Employees - City employees must prepare a Travel Authorization Form for department head approval. For Department Heads and/or if the travel is out of state, approval must be granted by the City Manager or designee.

Board and Commission Committee Members and Volunteers - Appointed board and commission committee members and volunteers must follow the same guidelines for City Employees. The appropriate City staff must approve the Travel Authorization Form.

**III. Travel Advances**

Purchasing cards are available to certain employees, and their use is encouraged in order to minimize the amount of cash advances. For employees who do or do not have a purchasing card, they may receive a travel advance. The City will issue a travel advance upon completion of the Travel Authorization Form, accompanying a Payment Authorization memo, and submitted to the Finance Department for a cash advance check.

**Processing the Travel Authorization Form**

Under IRS regulations, advances cannot be made more than 30 days prior to a trip. Advances must be settled within 30 days of completion of the trip. Advances not cleared within 60 days after they are paid or the expense is reimbursed will be processed through payroll and subject to withholding taxes. Further advances will not be processed until the employees have settled any outstanding expense report or overdue advance.



<b>CITY OF KELLER</b>	<b>POLICY NAME:</b> <b>Travel Policy</b>
<b>PAGE: 2 of 5</b>	<b>POLICY NUMBER: 1.18</b>

All approved Travel Authorization Forms shall be sent to the Finance Department for processing no later than 10 days before funds are needed. The completed Travel Authorization Form must be **approved by the employee's Department Head and** submitted with **a copy** of the documentation (program registration) for the event. **For Department Heads, the travel advance must be approved by the City Manager or his designee and submitted with a copy of the documentation (program registration) for the event.**

#### IV. Event/Travel Procedures

The following guidelines and standards shall be utilized when traveling on City business.

##### A. Registration

**The City will be responsible for eligible, approved, conference or association meeting registration fees. This excludes guest registration fees for a spouse or personal guest, as well as any optional/recreational activities associated with the Conference for the employee or any guest. Exceptions may be approved by the City Manager or designee.**

1. Direct payment to the sponsor of the event is preferable.
2. In the event direct payment to the sponsor is impossible, an individual attendee will be reimbursed for the actual cost of the registration and/or event costs.
3. Full advantage should be taken of any pre-registration discounts when possible.
4. Vouchers, invoices, advance registration forms, and/or receipts must be submitted as payment or reimbursement justification.

##### B. Transportation

Transportation arrangements are based on what is the most economical advantage to the City of Keller.

**Airfare** - Airfare will be paid directly to the carrier, travel agency (or reimbursed), based on coach fare, utilizing all prepaid, special or discount fares as may be available. **Coach accommodations should be used unless upgrades result in cost savings. The employee should take advantage of any special conference rates or discounts whenever possible.**

**Public Carrier Fares and Car Rental** - **The employee should take advantage of any special conference rates or discounts whenever possible. Discounts may be obtained by utilizing the City's approved inter-local agreements for services. Please contact Purchasing for information.**

1. Public carrier fares will be reimbursed based on receipts or prevailing fares based on the geographic area. In case of ticketless mass transit systems, a pamphlet of published rates will substitute for a receipt.
2. Car rental reimbursement will be reviewed upon submission and/or receipt and prevailing rental rates paid **with Department Head approval**. If necessary, other circumstances will be evaluated in determining additional reimbursement for the rental.
3. **For car rental the employee should secure economy/mid-size vehicle at the best rate possible, unless upgrades result in cost savings. The City will pay for gas, but not for mileage reimbursement.**
4. **Insurance Requirements:**
  - a) **In the event an employee is in a vehicle accident while on business and it is the employees fault, the employee would be covered by the City's auto liability insurance.**
  - b) **In the event an employee is in a vehicle accident while on business and it is not the employees fault, a claim would be filed by the City with the other party's insurance. If the employee were injured, workers' compensation would cover the employee & the City's auto liability insurance would pursue subrogation against the other party.**

<b>CITY OF KELLER</b>	<b>POLICY NAME:</b> <b>Travel Policy</b>
<b>PAGE: 3 of 5</b>	<b>POLICY NUMBER: 1.18</b>

- c) In either incident, the City would pay the employee's insurance deductible providing the employee was not negligent in his/her driving, i.e. ticketed for violating the law.
- 5. The City will NOT reimburse the employee for violations such as parking tickets, fines for moving or non-moving violations, and vehicle towing charges.

Taxi/Airport Shuttle Service – The City will reimburse the employee during authorized business trips. Use of complimentary airport shuttle is recommended; however, the city may reimburse the employee for the cost of taxi service from and to the airport if the airport shuttle is not readily available.

Parking and Tolls – The City will reimburse for long-term or temporary parking and tolls, during authorized business trips.

Baggage Fees – The City will reimburse for baggage fees during authorized business trips, with receipts.

#### Personal Vehicle

1. Employees attending events, seminars, classes, workshops, etc., in the metroplex no matter what the duration of the class **may** be provided a City vehicle to attend, if available.
2. If no vehicle is available, employees using their own vehicle will be eligible to receive a mileage allowance at a rate in accordance with the Internal Revenue Service allowance. Reimbursement will be based upon actual mileage from the employee's regular place of work to their destination, or from home to destination whichever is less. If an employee is required to attend training for an extended period of time (longer than one work week), the place of training will become the employees regularly assigned workplace until such training is completed. An employee will not be eligible for mileage reimbursement in such an instance.
3. To receive mileage reimbursement, the event, seminar, class, etc. must be required by the City or approved as personal development related to the job of the employee.
4. Mileage reimbursement will be based upon Internet resources such as Mapquest. Please visit [www.Mapquest.com](http://www.Mapquest.com) for assistance with mileage calculations and documentation. Employees receiving a car allowance will not be eligible for mileage reimbursement unless the conference is outside the Metroplex.
6. Insurance Requirements:
  - a) In the event an employee is in a vehicle accident while on business and it is the employee's fault, the employee would file an insurance claim with his/her own insurance company. The City's auto liability insurance would pay whatever is above & beyond what the employee's insurance pays.
  - b) In the event an employee is in a vehicle accident while on business and it is not the employee's fault, a claim would be filed by the City with the other party's insurance. If the employee were injured, Workers' Compensation would cover the employee and the City's auto liability insurance would pursue subrogation against the other party.
  - c) In either incident, the City would pay the employee's insurance deductible providing the employee was not negligent in his/her driving, i.e. ticketed for violating the law.

#### C. Overnight Accommodations

Room accommodations should be appropriate for the occasion and not luxurious. The employee is expected to secure single room accommodations at a reasonable rate and should take advantage of special conference rates whenever possible. Use of conference hotel rate is appropriate.

1. Room rental will be based on the actual cost of the room, plus tax and parking. Direct payment or billing from the hotel is preferred.
2. The City will NOT pay for personal expenses such as guests, movies, and health club/spa charges. Any charge above the single-room rate will be reimbursed to the City by the employee.
3. Receipts are required for all reimbursements.

<b>CITY OF KELLER</b>	<b>POLICY NAME:</b> <b>Travel Policy</b>
<b>PAGE: 4 of 5</b>	<b>POLICY NUMBER: 1.18</b>

D. Meals and **Miscellaneous** Expenses

1. Meals **shall** be reimbursed when travel **requires an overnight stay**. If the travel does not require an overnight stay, **meals will not be reimbursed**.
2. Meals and incidental expenses may be paid for in the following manner:
  - a. Per diem in an amount **to be in accordance with IRS Publication 1542 – Per Diem Rates**, to **defray all meals, tips and miscellaneous expenses** will be provided prior to travel upon submittal and approval of a Travel Authorization Form OR
  - b. Per diem may be requested after the travel has occurred.
  - c. In either case, employees should not utilize the City purchasing card for these expenses and **receipts will not be required**.
  - d. Tips may be included in the services rendered and are considered a part of the per diem allowance.
3. **Miscellaneous expenses shall be reimbursed if they are business-related expenses. Eligible expenses include but not limited to: roaming and long-distance business charges, business faxes, in-room Internet access, use of hotel office services, tips, tolls, baggage fees, and airline schedule changes due to conference cancellations.**

E. **Unallowable Travel Expenses**

**Unallowable travel expenses include, but are not limited to: additional insurance, lost or stolen property, fines (parking/traffic violation), personal entertainment, in-room movies use/recreational facilities, and golf/recreational outings, guest related costs, alcoholic beverages, maintenance/repair of personal automobile, babysitting, pet care fees, toiletries/pharmaceutical items, haircuts/beauty salon services, limousines for personal use, personal gifts, fees/expenses involved with pre-conference or post-conference personal vacation.**

F. **Guest Expenses**

**The City will not be responsible for any expenses of guests who accompany employees on City business. Any additional charges/fees incurred on behalf of the guest will be the responsibility of the employee. Purchasing cards can be used only for the employee's portion of the expense. Guest charges shall not be charged on the purchasing card. In the event the guest charges must be paid at time of registration and the employee is registering by purchasing card the employee must submit reimbursement to the City immediately and approved by Department Director. Discrepancies found may result in disciplinary action against both the employee and the individual approving the travel report.**

V. **Submittal of Completed Travel Authorization Form**

**The completed Travel Authorization Form must be submitted to the Finance Department within 30 working days following the completion of a trip. The summary will be reviewed for accuracy. All receipts and/or credit card copies must accompany and match the report. Any unused travel advance must accompany the report unless per diem based.**

**If an employee has not submitted a Travel Authorization Form within 30 working days, the appropriate department head will be consulted to determine if travel expenses will be paid.**

- VI. **Events and conditions could arise that preclude persons from complying with the above policies. The City Manager may approve deviations from this policy if the City Manager determines that it is in the best interest of the City of Keller. City Manager approval of deviations from this policy may be obtained before or after a travel event.**

<b>CITY OF KELLER</b>	<b>POLICY NAME:</b> <b>Travel Policy</b>
<b>PAGE: 5 of 5</b>	<b>POLICY NUMBER: 1.18</b>

- VII. For additional clarification of the City's travel policy please refer to the Travel Expense Instructions located on the City's share drive (k):Finance Forms/Travel Expense Form and Instructions.xls.

<b>CITY OF KELLER</b>	<b>POLICY NAME:</b> <b>Attendance at Training Sessions and Other Meetings</b>
<b>PAGE: 1 of 1</b>	<b>POLICY NUMBER: 4.02.13</b>

<b>4.00 BENEFITS/COMPENSATION</b> <b>4.02 COMPENSATION</b>	<b>REVISION DATES:</b> <b>10/12/10</b>
<b>APPROVED AND DISTRIBUTED:</b> <b>07/01/03</b>	<b>REVIEWED DATES:</b> <b>10/12/10</b>
<b>APPROVED BY ADMINISTRATION:</b> <b>Dan O'Leary</b>	<b>DATE:</b>

**Policy:** In general, training is time worked if:

- a. Approved by Supervisor;
- b. It is directly related to the employee's current job;
- c. It is designed to enhance the employee's performance of his/her current job;
- d. Attendance is mandatory. Attendance is mandatory if an employee is led to believe that working conditions or chance of continued employment in the employee's current job status would be adversely affected by non-attendance.

Training time is generally not time worked if:

- a. The program is designed to facilitate an employee's advancement to a higher position and does not necessarily improve the employee's ability to perform his/her current job;
- b. Attendance is outside regular working hours;
- c. The employee performs no productive work in connection with the program;
- d. Certification training is of general applicability and is not tailored to meet the particular needs of the City of Keller;
- e. Attendance is voluntary. Attendance is voluntary only if the employee is not led to believe that his/her working conditions or chance of continued employment in his/her current job status would be adversely affected by nonattendance.



# CITY OF MESQUITE, TEXAS

## ADMINISTRATIVE DIRECTIVES

DIRECTIVE NO. 26	EFFECTIVE DATE: October 23, 2000	PAGE 1 OF 5
SUBJECT: <b>Travel Policy</b>		

### 1.00 Purpose

The City will reimburse or provide payment for employees' travel to attend training seminars and meetings, both out of town and local, as well as travel required to conduct activities on behalf of the City. The following policies and procedures have been instituted to provide guidance to employees on "reimbursable" versus "non-reimbursable" travel expenses and provide consistent procedures for the processing and accounting of travel requests and expense reimbursement.

### 2.00 Applicability

This policy is effective for all City employees.

### 3.00 Approval of Travel

A detail of planned travel is approved each year as part of the annual budget process. Only those trips identified in the annual budget are approved for funding, however, substitutions may be allowed with advance approval from the Department Director with concurrence of the City Manager or his designee. Any travel outside the State of Texas, to attend training seminars and meetings, must have approval of the City Manager or his designee.

### 4.00 Definition of Allowable and Non-Allowable Expenses

The City will pay all reasonable expenses for employee travel, food, lodging, conference registration, tips, parking, taxis and other associated necessities providing the employee submits appropriate documentation. **ALL EXPENSES OVER \$25.00 MUST BE ACCOMPANIED BY RECEIPTS (except per diem and mileage costs). Receipts for all expenses, no matter how small, are greatly encouraged.**

**4.01 Meals** The City will pay the actual amount of meals and tips (provided receipts are maintained) or the IRS approved per diem allowance as listed in Exhibit 1. The per diem rate will be adjusted as the IRS amends its rates from time to time. The rate includes breakfast, lunch, dinner, tax and tips.

Without receipts, meal expenses should generally be allocated as follows for partial days:

Breakfast	20%
Lunch	30%
Dinner	50%
Total	100%

No per diem should be claimed if meals are:

- 1) paid by others
- 2) included in conference registration fees, or
- 3) ticketed separately as a conference event.

Receipts should be used instead of the per diem rate whenever possible.

**4.02 Business Meals** A City employee may find it necessary to pay for the meals of business associates, including fellow City employees, from time to time, while discussing City business, or while attending professional association meetings. Payments must be authorized by the Departmental Director with concurrence of the City Manager or his designee.

**4.03 Transportation** The employee is expected to select the mode of transportation that will be most economical to the City considering cost and time consumed.

**4.03a** City vehicles will be utilized whenever possible. Those employees that are not assigned a City vehicle may request a vehicle from the Transportation Pool. The employee will also need to request one or more gasoline company credit cards for use on the trip. Credit card receipts must be returned to the Service Center upon completion of the trip.

**4.03b** Personal vehicles may be used by an employee *when a City vehicle is not available with approval of the Department Director or his/her designee*. Employees using their personal vehicles will be reimbursed at the current mileage rate as designated by the City Manager.

**4.03c** When public transportation is necessary, the City will pay for round trip airfare (coach class), train fare, taxi fare, tips, tolls, auto rental (when required) and parking. Receipts for airport parking shall be submitted. Long-term parking should be used whenever possible.

**4.03d** When a private vehicle is used (instead of public carrier), expenses shall not exceed the cost of the round trip public carrier fare. This cost comparison may include parking, rental car and/or taxi costs as well as an evaluation of the lost employee productive work time due to driving versus flying. Consideration may also be given for the convenience of flight schedules and ground transportation connections.

**4.03e** Rental of a compact or intermediate size car is only allowable when taxi or shuttle transportation is inconvenient due to time constraints, travel distance or number of local trips to be taken.

4.03f Employees who must remain at their travel destination to qualify for reduced airfares may be reimbursed for their additional meals, lodging, rental cars, parking, etc. if the combined cost of the additional expense is less than the cost of a non-discounted airfare and it is in the City's interest to allow the employee to be absent for the additional time.

4.03g Travel time should not exceed one-half day prior to and one-half day following business meetings unless approved by the Department Director. Excess time will be charged as vacation time.

**4.04 Lodging** Lodging expenses will be reimbursed for the actual number of days of the conference or meeting, plus allowance for travel time. Lodging per night will not exceed actual room cost per night plus tax and tips.

**4.05 Registration** Registration fees will be paid directly by the City through the accounts payable vendor payment process.

**4.06 Personal Telephone Calls** An individual will be reimbursed for *reasonable* personal long distance telephone calls while out of town. Personal long distance calls considered excessive by the Departmental Director will not be reimbursed. Business calls to City offices are not restricted and should be made as necessary.

**4.07 Non-Allowable Expenses** Expenses excluded from City reimbursement are health club, pay television, dry cleaning or laundry, bar bills and entertainment expenses unrelated to City business and any expense that is deemed unreasonable by the City Manager or Department Director.

**4.08 Spouse/Family Travel** When accompanied by a family member, an employee shall pay all incremental costs related to having the member along on the trip. Examples of incremental costs include the difference in lodging cost between single and double occupancy, and all meal and incidental costs of the family member. Spouses may accompany a City employee on official business with such expenses reimbursed by the City only when the spouse has specific duties to perform for the benefit of the City and such expenses are approved in advance by the City Manager or his designee.



## 5.00 Travel Advance

Funds will be advanced to the employee prior to departing on a trip if desired. To obtain an advance, a Travel Request and Expense Refund Form is to be completed by the employee as follows:

- 1) Section A
  - a) Line 1—employee name
  - b) Line 2—destination
  - c) Line 3—purpose of the trip
  - d) Line 4—date of departure and date of return
- 2) Section B
  - a) Line 5—advance request for travel (amount requested)
- 3) Section C
  - a) Line 6—indicate whether the trip was budgeted or is being substituted for a budgeted trip
  - b) Line 7—date needed, by, approval (department director)
- 4) Lower Section
  - a) indicate index code, object code and dollar amount.

The form must be submitted to the Finance Department at least five business days prior to departure. The Finance Department will process the form and return the check and two copies of the form to the employee.

Within five business days after completion of the trip, the white copy of the form must be completed and submitted to the Finance Department. Section B must be completed indicating actual expenses incurred with receipt copies attached. Appropriate departmental authorizations must be obtained as required in Section C, Line 8.

If the final accounting for the travel expense indicates that the amount advanced exceeded the cost of the trip, the balance refundable to the City shall be deposited with the Cashier. The white copy of the Cashier Referral shall be attached to the form when it is submitted to the Finance Department. In cases where approved expenditures exceeded the advance, a reimbursement check will be processed with the next accounts payable.

**EMPLOYEES WILL NOT BE ISSUED NEW TRAVEL ADVANCES UNTIL EXPENSE REPORTS HAVE BEEN SUBMITTED FOR ALL PRIOR TRIPS AND ANY "AMOUNTS DUE THE CITY" HAVE BEEN CLEARED.**

## 6.00 Travel Expense Reimbursement

Rather than obtaining a travel advance, an employee may choose to pay travel expenses for an approved trip and obtain reimbursement upon his/her return. In such case, the Travel Request and Expense Refund Form shall be completed within five business days after completion of the trip as described in Section A above except for Section B, Line 5 and Section C, Line 7. After final approval for payment, a reimbursement check will be processed with the next accounts payable.

## 7.00 Local Expenses

**7.00a Mileage** Mileage reimbursement is available for local events related to City business, from the employee's workstation to the event and back. *Approval for use of a personal vehicle for attendance at the event must be obtained from the Department Director or his/her designee.* If the employee goes directly to the event from home, mileage will be reimbursed from the employee's normal workstation to the event *or from the employee's home to the event whichever is the shorter distance.*

**7.00b Meals** Lunch expenses incurred while attending local seminars or events will be reimbursed by the City provided the lunch is an integral part of the seminar or event and is billed accordingly. Other food expenses for working lunches, work place meetings or other business purposes is reimbursable according to departmental policy with concurrence of the City Manager or his designee.

Dinner expenses incurred while attending local seminars or events will be reimbursed by the City in full providing the dinner is an integral part of the event and ticketed as such.

**7.00c Miscellaneous** The City will reimburse the employee for expenses incurred for parking, tolls and calls to his/her office while on local City business.

**7.00d Obtaining Reimbursement** An employee shall submit a properly completed Travel Request and Expense Refund Form for local travel expenses when the amount of the expense exceeds \$25.00. For amount less than \$25.00, reimbursement can be obtained from Petty Cash through submission of a Petty Cash Voucher. The Petty Cash Voucher must include proper Department Director authorization along with a copy of appropriate expense documentation.

## 8.00 Accountability for Travel Expenses

Department Directors are responsible for assuring that travel/training costs are evaluated as practical and economical for each situation and that expenses submitted for reimbursement are reasonable. The Finance Department will review each Travel Request and Expense Refund Form to insure that expenditures are in compliance with this policy and that proper documentation is provided.

**RESOLUTION NO. 96R-165**

A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF ODESSA, TEXAS, APPROVING  
A TRAVEL AUTHORIZATION AND  
REIMBURSEMENT PROCEDURE FOR THE  
MAYOR AND CITY COUNCIL MEMBERS;  
AND DECLARING AN EFFECTIVE DATE.

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ODESSA,  
TEXAS:**

**Section 1.** That the Travel Authorization and Reimbursement Procedure, a copy of  
which is attached hereto as Exhibit "A", is approved.

**Section 2.** That this resolution shall become effective at the time of its adoption.

The foregoing resolution was read and adopted on the 12th day of November, A.D.,  
1996, by the following vote:

Jo Ann Davenport	AYE
Kirk Edwards	AYE
Frank Deaderick	AYE
Bob Slider	AYE
Javier Joven	AYE

Approved the 12th day of November, A.D., 1996.

  
Mike Atkins, Mayor

ATTEST:

  
Jerri Fielding Sullivan, City Secretary

APPROVED AS TO FORM:

  
Joel V. Roberts, City Attorney



CITY COUNCIL  
ADMINISTRATIVE PROCEDURE

Subject  <b>TRAVEL AUTHORIZATION AND REIMBURSEMENT</b>	A.P. No. <b>CC-96-01</b>	
	Effective Date <b>12/01/96</b>	
<p><b>1. <u>PURPOSE</u></b></p> <p>To facilitate the transaction of City business, the Mayor and City Council members of the City of Odessa, hereinafter referred to as "Officials", are occasionally required to engage in meetings outside the City with officials from other public or private agencies. Officials may also be required to attend out-of-town conventions, conferences and workshops for educational purposes. A well-defined City travel policy and procedure for payments or reimbursement will enable all Officials to receive proper, complete and timely payment or reimbursement for expenses incurred while on travel status as well as providing the necessary fiscal control.</p> <p><b>2. <u>OBJECTIVES</u></b></p> <p>A) To outline a travel policy for all the Mayor and City Council members, "Officials."</p> <p>B) To describe procedures for Officials to obtain travel advances and reimbursement for expenses while on official City business.</p> <p><b>3. <u>SCOPE</u></b></p> <p>This procedure is applicable to all Officials regardless of the source of funding.</p> <p><b>4. <u>RESPONSIBILITIES</u></b></p> <p>A) The Finance Committee shall approve in advance all business-related travel by Officials for out-of-town conventions, conferences and workshops for educational purposes.</p> <p>B) The Finance Director shall issue car rental credit cards to Officials for official travel and shall review and verify all travel reimbursement requests.</p> <p>C) All Officials are stewards of public funds. Officials should plan all travel and feel confident that the benefits gained justify the costs.</p>		
Approved	Date Approved	Page 1 of 6

## 5. GENERAL GUIDELINES

### A) **TRANSPORTATION**

- 1) **Private automobile** - The City will pay the IRS approved mileage rate for official out-of-town travel requiring the use of a private automobile. This rate will cover necessary travel at the destination as well as to and from the destination. To receive reimbursement, odometer readings must be kept for each trip and submitted with the reimbursement request. The cost of travel by car should be evaluated in comparison to other modes of travel, their related costs and the additional time required to utilize this mode of travel.
- 2) **City automobile** - The City will reimburse the official for purchase of gas (regular unleaded) oil and minor emergency repairs (if required) upon presentation of proper receipts. Use of a City automobile must also be approved in advance by the City Manager's office, for out-of-town conventions, conferences and workshops for educational purposes.
- 3) **Air travel** - Air travel will be at coach rates. Officials must submit their tickets with their payment or reimbursement requests. The Official is responsible for making reservations far enough in advance to secure the most reasonable fare available when possible. Two for one flying specials are generally more expensive than single discounted fares.

### B) **HOTEL ACCOMMODATIONS**

The City will pay a reasonable amount for hotel accommodations. Each official who authorizes travel payment or reimbursement shall evaluate the cost of a hotel room to insure that it is reasonable considering proximity to conference and other pertinent factors. All Officials must submit copies of hotel bills with their payment or reimbursement requests.

### C) **MEALS**

Meals will be paid at actual cost based upon receipts provided with the expense report. The designated official or officials who authorize travel payments or reimbursements shall review the cost of meals claimed to insure that daily meal expense is reasonable and prudent. However, in no case shall meal expense exceed fifty dollars (\$50.00) per day on the average.

### D) **REGISTRATION**

Registration fees at conventions, conferences, and workshops will be paid at actual cost. A receipt for the fee must be presented with the payment or reimbursement request. The request for travel should be presented early enough in advance of session to take advantage of early registration discounts. For payment of registration for multi participants, all names should be included.

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**E) MISCELLANEOUS**

- 1) **Tips** - Tips shall be reasonable. A brief explanation should be attached to the Travel Expense Report if not included on another receipt.
- 2) **Taxicab** - Taxicab expenses will be paid based on actual cost. Taxi receipts should be presented with the payment or reimbursement requests.
- 3) **Car Rental** - Car rental expense at the destination may be paid if the cost to the City would be less than that incurred by the Official using taxicabs, or other modes of transportation. Car rental expense must be pre-authorized by the designated official or officials. Car rental credit cards are available from the Finance Director. The receipts should be submitted with the payment or reimbursement request.
- 4) **Telephone** - All business-related telephone expenses will be paid at actual cost. An explanation of all long distance calls placed while on travel status must be submitted with the reimbursement request. One call per day home of reasonable duration is reimbursable.
- 5) **Personal Entertainment** - Entertainment other than that included in the registration will not be reimbursed by the City.
- 6) **Non City Employee Expenses** - Expenses for meals for business associates and/or meetings are allowed only if reasonable and necessary.
- 7) **Alcohol** - No reimbursement for alcohol is allowed.

**6. RESTRICTIONS****A) COMBINATION TRIPS**

No meals or lodging will be paid for excess travel days unless a significant savings is realized on air travel and the excess is approved by the Finance Committee. "Excess travel days" include all days out of the City beyond the duration of official business and any travel days to and from such business which exceed the days required for round-trip air travel by the most direct route.

**B) TRAVEL WITH SPOUSE OR FAMILY**

An Official may be accompanied by his/her spouse or family while on travel status. However, the Official will be expected to pay all expenses incurred by the spouse or family, including the incremental difference charged for a hotel accommodation for two or more persons and a hotel accommodation for only one person.

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## 7. **PROCEDURE**

### A) **TRAVEL AUTHORIZATION**

- 1) All travel by Official to attend workshops, conventions, conferences, or any type of meeting must be approved in advance by the Finance Committee. A copy of the program or other supporting data should be attached to this request.
- 2) To request travel and expense report, an Official shall submit a Travel Authorization to the Finance Committee which states the reason for the trip, the destination, the dates of the trip, the Officials making the trip, the benefits to be gained by the City, the estimated cost of the trip, times of departure and return, and any advance requested.
- 3) Upon approval by the Finance Committee, the form will be forwarded to the Finance Department.

### B) **TRAVEL ADVANCE**

Travel advances will be granted to officials who have received travel approval. The travel advance will not exceed the estimated amount on the approved Travel Authorization Form. The Finance Director will review the request for a travel advance, verify that funds are available, and authorize the issuance of a travel advance check to the official. To ensure timely receipt of travel advance, requests should be submitted at least (7) days prior to departure except when emergency exists.

#### 1) **Travel Advance Drawn**

##### a) **Actual Expenses are less than Travel Advance**

When a travel advance has been made and the actual cost of the trip is less than the amount of the advance, the official shall return the balance to the City within five (5) working days of return.

##### b) **Actual Expenses are Equal to the Travel Advance**

When a travel advance has been made and the actual cost of the trip is equal to the amount of the advance, the Travel Expense Report with accompanying documentation shall be submitted and received as outlined below.

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**B) TRAVEL ADVANCE (cont'd)****1) Travel Advance Drawn (cont'd)****c) Actual Expenditures are More than Travel Advance**

When travel advance has been made and the actual cost of the trip is more than the amount of the advance and upon approval of the Travel Expense Report by the Finance Director, a check shall be issued to the Official for the expenses in excess of the advance.

**2) No Travel Advance Drawn**

When no travel advance has been made, and upon verification of the Travel Expense Report and supporting documentation the Finance Director shall process the check request for reimbursement, charging the actual expenditures to the proper budget line item. A check shall then be issued to the Official in the amount of the actual expenditure.

**C) TRAVEL EXPENSE REPORT****1) Processing of Statement of Expenditures**

- a) Within ten (10) working days after the completion of authorized travel (5 if the official must return unused advance), the official shall complete the Travel Expense Report, attaching to it all necessary supporting receipts.
- b) Any expenditure in excess of those which would normally be incurred by a prudent person should be explained fully in a written statement.

**2) Official Processing of the Statement of Expenditures**

The Finance Committee, or their designee, shall closely review the official's Travel Expense Report for proper accounting and documentation of the expenses incurred. They should insure that all necessary supporting documents and/or statements of explanation are attached before signing the Travel Expense Report. Any reimbursement from the official should be attached to the Travel Expense Report.

**3) Finance Department Audit and Payment**

Upon receipt of the approved Travel Expense Report, the Finance Director shall examine the report and supporting documentation to insure accuracy and availability of budgeted funds. The Finance Director is authorized to request and to receive additional information on any and all expenses.

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**8. LOCAL EXPENSES**

At times, an Official may be required to attend a conference or workshop or to conduct certain non-routine City business locally (150 miles 1-way). In such cases, with prior approval by the appropriate official, registration fees, meals and tips will be paid in advance or reimbursed at actual cost. The use of private automobile will be paid in advance or reimbursed at the IRS approved rate per mile. This mileage will be calculated from the official's work station to the conference, workshop or business location and return to the work station. Documentation for payment or reimbursement of local travel expenses will be the same as outlined for out-of-town travel.

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**CITY OF ODESSA**  
**SUMMARY OF TRAVEL AUTHORIZATION AND REIMBURSEMENT**

**Purpose**

To facilitate the transaction of City business, employees of the City of Odessa are occasionally required to engage in meetings outside the City with officials from other public or private agencies.

**Responsibilities of Designated Official or Officials**

1. Approve at least two weeks in advance all budgeted business-related travel requests by other officials.
2. Approve expense portion of report after travel has occurred.
3. Prior approval on expenses for meals of business associates at meetings.

**Responsibilities of Traveler**

All Officials are stewards of public funds. Officials should plan all travel and feel that the benefits gained justify the cost.

**Required Documentation**

1. Required Receipts
  - a. tickets for air travel
  - b. car rental
  - c. taxicab
  - d. hotel accommodation
  - e. long distance telephone calls
  - f. meals
  - g. tips
  - h. purchase of gas, oil, and minor emergency repairs
  - i. registration
  - j. copy of program for workshops, conventions, and conferences
  - k. copy of Cashier's receipt for amount of advance returned to the City
2. Required Explanations
  - a. odometer readings for private automobile for each trip.
  - b. tips if not indicated on another receipt.
  - c. all long distance calls placed while on travel status

**Restrictions**

1. Air travel will be at coach rates. Officials are responsible for making reservations far enough in advance to secure the most reasonable fare available when possible. Two for one flying specials are generally more expensive than single discounted fares.

2. No meals or lodgings will be paid for excess travel days unless a significant savings is realized on air travel and the excess is approved by the Finance Committee.
3. An Official may be accompanied by his/her spouse or family while on travel status. However, the employee will be expected to pay all expenses incurred by the spouse or family including the incremental difference charged for a hotel accommodation for two or more persons versus a hotel accommodation for only one person.
4. Meals will be paid at actual cost based upon receipts provided with the expense report. However, in no case shall meal expense exceed \$50 per day on the average.
5. Personal entertainment other than that included in the basic will not be reimbursed by the City.
6. No reimbursement for alcohol is allowed.

### **Time Requirements**

1. The Finance Committee is authorized to deny any travel advance request not received at least seven days prior to the time of the employee's scheduled departure, unless an emergency exists.
2. When a travel advance has been made and the actual cost of the trip is less than the amount of the advance, the official shall return the balance to the City within five working days of return.
3. Within ten working days after the completion of authorized travel, the official shall complete the travel expense section of the report, attaching to it all necessary supporting receipts and explanations.

### **Local Expenses**

At times, Officials may be required to attend a conference or workshop or to conduct non-routine City business locally (150 miles one-way). In such cases, with prior approval by the Finance Committee, registration fees, meals, and tips will be paid in advance or reimbursed at actual cost. The use of a private automobile will be paid in advance or reimbursed at the IRS approved rate per mile. This mileage will be calculated from the official's work station to the conference, workshop or business location, and return to the work station. Documentation for payment or reimbursement of local travel expenses will be the same as outlined for out-of-town travel.

**This information is only a summary of the Travel Authorization and Reimbursement Procedure. For the complete procedure, see Administrative Procedure CC-96-01.**

# CITY OF ODESSA

## TRAVEL AUTHORIZATION AND EXPENSE REPORT

Responsible Traveler: \_\_\_\_\_ (1)

Vendor #: \_\_\_\_\_ (2) Date: \_\_\_\_\_ (3)

Account Charged: \_\_\_\_\_ - (4) -

Additional Person(s) Traveling: \_\_\_\_\_ (5)

City Manager's Office Approval Required for use of:	
(12) Car Rental using City's Credit Card	Estimated Cost: _____ (13)
(14)	
City Manager's Office Approval	

Reason for Trip and Benefit to be Gained: \_\_\_\_\_ (6)

(7) Destination	(8) Leave Date/Time	(9) Return Date/Time	(10) Miles @ (11) Estimated Personal Car Mileage
--------------------	------------------------	-------------------------	--

### Estimated Cost of Trip

#### Cost Elements:

Registration	_____ (15)
Hotel Accommodations	_____ (16)
Meals	_____ (17)
Transportation	_____ (18)
Air Travel	_____ (19)
Personal Car Mileage	_____ (20)
Other (21)	_____ (21)
(21)	_____ (21)
<b>Total Expenses</b>	_____ (22)

#### Less Prepaid/Charged Items:

Registration	_____ (23)
Hotel Accommodations	_____ (24)
Meals	_____ (25)
Transportation	_____ (26)
Air Travel	_____ (27)
City Car Rental Card	_____ (28)
Other (29)	_____ (29)
<b>Total Prepaid Items</b>	_____ (30)

**ADVANCE REQUESTED** \_\_\_\_\_ (31)

Non-City Employee Expenses ☐ yes ☐ no (32)  
Spouse/Family Traveling ☐ yes ☐ no (33)

**Pre-Travel Authorization:**

(46) \_\_\_\_\_ (47) \_\_\_\_\_  
Responsible Traveler Date

**Post-Travel Expense Report Authorization:**

(50) \_\_\_\_\_ (51) \_\_\_\_\_  
Responsible Traveler Date

### Actual Cost of Trip

#### Cost Elements:

Registration	_____ (34)
Hotel Accommodations	_____ (35)
Meals	_____ (36)
Transportation	_____ (37)
Air Travel	_____ (38)
Personal Car Mileage	_____ (39)
Other (40)	_____ (40)
(40) (40)	_____ (40)
<b>Total Cost of Trip</b>	_____ (41)

#### Less Prepaid/Charged Items:

Registration	_____ (23)
Hotel Accommodations	_____ (24)
Meals	_____ (25)
Transportation	_____ (26)
Air Travel	_____ (27)
City Car Rental Card	_____ (28)
Personal Telephone Calls	_____ (42)
Other (29)	_____ (29)
(29) (29)	_____ (29)
<b>Advance Request Paid</b>	_____ (31)
<b>Total Prepaid Items</b>	_____ (43)

**AMOUNT DUE CITY** \_\_\_\_\_ (44)

**AMOUNT DUE EMPLOYEE** \_\_\_\_\_ (45)

(48) \_\_\_\_\_ (49) \_\_\_\_\_  
Approving Official Date

(52) \_\_\_\_\_ (53) \_\_\_\_\_  
Approving Official Date

### Finance Department Use Only

Reviewed by: \_\_\_\_\_ (54) Date: \_\_\_\_\_ (55)

## **CITY OF ODESSA**

### **TRAVEL AUTHORIZATION AND EXPENSE REPORT INSTRUCTIONS**

#### **General Travel Information**

1. Person making request for Travel Authorization.
2. Vendor Number for person traveling, if none, leave blank, Finance will assign a number.
3. Date the Travel Authorization is being submitted for approval.
4. Account to be charged (14 digit number).
5. Additional person(s) traveling with Responsible Traveler.
6. Give reason for and benefit to be gained by taking trip.
7. City and State of travel destination.
8. Date and time leaving on trip.
9. Date and time returning from trip.
10. If personal vehicle mileage is being reimbursed, estimated number of miles.
11. The amount per mile to be reimbursed per policy.

#### **City Manager's Approval**

12. To be checked if car rental using a City credit card is being requested (Alamo, Budget, Hertz).
13. Estimated cost of car rental.
14. Approval signature from the City Manager's Office.

#### **Estimated Cost of Trip - Cost Elements**

15. Registration cost whether paid in advance or requested in advance travel amount.
16. Estimated costs for hotel accommodations.
17. Estimated costs for meals for the trip.
18. Estimated rental car, gas, and oil required for trip or taxi service.
19. Estimated cost of air travel.
20. Estimated personal car mileage for the trip.
21. Any other estimated costs associated with the trip. Description of costs.
22. Total of items 15 through 21.

#### **Estimated Cost of Trip - Prepaid/Charged Items**

23. Actual registration costs paid by Payment Authorization Request.
24. Actual hotel accommodation paid by Payment Authorization Request.
25. Actual meals paid by Payment Authorization Request, if not included in registration.

26. Actual transportation paid by Payment Authorization Request.
27. Actual air travel paid by Payment Authorization Request.
28. Actual car rental paid by City credit card.
29. Any other actual cost paid by Payment Authorization or City credit card. Description of costs.
30. Total of items 23 through 29.
31. Subtract the amount in item 30 from the amount in item 22. This is the amount being requested from the City as a travel advance.
32. If Non-City employee expenses are being requested check yes; otherwise check no.
33. If spouse or family member is traveling with the Responsible Traveler, check yes; otherwise check no.

#### **Actual Cost of Trip**

34. Actual cost for registration expenses.
35. Actual cost of hotel accommodations.
36. Actual cost of meals during trip.
37. Actual cost of transportation during trip.
38. Actual cost of air travel.
39. Actual cost of personal car mileage (must be supported by odometer reading).
40. Actual cost of other expense during trip. Description of costs.
41. Total of items 34 through 40.
42. Personal telephone calls not reimbursable under travel policy.
43. Total of items in "Less Prepaid/Charged Items" section (under "Actual Cost of Trip").
44. If the total cost of trip (41) is less than total prepaid items (43), subtract the amount in item 41 from the amount in item 43.
45. If the total cost of trip (41) is more than the total prepaid items (43), subtract the amount in item 43 from the amount in item 41.

#### **Pre-Travel Authorization Signatures**

46. Responsible traveler signature for Travel Authorization.
47. The date the responsible traveler signs the Travel Authorization portion of the report.
48. The signature of the Finance Committee for the Travel Authorization portion of the report.
49. The date the Finance Committee signs the Travel Authorization portion of the report.

#### **Post-Travel Expense Report Authorization Signatures**

50. The responsible traveler signature for expense portion of the report.
51. The date the responsible traveler signs the expense portion of the report.
52. The Finance Committee signature for the expense portion of the report.

53. The date the Finance Committee signs the expense portion of the report.

**Finance Department Signature**

54. The signature of Finance Department employee reviewing the expense report.

55. The date the Finance employee reviewed the Travel Authorization and Expense Report.

## 5.5 TRAINING

From time to time, the City offers training to its employees to enhance or acquire new skills for the performance of their jobs or future advancement. Training may include seminars, institutes, in-house training, and courses offered for credit at local colleges/universities. Department Heads or supervisors may require employees to participate in appropriate training from time to time. Employees may also request that they be allowed to participate in appropriate training. Work load, training topic and appropriateness to job duties, budget constraints, cost of training, and other factors will be considered by the City in determining if requested training will be approved.

**Time Spent in Training.** Time spent by nonexempt employees attending mandatory training will be considered work time and employees will be compensated. Attendance at training, lectures, meetings, etc., will not be counted as working time if:

(A) Attendance is voluntary; or

(B) The employee's Department Head did not approve the training, prior to the employee's attendance.

**Prior Authorization.** All requests for outside training must be approved in advance by your Department Head.



## **5.7 TRAVEL AND REIMBURSEMENT**

It is the City's policy to pay for, or reimburse, all reasonable and necessary expenses incurred by an employee when the employee travels on City-related business, in accordance with this policy.

**Request to Travel.** When an employee travels on behalf of the City, the appropriate form must be completed by the employee and submitted for approval to the Department Head; Department Heads must obtain approval for their own travel from the City Administrator. The travel request must be submitted as soon as the need to travel is known. All travel on behalf of the City must be approved prior to any expenses being incurred.

**Request for Advance Funds.** Employees are typically provided with a City-issued purchasing card to pay for expenses associated with City travel. In instances where a purchasing card is not made available, an employee needing an advance of funds must, except under extenuating circumstances, complete and submit a written request for an advance of funds at least ten business days before the advance is needed. All advancement of fund requests and deviations from the above policy must be approved by the City Administrator.

**Request For Reimbursement.** A request for reimbursement form and substantiating receipts must be submitted to the Department Head (or, in cases of travel by a Department Head, to the City Administrator) within five business days after completion of travel. (Refer to Forms in back of book.)

**Approving Authority.** All travel and meeting documents, requests for travel, requests for advance of funds, and requests for reimbursements (with supporting receipts), must be approved as follows:

- (A) The Department Heads shall be responsible for approving their employees' travel. The City Administrator is the final approving authority for Department Heads' travel.
- (B) All travel documents must be submitted to the employee's Department Head or the City Administrator, as applicable.
- (C) All spouse and/or family member's travel expenses must be paid by the employee.

- (D) Only the actual cost of reasonable and necessary business related expenses incurred by the employee on behalf of the City will be reimbursed.

**Transportation.** The City has the option of requiring that travel be made in a City-owned vehicle. When a City vehicle is not furnished, the City will reimburse the employee at the current allowable IRS reimbursement rate per mile or the cost of a round-trip coach/economy airline ticket, whichever is appropriate, plus other stated costs (i.e., parking at airport and ground transportation at destination). A receipt(s) is required for reimbursement.

**Hotel/Motel Reimbursement.** Employees will be reimbursed for the actual cost of lodging in a hotel/motel that is appropriate for the particular meeting or purpose of the trip. A receipt(s) is required for reimbursement. The room rate must be pre-approved by the employee's Department Head, or in the case of a Department Head, approved by the City Administrator. Overnight stays will only be authorized for travel to destinations in excess of 60 miles from the City, unless otherwise approved in writing by the City Administrator.

**Meal Reimbursement.** When City business requires an employee to travel the employee's meal expenses will be reimbursed at the current GSA (General Services Administration) reimbursement per diem rate, if the employee does not have a City-issued purchasing card. The City will not pay for alcoholic beverages.

Subject to the above restrictions, Department Heads and other City employees who have a City-issued purchasing card should charge their transportation, lodging and meals when traveling, to the extent possible. Employees who use a City-issued purchasing card should provide receipts for all charges in accordance with the City's purchasing card policy.


At the end of the trip employees must fill out a Travel Expense Form and attach all receipts. Travel Expense Form can be obtained from the Human Resources Department. Employees are expected to use good judgment when accruing travel expenses such as meals, hotels and transportation. Abuse of meals, hotels, and transportation will result in disciplinary action, up to and including termination of employment.

**Compliance.** Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.

## **5.8 PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS**

The City may elect to pay for all or a portion of an employee's professional memberships and subscriptions. Requests for payment (or reimbursement) of such expenses (subject to

Budget approval) must be submitted on forms provided by the City and approved by the City Administrator. Approval must be obtained in advance and will be based on such factors as available funds, the relationship of the membership and/or subscription to the employee's job duties and the number and/or cost of other memberships and subscriptions paid by the City for the employee.

 <b>City of Rockwall</b>	<b>City Policies &amp; Administrative Directives</b>		
	Policy Number <b>608</b>	Page Number 1 of 1	Origination Date: 8/5/91 Revision Date: 8/04, 10/06
	Subject:  <b>Travel</b>		<u>Julie Couch</u> Date: <u>11/15/04</u> City Manager Signature

## POLICY

The Fair Labor Standards Act (FLSA) prescribes certain wage and salary requirements for employees that travel in connection with their job. The purpose of this policy is to outline procedures for payment of wages in connection with travel for all employees classified as non-exempt under the FLSA. Mileage reimbursement will be determined by the City Manager. It is the policy of the City of Rockwall that business travel must be approved in advance and should be reimbursed according to the guidelines.


## PROCEDURES

It is the policy of the City of Rockwall that business travel must be approved in advance and should be engaged in and reimbursed according to the following guidelines:

1. Supervisors must approve any employee travel in advance. Under normal circumstances, employees should use the most cost effective method available to book travel arrangements, i.e. Internet, direct phone contact, or with the City's specified travel agent.
2. The City may issue guidelines specifying or restricting travel booking requirements. Under normal circumstances, employees should use the most appropriate form of transportation available, book the least expensive fares, and stay in and eat in moderately priced establishments.
3. Key employees who are traveling together should make every effort to schedule their transportation and lodging separately to minimize risks from accidents.
4. Employees should provide their supervisor with a copy of their itinerary before leaving on business travel.
5. When overnight travel is required, a per diem rate set by the City Manager within the parameters allowed by the IRS, will be paid prior to travel.
6. Employees may obtain a cash advance for approved business travel by submitting a written request to the Accounts Payable Department.
7. Time spent by nonexempt employees in traveling away from home on City business during normal working hours is considered hours worked for pay purposes.
8. Employees traveling on City business are representatives of the City and are expected to maintain a high level of professionalism and to follow all Cities' policies and rules.
9. Mileage reimbursement will be paid for employees that use their personal vehicle.

## LOCAL TRAVEL

Local travel is hereby defined as travel that occurs within 60 miles of the city limits of Rockwall. Travel time for the purpose of this section is hereby defined as the actual time spent in traveling from the City to the alternate work location.

 <b>City of Rockwall</b>	<b>City Policies &amp; Administrative Directives</b>		
	Policy Number <b>608</b>	Page Number 2 of 2	Origination Date: 8/5/91 Revision Date: 8/04, 10/06
	Subject:  <b>Travel</b>		<i>Julie Couch</i> Date: <u>11/15/04</u> City Manager Signature

If an employee is required by the City to travel to a location other than the normal workplace within this distance, it is hereby deemed to be local travel and the employee shall be paid for travel time as follows:

1. Employees will be paid for travel time, whether such time occurs during, and prior to or after the normal business hours. All travel time incurred ***within a 40 hour work week*** shall be compensated at the regular rate of pay and such hours shall not be used for the purposes of calculating hours for overtime pay. Such pay shall generally not exceed (3) three hours per day unless travel time was increased due to conditions not under the control of the employee. It shall be the responsibility of the Department Director to verify distance to the required location and approve the requested travel time prior to its occurrence. Employees shall not be paid for time not actually spent either in travel or in the required work location. Employees shall not be compensated for lunch hours.
2. As prescribed by FLSA, if the employee is required to leave from or return to the workplace from or to an alternate work location, hours accumulated ***over 40 hours*** within a work week during the travel from the normal work site to or from the alternate work location will be included in total number of hours worked for the purpose of calculating overtime.

Note: Mileage and travel time will not be paid for any testing or certification that is not a requirement for the position. If certification is a requirement of a position or a possible promotion, then the City may pay for mileage and travel time for the first test or certification class, however, if the employee does not pass the test to achieve the certification, then the employee must pay for any additional test. Travel time and mileage will be at the expense of the employee.

### **Meals and Incidentals**


Reimbursement will be made to an individual for actual expenses if supported by valid receipts, less any paid in advance, if required to be away from work all day.

### **TRAVEL**

#### **Non Local**

Employees required to travel farther than 60 miles from the City of Rockwall shall be paid for travel time from the City to the alternate work location and back to the City, and actual time spent in the required activity, excluding lunch hours. The Department Director is responsible for verifying the distance to the location and approving the requested travel time prior to the occurrence.



 <b>City of Rockwall</b>	<b>City Policies &amp; Administrative Directives</b>		
	Policy Number <b>608</b>	Page Number 3 of 3	Origination Date: 8/5/91 Revision Date: 8/04, 10/06
	Subject:  <b>Travel</b>		<i>Julie Couch</i> Date: <u>11/15/04</u> City Manager Signature

### **Overnight Travel**

Employees required to travel overnight will be paid for the actual time spent traveling and actual time spent in the required activity, excluding lunch hours. It shall be the responsibility of the Department Director to verify distance to the location and approve the requested travel time prior to the occurrence. All travel time accumulated under this section during normal work hours, 8:00a.m. to 5:00p.m., Monday through Sunday shall be used for the purpose of calculating overtime. Any travel time accumulated before or after normal work hours will not be used for the purpose of calculating overtime and such time will be compensated for at the regular rate of pay.

### **Meals and Incidentals**

When overnight accommodations are required, a per diem rate to defray all meals, tips, and miscellaneous expenses, will be paid prior to travel once approved and submitted. No receipts are required upon return using the per diem method of reimbursement. **Refer to [www.gsa.gov](http://www.gsa.gov) for current per diem rates.**

### **Use of Personal Vehicle**

If it is required that the employee use their personal vehicle while traveling on business, then the City will reimburse the employee for mileage. **A Mileage Reimbursement form must be completed and forwarded to Accounts Payable in order to receive payment.**

### **Time Sheets**

All time sheets must clearly identify any time spent in travel and the actual time spent in any required event away from the normal workplace. Differences between actual time spent in travel and the estimated travel time must be initialed by the Department Director.

## **RESPONSIBILITIES**

### **Employees**

1. Complete Request for Travel form prior to travel date and have Department Director sign.
2. Upon completion of required travel activity, if use of personal vehicle required, complete Mileage Reimbursement form and have Department Director sign.

### **Supervisors**

1. Approve all travel time prior to occurrence.
2. Approve employee's mileage reimbursement form before sending to Accounts Payable.

### **Human Resources**

1. Communicate policy and provide assistance as needed to supervisors and employees.
2. Provide necessary forms.

## **CHAPTER 20**

### **TRAVEL**

#### **20.0 PURPOSE**

The Purpose of this chapter is to establish rules for all travel and training arrangements and the timely reporting and requesting of reimbursements of related expenses in the course of conducting City business.

#### **20.1 POLICY**

No policy can specifically address every scenario that can occur related to official travel. However, this policy provides foundational rules that are applicable for employees traveling on city business. Department Directors may impose additional as well as more restrictive rules for their employees as long as the rules are in writing, distributed and written acknowledgement to all members of the department and have been approved by the Director of Human Resources.

#### **20.2 TRAVEL/TRAINING**

##### **A. LOCAL/REGIONAL**

Every effort should be made to use local and regional sites for business training and conferences due to their corresponding lower cost impact on the City.

##### **B. OUTSIDE OF THE UNITED STATES OR CANADA**

Department Directors must provide written justification and projected costs to the City Manager for approval for all travel or training outside of the Continental U.S. This justification must include:

- 1) Why the training is necessary
- 2) The training received will have direct impact (s) on either the employee's regular job and/or City business
- 3) Similar training is not available within the Continental U.S. in the time frame necessary to obtain this training

#### **20.3 ACCOUNTABILITY FOR TRAVEL EXPENSES**

All expense reports must be accompanied by receipts (except mileage costs and per diem food allowance). A Mileage Form must accompany an expense report for mileage reimbursement.

#### **20.4 TRAVEL PAY ADVANCES**

- A. All advances to support official travel must be greater than \$100. Employees must complete and submit the Advance Form at least 10 business days prior to travel.

The advance request must be signed by the employee's supervisor or next higher level of authority prior to submitting to Accounting for distribution.

- B. Advances will not be approved for registration fees, airline tickets, etc., as these should be directly charged to the City.
- C. Advances will not be requested for more than the anticipated out-of-pocket allowable expenses the employee expects to incur.
- D. Unused advances must be returned to Accounting with the expense report within 5 business days after concluding travel.

## **20.5 TRANSPORTATION REIMBURSABLES**

When attending conferences, seminars and professional meetings, employees are expected to choose the most economical means of travel available.

- A. **City Vehicle** - City-owned vehicles are to be used when practical and available.
- B. **Air Travel** - All air travel tickets will be purchased for the most economical fare available. In all cases, airline reservations should be made as far in advance as possible in order to receive airline discounts.

For air travel, the following expenses are not authorized for reimbursement:

- 1. Flight insurance
  - 2. Excess or overweight baggage charges
  - 3. Express check-in or early boarding charges
  - 4. In-flight entertainment
- C. **Taxi Service** - Taxi service is reimbursable. Receipts are required for reimbursement for individual charges in excess of \$25.
  - D. **Car Rental** - The following provisions apply:
    - 1. Employees travelling solo can rent a mid-size vehicle when it is more cost effective than using a taxi or shuttle service. Employees may accept complimentary upgrades offered by the rental car company.
    - 2. When more than two employees are traveling together, a full-size car may be rented. Only one of the employees can claim this cost on the travel reimbursement form. Employees may accept complimentary upgrades offered by the rental car company.



3. When more than three persons are traveling together, a mini-van or sport utility vehicle may be rented. Only one of the employees can claim this cost on the travel reimbursement form. Employees may accept complimentary upgrades offered by the rental car company.
  4. Employees will decline the liability/collision damage waiver offered on the rental contract, as this coverage is already provided through the City.
- E. Mileage** – The City will pay mileage from the Municipal Complex (4000 Main Street, Rowlett, Texas, 75088) to the address of the facility at which the training, conference or business meeting occurred as depicted in MapQuest, Google Maps, or other Internet-based mapping system, at the City's discretion.
1. Mileage will be reimbursed according to the IRS approved rate at the time of travel.
  2. The maximum mileage allowed for airport travel is 41 miles each way to/from DFW and 27 miles each way to/from Love Field. This mileage reflects the distance from the Municipal Complex to each airport.
  3. "On call" employees are not authorized mileage reimbursement for responding to after-hours calls. This is considered a job requirement.

## **20.6 OTHER RELATED EXPENSES**

### **A. LODGING**

When City business (conferences, training, etc.) requires overnight lodging, an employee is authorized to reserve a conference hotel room or nearby reasonable rate hotel room. Receipts are required for reimbursement.

### **B. REGISTRATION FEES**

Any basic registration fee associated with attendance at an approved conference, seminar or professional meeting should be charged directly to the City. In a situation when this is not feasible, the expense will be reimbursed to the employee. Receipts are required for reimbursement.

Fees for special activities such as golf tournaments, personal sightseeing tours, etc., will not be reimbursable expenses.

### **C. PER DIEM FOOD ALLOWANCE**

1. While attending out-of-town training, conferences, or business meetings that are beyond a 50-mile radius from the Municipal Complex, an employee will be reimbursed up to \$50.00 per day for the costs of meals, including tips. No receipts are required for this per diem. An employee may be reimbursed up to

\$60.00 per day for the costs of meals, including tips with itemized receipts attached.

2. Daily per diem calculations are set at a rate of:

\$10.00 for breakfast: 5:00 a.m. – 9:30 a.m.

\$15.00 for lunch: 10:30 a.m. – 2:00 p.m.

\$25.00 for dinner: 5:15 p.m. – 8:00 p.m.

These times reflect actual training or conference session times—not travel time.

Example 1: An employee who attends a conference that includes an agenda from 8:00 a.m. until 1:00 p.m. is eligible to file for reimbursement for both breakfast and lunch since those time fall within the eligible meal reimbursement windows.

Example 2: An employee who attends a conference that ends at 4:00 p.m. will not be reimbursed for dinner, even though travel time back to Rowlett will extend past the 5:15 p.m. dinner reimbursement “start” time.

3. When prior day travel is necessary, the employee is permitted to claim per diem beginning at the reasonable start of auto travel time or arrival at the airport, and concluding no later than the evening of the day the meeting or seminar concludes.
4. Where an employee combines business with personal expenses, such as bringing a spouse, or taking a side trip or vacation before, during or after the City business function, the employee must keep City business expenses separate and distinct from personal expenses.
5. Department Directors are authorized to approve and/or delegate approval for reimbursement for meals associated with an in-town (less than 40 miles from the City Municipal Complex) business meeting.

## **20.7 TIPS**

Non-food tips are reimbursable expenses, which should be itemized, if not included in receipts used to document other expenses. Suggested rate is in the 15-18% range for taxi service and \$1.00 per bag for porters.

## **20.8 PARKING FEES**

Toll fees, airport parking, and hotel parking fees are reimbursable expenses. Documentation is required for reimbursement.

## **20.9 MISCELLANEOUS CHARGES**

Alcoholic beverage charges, dry cleaning or laundry, health club or spa, and pay TV movies will not be reimbursable expenses. Valet services will be considered reimbursable if the situation is one in which the employee has no other option.

Example: An employee may be reimbursed for valet charges when the hotel in which he/she is staying does not have on-site parking available.

## **20.10 TAXES**

The City is exempt from the State of Texas Sales and Use Tax, and thus will not reimburse this cost. When making a purchase for City business, an employee should claim an exemption at the time of purchase by providing a properly completed exemption certificate in lieu of paying tax.

The City is not exempt from taxes on the rental of motor vehicles or state and local hotel occupancy tax. These costs, when incurred on official City business, will be reimbursed when receipts are provided.

## **20.11 REPORTING EXPENSES AND REQUESTING REIMBURSEMENT**

Employees will submit expense reimbursement requests within 5 business days following the completion of travel.

## LANCASTER CITY COUNCIL

### City Council Work Session

3.

**Meeting Date:** 08/21/2017

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Financially Sound Government

**Submitted by:** Opal Mauldin-Jones, City Manager

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#### **Agenda Caption:**

Receive a presentation and discuss the Fiscal Year 2017-2018 proposed budget.

#### **Background:**

City Council received a presentation of the proposed FY 2017/2018 budget for all funds at the August 7, 2017 work session. This provides an opportunity for council to discuss and ask any questions regarding the proposed budget.

The following is the remaining budget and tax rate meeting schedule:

August 28, 2017	Regular Meeting (1st Public Hearing) - Tax Rate Budget, PID's
August 31, 2017	Budget Town Hall Meeting, 6:30 p.m. at the Recreation Center
September 9, 2017	Budget Town Hall Meeting, 9:00 a.m. at the Recreation Center
September 11, 2017	Regular Meeting (2nd Public Hearing) - Tax Rate, Budget, PID Budget Adoption
September 18, 2017	Regular Meeting - Budget Adoption, Tax Rate Adoption

Please bring your budget book to the work session.