

**INGRAM CITY COUNCIL AGENDA
NOTICE OF REGULAR MEETING
TUESDAY, JANUARY 5, 2020 at 6:00 P.M.
CITY HALL COUNCIL CHAMBERS, 230 HWY 39, INGRAM, TX 78025**

The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting. Please contact the City Secretary's office at 830-367-5115 for further information.

*****Mask or other facial covering and social distancing are required in the council chambers.*****

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **PRAYER:**
4. **CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:**
5. **VISITORS/CITIZENS FORUM: COMMENT PERIOD-LIMITED TO THREE (3) MINUTES TOTAL:**

Any citizen with business not scheduled on the agenda may speak to the council. Prior to speaking, each speaker must fill out the speaker request form and give it to the City Secretary. Council may not discuss or take any action on an item but may place the issue on a future agenda. The number of speakers will be limited to the first ten speakers speaking on the same subject and each speaker is limited to three minutes.

6. **CONSENT AGENDA:**

All items listed below within the consent agenda are considered to be routine by City Council and will be enacted with one motion. There will be no separate discussion of items unless the Mayor or council member so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

Minutes from City Council Regular Meetings held on December 15, 2020.

7. **CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:** The following items are for discussion, consideration and possible action.
- 7A. Discussion and action on acceptance of John St. Clair's resignation letter. (Mayor Rider)
 - 7B. Discussion and action on appointment of Council Member vacancy. (Mayor Rider)
 - 7C. Discussion and action appointing Mayor Pro Tem. (Mayor Rider)
 - 7D. Discussion and action regarding System Access Fee for New Hope Fellowship located at 405 Main St. (Larry Tomlinson)
 - 7E. Discussion and action regarding CPA to review city financials. (Claud Jordan)

8. ORDINANCES AND RESOLUTIONS:

8A. Resolution authorizing publication and posting of intention to issue Certificates of Obligation.
(Stephanie Breckenridge)

8B. Regarding Ordinance No. 2020-8 by the City of Ingram amending Chapter 9 Personnel, Article 9.02 Law Enforcement; providing for a repealing clause; providing for a cumulative and conflicts clause; providing for severability; and providing an effective date. (Mayor Rider)

8C. Regarding Resolution 7-2020 of the City of Ingram adopting amendments to the Purchasing Policy and Procedures Manual. (Mayor Rider)

9. STAFF REPORTS:

10. INFORMATION AND DISCUSSION: Bill Pay Register

11. WORKSHOPS:

12. CLOSED SESSION: The City Council will recess its open meeting and reconvene in Executive Session on the following items pursuant to Texas Government Code 551.071 (legal advice/consultation):

13. RECONVENE REGULAR SESSION: The City Council will reconvene into Regular Session at the conclusion of the Executive Session and may take action, as necessary, based on discussions held in closed session under Item 12.

14. ADJOURNMENT:

AGENDA NOTICES:

Executive Sessions Authorized: The City Council for the City of Ingram reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

Closed Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Closed Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance By Other Elected or Appointed Officials:

It is anticipated that members of the other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. The individual members will not engage in any discussion or deliberation on any matters presented by the agenda.

POSTED THIS 30th day of December 2020, at 3:00 p.m. on the bulletin board located on the exterior wall of the Police Department's Office and on the bulletin board inside City Hall.

Agenda approved for publication by Stephanie Breckenridge, City Secretary:



**INGRAM CITY COUNCIL
MINUTES OF REGULAR MEETING
ON TUESDAY, DECEMBER 15, 2020**

1. **CALL TO ORDER:** 6:00 p.m.
2. **ROLL CALL:** All present.
3. **PRAYER** by John St. Clair
4. **CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:** None
5. **VISITORS/CITIZENS FORUM: COMMENT PERIOD-LIMITED TO THREE (3) MINUTES TOTAL:**

Any citizen with business not scheduled on the agenda may speak to the council. Prior to speaking, each speaker must fill out the speaker request form and give it to the City Secretary. Council may not discuss or take any action on an item but may place the issue on a future agenda. The number of speakers will be limited to the first ten speakers speaking on the same subject and each speaker is limited to three minutes. Rusty Hierholzer spoke to the Council county tax dollars and Ingram Police Department.

6. **CONSENT AGENDA:**

All items listed below within the consent agenda are considered to be routine by City Council and will be enacted with one motion. There will be no separate discussion of items unless the Mayor or council member so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

Minutes from City Council Regular Meetings held on December 1, 2020 & Special Meeting held on December 7 & 10, 2020. Claud Jordan made a motion to approve consent agenda. Rocky Hawkins seconded and the motion carried 4 to 0 votes.

7. **CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:** The following items are for discussion, consideration and possible action.
 - 7A. Discussion and action on appointment of Council Member vacancy. Rocky Hawkins made amotion to appoint John Cantwell to fill vacancy. Claud Jordan seconded and the motion carried 4 to 0 votes.
 - 7B. Regarding Phase III Plans, Spec & Schedule. No action taken.
 - 7B. Authorize a third-party engineer to review Phase I & II Wastewater Projects and possible budget amendment to enter into a professional services agreement. Claud Jordan made a motion to approve third party engineer to review Phase I & II Wastewater Projects in the amount of \$15,175.00. Rocky Hawkins seconded and the motion carried 4 to 0 votes.
 - 7C. Regarding CPA to review city financials. No action taken.
 - 7D. Regarding city employee 2021 holiday schedule. Claud Jordan made a motion to approve city employee 2021 holiday schedule as presented. David Britton seconded and the motion carried 4 to 0 votes.

7E. Regarding city bank accounts. Claud Jordan made a motion to provide financial reports including the General Fund bank statement and prior month financials at the first meeting of every month. Rocky Hawkins seconded and the motion carried 4 to 0 votes.

7F. Regarding Joint Agreement between City of Ingram and Kerr County for 2021 Election. Rocky Hawkins made a motion to approve Joint Agreement between the City of Ingram and Kerr County for 2021 Election. John St. Clair seconded and the motion carried 4 to 0 votes.

7G. Regarding Municipal Court Special Wastewater Prosecutor. No action taken.

8. **ORDINANCES AND RESOLUTIONS:** None

9. **STAFF REPORTS:** None

10. **INFORMATION AND DISCUSSION:** Bill Pay Register

12. **COMMITTEE REPORTS:** None

13. **CLOSED SESSION:** The City Council will recess its open meeting and reconvene in Executive Session on the following items pursuant to Texas Government Code 551.071 (legal advice/consultation):

14. **RECONVENE REGULAR SESSION:**

The City Council will reconvene into Regular Session at the conclusion of the Executive Session and may take action, as necessary, based on discussions held in closed session under Item 13.

15. **ADJOURNMENT:** David Britton made a motion to adjourn at 7:27 p.m. Rocky Hawkins seconded and the motion carried 4 to 0 votes.

Executive Sessions Authorized: The City Council for the City of Ingram reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

Closed Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Closed Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance By Other Elected or Appointed Officials:

It is anticipated that members of the other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. The individual members will not engage in any discussion or deliberation on any matters presented by the agenda.


Approved By: _____ January 5, 2021
Kathy Rider, Mayor

Attest: _____
Stephanie Breckenridge, City Secretary

To whom it may concern,

The citizens of Ingram have voted for change. Therefore, I'm choosing to resign my position as Alderman. Thank you for allowing me to serve.

John St. Clair (Hunter)



December 15 2020

RESOLUTION NO. 8-2020

RESOLUTION AUTHORIZING PUBLICATION AND POSTING OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION

THE STATE OF TEXAS
COUNTY OF KERR
CITY OF INGRAM

§
§
§

WHEREAS, the CITY OF INGRAM, TEXAS (the "*City*") is in the process of constructing, improving and equipping a sewage collection system in order to provide wastewater services for the citizens of the City (the "*Project*"); and

WHEREAS, the City Council of the City intends to finance the Project from proceeds derived from the sale of one or more series of "Combination Tax and Revenue Certificates of Obligation" issued by the City pursuant to Sections 271.041 - 271.065, Texas Local Government Code, as amended; and

WHEREAS, pursuant to Section 271.049, Texas Local Government Code, the City Council deems it advisable to give notice of intention to issue certificates of obligation in an amount not to exceed an aggregate of \$947,000 for the purpose of paying, in whole or in part, the Project, to pay all or a portion of the legal, fiscal and engineering fees in connection with the Project, and to pay the costs of issuance related to the certificates of obligation; and

WHEREAS, it is hereby officially found and determined that the meeting at which this resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

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

SECTION 1. APPROVAL OF NOTICE OF INTENTION. Attached hereto as *Exhibit A* is a form of the "Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation," (the "*Notice*") the form and substance of which is hereby adopted and approved. The City Secretary is authorized to make changes to the Notice as necessary prior to its publication and posting as described in Sections 3 and 4, below.

SECTION 2. DESIGNATION OF SELF-SUPPORTING DEBT. In Connection with providing the information contained in the Notice referenced and approved in section 1, above, attached hereto as *Exhibit B* is a list of outstanding debt obligations of the City which the City hereby designates as self-supporting debt for the purposes of Section 271.049(e), Texas Local Government Code.

SECTION 3. PUBLICATION OF NOTICE OF INTENTION IN NEWSPAPER. The City Secretary shall cause the Notice to be published in substantially the form attached hereto in a newspaper, as defined by Subchapter C, Chapter 2051, Government Code, that is of general circulation in the area of the City, on the same day in each of two consecutive weeks, the date of the first publication thereof to be at least 46 days before the date tentatively set for the passage of the ordinance authorizing the issuance of such certificates of obligation as shown in said notice.

SECTION 4. POSTING OF NOTICE OF INTENTION ON CITY'S WEBSITE. The City Secretary shall further cause the Notice to be posted on the City's internet website beginning at least 45 days before, and continuously through, the date tentatively set for the passage of the ordinance authorizing the issuance of such certificates of obligation as shown in the Notice.

SECTION 5. INCORPORATION OF RECITALS. The City Council hereby finds that the statements set forth in the recitals of this Resolution are true and correct, and the City Council hereby incorporates such recitals as a part of this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution shall become effective immediately upon passage.

[The remainder of this page intentionally left blank]

***PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF INGRAM,
TEXAS ON THE 5TH DAY OF JANUARY, 2021.***

City Secretary, City of Ingram, Texas

Mayor, City of Ingram, Texas

(SEAL)

[SIGNATURE PAGE TO NOTICE OF INTENTION RESOLUTION RELATING TO THE ISSUANCE OF THE
CITY OF INGRAM, TEXAS COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION]

EXHIBIT A

**CITY OF INGRAM, TEXAS
NOTICE OF INTENTION TO ISSUE
COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION**

The City Council of the City of Ingram, Texas (the "City") does hereby give notice of intention to issue one or more series of *City of Ingram, Texas Combination Tax and Revenue Certificates of Obligation* in the maximum aggregate principal amount not to exceed \$947,000 for the purpose of paying, in whole or in part, contractual obligations to construct, improve and equip a sewage collection system in order to provide wastewater services to the citizens of the City (the "Project"), and for paying professional services related thereto. The City proposes to provide for the payment of such Certificates of Obligation from the levy and collection of ad valorem taxes in the City as provided by law and from a lien on and pledge of "Surplus Revenues," if any, received by the City from the ownership and operation of the City's sanitary sewer system. The current principal of all currently outstanding debt obligations of the City is \$1,865,040, the combined principal and interest required to pay all currently outstanding debt obligations of the City on time and in full is \$2,768,874, the estimated combined principal and interest required to pay the proposed Certificates on time and in full is \$[1,366,064], the estimated interest rate for the proposed Certificates is [2.125]%, and the maximum maturity date of the proposed Certificates is [February 15, 2061]. The prior statements regarding currently outstanding debt obligations of the City do not include debt that the City has designated as self-supporting and payable from revenues other than ad valorem taxes, if any. The City Council proposes to authorize the issuance of such Certificates of Obligation at 6:00 [a.m./ p.m.] on March 2, 2021, at a [Regular/Special] Meeting, at the City Hall, Ingram, Texas.

/s/ Kathy Rider
Mayor, City of Ingram, Texas

EXHIBIT B

**DESIGNATION OF SELF-SUPPORTING INDEBTEDNESS
SECURED WITH AD VALOREM TAXES**

<u>Title of Obligations</u>	<u>Outstanding Principal Amount (\$)</u>	<u>Amount Designated as Self-Supporting (\$)</u>
Combination Tax & Surplus Revenue COs, Series 2009	526,000	131,898
Combination Tax & Revenue COs, Series 2011	1,099,000	453,096
Combination Tax & Surplus Revenue COs, Series 2013	60,000	2,193
Combination Tax & Surplus Revenue COs, Series 2014	<u>1,095,000</u>	<u>327,773</u>
Totals	<u>2,780,000</u>	<u>914,960</u>

ORDINANCE NO. 2020-8

AN ORDINANCE BY THE CITY OF INGRAM AMENDING CHAPTER 9 PERSONNEL, ARTICLE 9.02 LAW ENFORCEMENT; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A CUMULATIVE AND CONFLICTS CLAUSE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Ingram (“the City”) desires to amend the organizational structure of the City of Ingram Police Department; and

WHEREAS, the City Council hereby finds and determines that it is the best interest of the City to foster better coordination and working relationships that the Police Department operate at the direction of the Chief of Police in conjunction with guidance and supervision from the City Council; and

WHEREAS, the City Council hereby finds and determines that the desired changes are will promote efficient and effective police services for the City and promote the health, safety and welfare of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INGRAM, TEXAS:

Section 1. Findings. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 2. Code Amendment. The City Council hereby amends Chapter 9 Personnel, Article 9.02 Law Enforcement as show on Exhibit “A” attached hereto and incorporated herein for all purposes.

Section 3. Cumulative and Savings. This Ordinance is cumulative of all provisions of ordinances of the City of Ingram, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. All previous versions of this Ordinance to the extent that they are in conflict herewith are repealed.

Section 4. Severability. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance is declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality will not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrases, clause, sentence, paragraph, or section.

Section 5. Proper Notice and Meeting. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 6. Effective Date. This ordinance shall become effective immediately upon its passage, approval, and publication as provided by law.

PASSED AND APPROVED ON this 5th day of January 2021.

Kathy Rider, Mayor

ATTEST:

Stephanie Breckenridge, City Secretary

AMENDING ARTICLE 9.02 LAW ENFORCEMENT, DIVISION 2. POLICE DEPARTMENT AS PROVIDED BELOW. DELETIONS ARE NOTED AS STRIKETHROUGH AND ADDITIONS ARE NOTED AS UNDERLINED:

Division 2. Police Department

Sec. 9.02.031 Abolishment of the office of marshal

- (a) The office of city marshal is hereby abolished and simultaneously the duties of the office of city marshal are conferred upon the highest-ranking municipal police officer of the city.
- (b) The police officers assigned to the city marshal's office will be reassigned as police officers to the municipal police force.

State law reference—Abolition of office of city marshal, Local Government Code, sec. 22.076

Sec. 9.02.032 Establishment and regulation of municipal police force

- (a) The city hereby establishes and regulates a municipal police force designated as the police department at the head of which shall be the chief of police. The police department shall be composed of the chief of the police and other officers and employees as the city council may provide. The jurisdiction of the police department shall be the corporate limits of the city and that property lying outside the city limits which is owned by the city.
- (b) The city council shall consider and determine the number of police officers necessary and all associated expenditures to provide for proper law enforcement subject to funding as provided by the annual budget adoption by the city council. All police officers are to be employees at will.
- (c) Each police officer shall execute a bond in the amount the city council deems necessary and appropriate. The bond must be conditioned that the officer will faithfully perform the officer's duties.
- (d) The chief of the police shall be appointed by the ~~city administrator or the mayor, in the absence of a city administrator being employed by the city~~ city council. The chief of police shall have full responsibility for the operation of the Police Department of the City which shall operate under the direction and guidance of the City Council. The chief of police shall report directly to the city council. ~~The chief of police shall carry out the functions of the police department relating to public safety and enforcement of ordinances, state and federal laws; organize the police department in conformity with the laws of the state and ordinances of the city; and shall promulgate policies, procedures, rules, directives and orders for the administration of the department, including but not limited to discipline within the department.~~
- (e) The chief of police shall carry out the functions of the police department relating to public safety and enforcement of ordinances, state and federal laws; organize the police department in conformity with the laws of the state and ordinances of the city; and shall promulgate policies, procedures, rules, directives and orders for the administration of the department, including but not limited to discipline within the department.

Commented [CT1]: This section moved to following paragraph to make it easier to read/understand the provisions.

- (f) Each police officer may serve in the county all process issued by the municipal court.
- (g) Individual officers constituting the police department are invested with all the power and authority given to them as peace officers under the laws of the state. Inherent with this power and authority is the obligation to preserve the peace, to enforce the ordinances and regulations of the city, the laws of the state and of the United States, to take legal custody of offenders and to secure the citizens from violence.
- (h) All personnel of the police department shall be bound by the most current directives, orders, rules, regulations and procedures for the operation of the police department as may be promulgated or as hereinafter amended by the chief of police, and failure to abide thereby shall subject the violating personnel to such disciplinary action as may be determined by the chief of police within the limits of state law and city ordinance.

(Ordinance adopted 4/19/16)

Secs. 9.02.033–9.02.060 Reserved

RESOLUTION NO. 7-2020

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INGRAM,
TEXAS, AMENDING THE PURCHASING POLICY AND PROCEDURES
MANUAL**

WHEREAS, the City of Ingram (“the City”) considers the expenditure of funds to be an important responsibility and requires all persons involved with the purchase of goods, or services, to exercise good judgment in spending taxpayer’s money; and

WHEREAS, it is the policy of the City to conduct all procurements in the highest ethical manner, and in accordance with all applicable laws and regulations.

WHEREAS, the City Council finds that amendments to the current Purchasing Policy and Procedures Manual are in the best interest of the City.

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

Section 1. That the amended Purchasing Policy and Procedures Manual, attached hereto as “Exhibit A”, is hereby adopted as the official Procurement Policy of the City of Ingram, Texas for any procurement that is not a Federal Grant procurement.

Section 2. To the extent that any procurement was initiated under a previous procurement policy of the City, that policy shall remain in effect only for the purposes of that particular procurement.

Section 3. The City Council hereby adopts such policy effective immediately upon its passage.

Passed this the 5th day of January, 2021.

Kathy Rider, Mayor

Attest

Stephanie Breckenridge, City Secretary

“Exhibit A”

CITY OF INGRAM

PURCHASING POLICY AND PROCEDURES MANUAL

This is the Purchasing Policy and Procedures Manual for the City of Ingram, Texas. City purchasing procedures are governed to a large extent by Texas law. Therefore, state law is the primary authority on the validity of purchasing procedures. This manual does not address every purchasing situation: thus, when an unusual situation occurs or a difficult factual or legal issue arises, the exact statutory language must be carefully reviewed and analyzed.

LAST REVISED DECEMBER 15, 2020

&

ADPOTED JANUARY 5, 2020

CITY OF INGRAM
PURCHASING POLICY AND PROCEDURE MANUAL

PURPOSE: The purpose of this policy is to establish ethical guidelines and accountability for the expenditure of taxpayer funds to procure goods and services used by the City of Ingram departments and offices. The goal of the City of Ingram Purchasing Policy is to ensure that all City Departments and functions receive maximum benefit from the expenditure of the City funds and that vendors will make a reasonable profit in providing goods and services to the City. Success in this effort will be best achieved with the mutual cooperation of each City department, the Purchasing Agent, and vendors. Each and every employee will be bound by this policy.

ORIGINALLY ADOPTED: June 21, 2011

AMENDED: August 2017 and last revised December 15, 2020.

RESPONSIBLE AUTHORITY: City Council will be responsible for administration of this policy.

PURCHASING AMOUNTS-THRESHOLDS

The following table provides general guidelines for purchases and the procedures and approvals required.

CITY OF INGRAM APPROVAL REQUIREMENTS	
Less than \$2000.00	No requisition required- Verbal confirmation of available funds from the City Treasurer
\$2,001.00 - \$9999.00	Mayor's approval with Signature from City Treasurer on requisition form confirming available funds
\$10,000 & Greater	City Council Approval- Signature on requisition form confirming available funds From City Treasurer; provide to City Secretary for Council confirmation

Purchase requisition. All purchases shall require a purchase requisition initiated by the Department whose appropriation will be charged. No contract or order shall be issued to any vendor or contractor unless the availability of sufficient funds is verified. Inclusion in an approved budget does not automatically entitle the Department to the goods or services requisitioned.

EMERGENCY EXPENDITURES

Emergency expenditures authorized; defined. An emergency is described as follows and shall be approved by the Mayor for any emergency purchases up to \$3000. Any emergency purchases over \$3000 shall require City Council approval.

1. A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of residents or to preserve City property;
2. A procurement necessary to preserve or protect the public health or safety of residents;
3. A procurement necessary because of unforeseen damage to public machinery, equipment, or other property. (see 252.022(a)(1-3), TX. Local Gov't Code)

PURCHASING CARD POLICY

OVERVIEW. The City issues and authorizes the use of Wal-Mart and Mastercards, to establish a more efficient, cost-effective method of purchasing and payments. The specified cards are intended to streamline the purchasing and accounts payable process by reducing paperwork generated by low cost, high volume transactions; providing immediate access to goods and services; and facilitating quick payments to vendors and providers. Such use also results in a significant reduction of both data entry and paperwork. The cards are designed to delegate the authority and capability to purchase limited items directly to an authorized employee. The specified cards will enable authorized employees to purchase non-restricted goods less than \$100.00 directly from vendors without the issuance of a requisition order.

SCOPE. This policy applies to all Departments. All Wal-Mart and Mastercards are governed by this policy and employees who are authorized to use specified cards to perform official City business must comply with state law and this manual.

RESPONSIBILITIES. The City Council will make recommendations to the recommended limits on the account, to include monthly spending limits, number of transactions per day, number of transactions per billing cycle, and merchant category restrictions.

The employee is responsible for not only protecting the card but is also responsible and accountable for all purchases made using the Wal-Mart and Mastercards. The employee must keep the specified card in their possession and not allow anyone to use the card issued in their name. The employee will assume responsibility that all purchases made with the card adhere to this policy and will ensure that no unauthorized purchases are made. The City will consider unauthorized purchases to be misappropriation of City funds which violates City policy and potentially state law. The employee authorized to use the specified card is responsible for the integrity and accuracy of card purchases and as such, are responsible for receipts for all card purchases and transactions. All purchases processed against the specified card must be made by, or under the immediate direction of, the employee to whom the card is issued. Receipts must specify all purchased items. Receipts that show only a total amount without any itemized details are unacceptable. The employee must inform the merchant of the City's tax-exempt status; where the employee fails to do this, the employee will be responsible for reimbursing the tax amount to the City.

The City will hold the employee personally responsible for items purchased without the supporting documentation. Card holders who do not retain acceptable receipts for card purchases may have their authority for using the cards revoked.

PURCHASES. Wal-Mart and Mastercards are intended for small purchases of products and supplies needed during the course of business. The City Council will place limitations and restrictions on each card issued to an authorized employee depending on job duties. The card must not be used on any goods or services or with any merchant which would be considered to be an inappropriate use of public funds. The following list constitutes examples of inappropriate purchases made with a specified card, but is not intended to be an exhaustive or an inclusive list:

1. Items for personal use;
2. Alcoholic beverages;
3. Bars, cocktail lounges, etc.
4. Consulting services (*e.g.*, construction, engineering, etc.);
5. Cash advances;
6. Salaries and wages;
7. Gifts or donations;
8. Transaction amounts greater than the cardholder's transaction limit;
9. Split purchases to bypass limits on Purchasing card;
10. Separate, sequential, and component purchases or transactions made with the intent to circumvent state law or this manual.

RECONCILIATION. The Department must maintain receipts for each purchase throughout the month. The Department must review the charges and reconcile the amounts with the receipts for the purchases. The Department must then forward the register and receipts to the City Council.

DISPUTED CHARGES. An authorized employee who is issued a Wal-Mart and Mastercard is responsible for attempting to resolve any dispute with a vendor. The employee must attempt to resolve such dispute within fifteen (15) days of receipt of a purchase. If a resolution is not possible, the employee must immediately notify the bank of the disputed item. The bank should provide a dispute form that the employee cardholder must complete and return to the bank. The employee must submit a copy of the form to the Mayor. In most cases, the bank will work directly with the employee to resolve the problem.

TERMINATION OF EMPLOYEE. When an employee who has been issued a Wal-Mart or Mastercard terminates from City employment the card needs to be returned and reconciled. The employee shall submit any pending receipts to the Mayor for processing. Where possible, the Department must try to have a terminated employee reconcile his/her card statements prior to termination. If there are any remaining charges on the card not accounted for, those charges will be billed to the terminated cardholder or recuperated through other means.

LOSS OF CARD. A Wal-Mart or Mastercard holder must report a lost card immediately but in any event, within one business day of discovered loss. The City may hold an employee liable for any losses not covered by the protection plan. The City may also hold an employee responsible for the cost of a replacement card.

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10-40-310								
1350	Quill	13005129	batteries	12/14/2020	32.03	32.03	12/28/2020	
Total 10-40-310:					32.03	32.03		
10-40-500								
120	AACOG	12172020	Membership dues Jan - Dec 2021	12/17/2020	600.00	600.00	12/28/2020	
Total 10-40-500:					600.00	600.00		
10-41-300								
1350	Quill	12791303	W2 forms	12/07/2020	19.99	19.99	12/28/2020	
1350	Quill	12812066	1099 MISC forms	12/07/2020	23.99	23.99	12/28/2020	
1350	Quill	13005129	binder clips	12/14/2020	26.97	26.97	12/28/2020	
1350	Quill	13094200	1099-NEC forms	12/16/2020	23.99	23.99	12/28/2020	
Total 10-41-300:					94.94	94.94		
10-42-200								
1840	WILLIAM E RAGSDALE	01012021	December 2020 monthly fee	01/01/2021	600.00	600.00	12/29/2020	
Total 10-42-200:					600.00	600.00		
10-42-210								
4990	Denton Navarro Rocha Bernal & ,	37202	Municipal Prosecution for Novemb	12/11/2020	437.00	437.00	12/28/2020	
830	Ilse D. Bailey, Attorney at Law	28	November 2020 billing for municip	11/30/2020	337.50	337.50	12/28/2020	
Total 10-42-210:					774.50	774.50		
10-42-300								
1350	Quill	13005129	pens & copy paper	12/14/2020	32.97	32.97	12/28/2020	
Total 10-42-300:					32.97	32.97		
10-61-310								
1600	FUELMAN	NP59041948	Public Works	10/26/2020	200.00	200.00	12/28/2020	
1600	FUELMAN	NP59285591	Public Works	12/07/2020	200.00	200.00	12/28/2020	
1600	FUELMAN	NP59331560	Public Works	12/21/2020	289.41	289.41	12/28/2020	
Total 10-61-310:					689.41	689.41		
10-61-350								
1800	WALMART	12162020	water	12/16/2020	31.84	31.84	12/28/2020	
Total 10-61-350:					31.84	31.84		
10-61-370								
5530	UniFirst Holdings, Inc.	819 1151172	PW uniform shirts	12/15/2020	14.60	14.60	12/28/2020	
5530	UniFirst Holdings, Inc.	819 1151949	PW uniform shirts	12/22/2020	14.60	14.60	12/30/2020	
5530	UniFirst Holdings, Inc.	819 1152721	PW uniform shirts	12/29/2020	14.60	14.60	12/30/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10-61-370:					43.80	43.80		
10-61-430								
3970	COMPACT CONSTRUCTION EQ	P19348	oil change, fuel & air filter for bobc	12/11/2020	129.88	129.88	12/28/2020	
3970	COMPACT CONSTRUCTION EQ	P19361	hydrolic oil for bobcat	12/11/2020	80.46	80.46	12/28/2020	
Total 10-61-430:					210.34	210.34		
10-64-205								
1750	VERIZON WIRELESS	9868815181	PD-INTERNET VEHICLE SERVIC	12/10/2020	348.57	348.57	12/22/2020	
Total 10-64-205:					348.57	348.57		
10-64-260								
970	KERR COUNTY SHERIFF'S DEP	12022020	November 2020 INMATE BILLING	12/02/2020	250.00	250.00	12/28/2020	
Total 10-64-260:					250.00	250.00		
10-64-300								
1350	Quill	13005129	folder tabs & ruled pads	12/14/2020	45.20	45.20	12/28/2020	
1350	Quill	13008861	write on divider tabs for police dep	12/14/2020	17.37	17.37	12/30/2020	
1350	Quill	13094200	tab hanging folders	12/16/2020	14.67	14.67	12/28/2020	
1350	Quill	13298442	Card stock and post it tabs for poli	12/28/2020	71.49	71.49	12/30/2020	
1350	Quill	13300307	5 ring binders for police dept	12/28/2020	24.95	24.95	12/30/2020	
5300	The Police and Sheriffs Press	141436	holoview ID cards for Carey	12/07/2020	17.55	17.55	12/28/2020	
Total 10-64-300:					191.23	191.23		
10-64-310								
1600	FUELMAN	NP59041948	POLICE DEPT	10/26/2020	655.78	655.78	12/28/2020	
1600	FUELMAN	NP59285591	POLICE DEPT	12/07/2020	297.56	297.56	12/28/2020	
1600	FUELMAN	NP59331560	POLICE DEPT	12/21/2020	300.19	300.19	12/28/2020	
Total 10-64-310:					1,253.53	1,253.53		
10-64-360								
1350	Quill	12879203	gloves for police dept	12/09/2020	39.98	39.98	12/28/2020	
Total 10-64-360:					39.98	39.98		
10-64-370								
1350	Quill	12968683	2 battery backups	12/11/2020	164.98	164.98	12/28/2020	
Total 10-64-370:					164.98	164.98		
10-99-100								
4990	Denton Navarro Rocha Bernal & ,	37200	City Attorney-legal services for No	12/11/2020	3,148.50	3,148.50	12/28/2020	
4990	Denton Navarro Rocha Bernal & ,	37201	City Attorney-legal services for No	12/11/2020	57.00	57.00	12/28/2020	
Total 10-99-100:					3,205.50	3,205.50		
10-99-140								
4580	HCTC	17998	delete profiles,disable AD account	12/10/2020	142.50	142.50	12/28/2020	
Total 10-99-140:					142.50	142.50		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10-99-160								
1450	SHRED-IT	8181073194	November 2020 service	12/15/2020	108.45	108.45	12/28/2020	
Total 10-99-160:					108.45	108.45		
10-99-180								
850	INGRAM VOLUNTEER FIRE DEP	01012021	January 2021 monthly fee	01/01/2021	1,100.00	1,100.00	12/29/2020	
Total 10-99-180:					1,100.00	1,100.00		
10-99-193								
720	HCTC	01012021	TELEPHONE SERVICE ALL DEP	01/01/2021	395.46	395.46	12/28/2020	
720	HCTC	01012021	internet service 01/1-01/31 police	01/01/2021	134.05	134.05	12/28/2020	
720	HCTC	01012021	internet service 01/1-01/31/21 cit	01/01/2021	154.95	154.95	12/28/2020	
1820	WEST CENTRAL WIRELESS	30497721	City Cell Phone service Dec 20- J	12/20/2020	108.16	108.16	12/30/2020	
Total 10-99-193:					792.62	792.62		
10-99-194								
1300	PITNEY BOWES GLOBAL FINAN	3312552586	Postage Machine Lease 10/10-01/	12/10/2020	197.70	197.70	12/22/2020	
Total 10-99-194:					197.70	197.70		
10-99-199								
4560	Hill Country Cowboy Camp Meeti	01012021	land purchase-224 Highway 39 py	01/01/2021	971.49	971.49	12/29/2020	
Total 10-99-199:					971.49	971.49		
10-99-210								
4390	JANIE McDONALD	01012021	janitorial service for January 2021	01/01/2021	175.00	175.00	12/29/2020	
1350	Quill	12965158	Clorox wipes for police dept	12/11/2020	11.58	11.58	12/28/2020	
5530	UniFirst Holdings, Inc.	819 1151172	janitorial supplies	12/15/2020	20.33	20.33	12/28/2020	
5530	UniFirst Holdings, Inc.	819 1151949	janitorial supplies	12/22/2020	20.33	20.33	12/30/2020	
5530	UniFirst Holdings, Inc.	819 1152721	janitorial supplies	12/29/2020	20.33	20.33	12/30/2020	
Total 10-99-210:					247.57	247.57		
10-99-410								
640	GIBSON PRODUCTS COMPANY	334216	USA & TEXAS flag	12/28/2020	42.88	42.88	12/28/2020	
5620	LIGHTNING LOCK & KEY	999958	rekey police dept locks	12/14/2020	170.00	170.00	12/28/2020	
1800	WALMART	12162020	Christmas lights	12/16/2020	37.64	37.64	12/28/2020	
Total 10-99-410:					250.52	250.52		
10-99-625								
1830	WEST KERR CURRENT	42903	Whoville Ad inserts	12/18/2020	100.00	100.00	12/28/2020	
Total 10-99-625:					100.00	100.00		
52-80-190								
5630	LOC Consultants, Civil Dlvision In	12152020	review & report preparation for cer	12/15/2020	7,587.50	7,587.50	12/29/2020	
Total 52-80-190:					7,587.50	7,587.50		
52-80-260								
720	HCTC	01012021	WW TELEPHONE SERVICE-ska	01/01/2021	144.73	144.73	12/28/2020	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 52-80-260:					144.73	144.73		
52-80-270								
1050	KPUB	12232020	LIFT STATION ELECTRICITY LS	12/23/2020	231.53	231.53	12/28/2020	
Total 52-80-270:					231.53	231.53		
52-80-300								
1350	Quill	13005129	copy paper	12/14/2020	27.16	27.16	12/28/2020	
Total 52-80-300:					27.16	27.16		
Grand Totals:					20,465.39	20,465.39		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.