

City Of Hamilton, Texas



Council Meeting Packet

January 9, 2020

6:00 PM

200 E. Main Street

Hamilton, TX 76531

**NOTICE OF REGULAR MEETING
OF THE GOVERNING BODY OF THE
CITY OF HAMILTON, TEXAS
JANUARY 9, 2020**

Notice is hereby given that a Regular Council Meeting of the Governing Body of the City of Hamilton, Texas will be held on the 9th day of January, 2020 at 6:00 p.m. in City Hall, 200 East Main, Hamilton, Texas, concerning the following matters.

Item No. I: Call Meeting to Order.

1. Opening Prayer
2. Pledge of Allegiance

Item No. II: Public Comments.

The City Council invites persons with comments on any agenda item to briefly address the Council. In addition, any member of the public can briefly address the Council on items not on the agenda for the limited purpose of determining whether the matter should be referred to staff for study and/or placed on a future agenda. State law prohibits the City Council from considering, discussing or taking any action on any item not listed on the posted agenda. This is a privilege granted by the City Council. Please keep your comments limited to three minutes or less.

Item No. III: Consent Agenda

(The following items may be considered and acted upon in one motion. No separate discussion or action is necessary unless requested by the Mayor or a Council Member, in which event those items will be pulled for separate discussion and action.)

1. Approve the December, 2019 Financial Report
2. Approve the December 12, 2019 Regular Council Meeting Minutes

Item No. VII: Agenda Deliberations.

1. Status Report on the Hamilton Volunteer Fire Department as presented by HVFD President, Tom Dalton.
2. Consideration and/or Action of Resolution Ordering Municipal Election for City Council and Appointing Election Judges.
3. Consideration and/or Action of Resolution Declaring Two Twelve Hour Days for Early Voting.
4. Consideration and/or Action on Amending the City of Hamilton Personnel Policy Section 8 where pertains to Use of City Property.

5. Consideration and/or Action on Resolution of The City of Hamilton, Texas, Establishing Goals, Objectives and Priorities of Parks, Recreational Facilities and Open Space; and Adopting a Timeline for Implementing a Master Plan for the Development, Operation and Maintenance of Parks, Recreational Facilities and Open Space.

The Following Items are for informational Purposes Only.

City Administrator's Report:

Main Street Update
CDBG Grant Update; Sewer Line, Sewer Plant and Hospital CEF
Tour of Upper Leon January 10th 9:00am
Financial Update concerning Equipment Sold and new purchase.
May 2, 2020 Municipal Election
Police/Code/Animal Control Report
Court Report
Airport Report – Hangar Replacement Plan/ Pilot Lounge

Item No. VIII: Future Agenda Items

Item No. IX: Adjourn Regular Meeting

The City of Hamilton 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 Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

I, the undersigned authority, do hereby certify that the above notice of meeting of the Governing Body of the City of Hamilton, Texas is a true and correct copy of said notice posted at City Hall of said City of Hamilton, Texas a place convenient and readily accessible to the General Public at all times, and said notice was posted January 6, 2020 at or before 6:00 p.m. The City of Hamilton encourages all citizens to attend.

Ryan W. Polster, City Secretary

City Hall is accessible to the disabled. Disabled individuals requiring a reasonable accommodation must submit a request 48 hours prior to the meeting to the City Administrator. Please call 254-386-8116.

Item No. III: Consent Agenda.

(The following items may be considered and acted upon in one motion. No separate discussion or action is necessary unless requested by the Mayor or a Councilmember, in which event those items will be pulled for separate discussion and action.)

- Approving the December 12, 2019 Regular Council Meeting Minutes.
- Approving the December 2019 Financial Report.

MONIES ---Dec 2019

	11/31/2019	31/12/2019
GENERAL:		
General Fund Cash Clearing Acct	\$ 261,334.24	\$ 392,314.29
Oakwood Cemetary	\$ 100,213.56	\$ 100,363.56
General Fund TexPool #03	\$ 452,610.45	\$ 453,234.20
Total	\$ 814,158.25	\$ 945,912.05
Restricted Funds:		
Oakwood Cemetary TexPool #07	\$ 28,606.27	\$ 28,645.72
Police Vehicles TexPool #16	\$ 2,564.40	\$ 4,514.79
TXPL Fire Truck Fund	\$ 8,726.74	\$ 12,409.17
Roadway Maintenance Fee TexPool #20	\$ 82,062.32	\$ 82,175.40
Total	\$ 121,959.73	\$ 127,745.08
UTILITY:		
Utility Fund Cash Clearing Acct	\$ 35,371.07	\$ 35,630.09
Utility Fund TexPool #05	\$ 13,537.55	\$ 13,556.23
BANKCORP SOUTH CD	\$ 264,411.00	\$ 264,411.00
EXTRACOBANKS CD/89 SERIES	\$ 265,734.60	\$ 265,734.60
Discretionary Funds Texpool #21	\$ 22,676.13	\$ 30,354.43
Total	\$ 601,730.35	\$ 609,686.35
Restricted Funds:		
Meter Deposit TexPool #08	\$ 48,192.19	\$ 48,258.63
USDA WW O6 SERIES TexPool #12	\$ 60,015.60	\$ 65,640.43
Payment Fund 89 Series TexPool #01	\$ 196,022.22	\$ 11,879.45
2017 New Water Meters TexPool#17	\$ 215,333.79	\$ 222,341.78
	\$ 519,563.80	\$ 348,120.29
TOTAL	\$ 2,057,412.13	\$ 2,031,463.77
GENERAL FUND		
DAYS IN RESERVE	84 Days	84 Days
UTILITY FUND:		
DAYS IN RESERVE	85 Days	85 Days
Airport Fund TexPool #15	\$ 36,781.73	\$ 39,358.76
Airport Fund Cash Clearing Acct	\$ 203,489.65	\$ 207,186.79
TEXPOOL AVERAGE MONTHLY RATE	1.6774%	1.6226%

The City of Hamilton is in compliance with the Public Funds Investment Act [Section 2256.023]

City of Hamilton
Revenue Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
10-04-401010	CURRENT PROPERTY TAXES	\$765,000.00	\$202,534.63	\$279,315.15	\$485,684.85	36.51
10-04-401030	DELINQUENT PROPERTY TAXES	\$21,000.00	\$1,359.13	\$7,119.65	\$13,880.35	33.90
10-04-401050	SALES TAX	\$614,000.00	\$61,926.46	\$177,682.03	\$436,317.97	28.94
10-04-401060	FRANCHISE TAX TX N MEXICO	\$110,000.00	\$0.00	\$37,346.72	\$72,653.28	33.95
10-04-401061	FRANCHISE TAX ATMOS GAS	\$35,000.00	\$0.00	\$5,203.18	\$29,796.82	14.87
10-04-401062	FRANCHISE TAX CENTURY LINK	\$12,000.00	\$0.00	\$2,562.29	\$9,437.71	21.35
10-04-401064	FRANCHISE TAX MISC PYMNT	\$100.00	\$0.00	\$0.00	\$100.00	0.00
10-04-401065	MISC RIGHT OF WAY (ROW) FEES	\$200.00	\$0.00	\$396.18	(\$196.18)	198.09
10-04-401070	MIXED DRINK TAX	\$300.00	\$0.00	\$754.21	(\$454.21)	251.40
10-04-401071	HOTEL/MOTEL TAX	\$19,000.00	\$1,096.70	\$7,532.87	\$11,467.13	39.65
10-04-401080	PENALTY/INTEREST-PROP TAX	\$14,000.00	\$440.32	\$2,240.77	\$11,759.23	16.01
10-04-401090	PERMITS	\$12,000.00	\$400.00	\$1,035.00	\$10,965.00	8.63
10-04-401140	MUNICIPAL COURT FINES	\$100,000.00	\$7,379.84	\$26,158.82	\$73,841.18	26.16
10-04-401145	COURT SECURITY FEE	\$2,500.00	\$223.20	\$744.39	\$1,755.61	29.78
10-04-401146	COURT TECHNOLOGY FEE	\$4,000.00	\$297.62	\$992.46	\$3,007.54	24.81
10-04-401147	\$2.50 JUDICIAL EFFICIENCY	\$300.00	\$39.17	\$112.77	\$187.23	37.59
10-04-401148	CHILD SAFETY FUND TC EC	\$125.00	\$26.12	\$154.71	(\$29.71)	123.77
10-04-401150	10% RETAINED STATE CC	\$5,000.00	\$0.00	\$2,145.40	\$2,854.60	42.91
10-04-401160	CEMETERY REVENUES	\$5,000.00	\$189.45	\$1,130.15	\$3,869.85	22.60
10-04-401180	INTEREST EARNED	\$4,000.00	\$1,155.75	\$3,631.22	\$368.78	90.78
10-04-401200	MISCELLANEOUS	\$30,000.00	\$10,359.58	\$17,029.75	\$12,970.25	56.77
10-04-401291	CITY PROPERTY RENTAL	\$4,725.00	\$0.00	\$412.00	\$4,313.00	8.72
10-04-401400	SANITATION DEPARTMENT	\$555,000.00	\$48,319.51	\$144,587.29	\$410,412.71	26.05
10-04-401410	SALE OF GARBAGE BAGS	\$1,500.00	\$132.02	\$445.08	\$1,054.92	29.67
10-04-401420	PENALTY & INTEREST/GARBAG	\$6,000.00	\$393.41	\$1,480.02	\$4,519.98	24.67
10-04-401600	PARK/RECREATION	\$5,810.00	\$0.00	\$0.00	\$5,810.00	0.00
10-04-410070	LEASED EMP EDC	\$83,000.00	\$5,243.84	\$22,183.38	\$60,816.62	26.73
10-04-410075	HOSPITAL PD CONTRACT	\$121,000.00	\$5,002.21	\$18,033.56	\$102,966.44	14.90
10-04-460330	ANIMAL CONTROL REVENUE	\$500.00	\$50.00	\$150.00	\$350.00	30.00
10-04-460500	ROAD MAINTENANCE FEE	\$0.00	\$35.54	\$43.32	(\$43.32)	0.00

City of Hamilton
Revenue Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
Total Dept.	REVENUE	\$2,531,060.00	\$346,604.50	\$760,622.37	\$1,770,437.63	30.05
Total Revenues	GENERAL FUND	\$2,531,060.00	\$346,604.50	\$760,622.37	\$1,770,437.63	30.05

City of Hamilton
Revenue Statement : 2019 - 2020
for Accounting Period 12/31/2019

UTILITY FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
60-54-460010	WATER SALES	\$1,348,680.00	\$104,690.67	\$345,205.69	\$1,003,474.31	25.60
60-54-460011	WATER SALES FROM GENERAL	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00
60-54-460020	WATER SALES MULTI COUNTY	\$445,000.00	\$42,346.03	\$138,797.35	\$306,202.65	31.19
60-54-460030	PENALTY & INTEREST	\$20,000.00	\$1,646.63	\$5,920.51	\$14,079.49	29.60
60-54-460090	WATER TAPS	\$2,000.00	\$0.00	\$350.00	\$1,650.00	17.50
60-54-460110	SEWER SERVICE FEES	\$617,375.00	\$49,648.54	\$148,641.99	\$468,733.01	24.08
60-54-460120	CONNECT FEES	\$2,500.00	\$630.00	\$1,995.00	\$505.00	79.80
60-54-460130	SEWER TAPS	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00
60-54-460210	INTEREST INCOME	\$2,000.00	\$541.33	\$1,619.77	\$380.23	80.99
60-54-460220	MISCELLANEOUS INCOME	\$0.00	\$940.50	\$3,321.40	(\$3,321.40)	0.00
60-54-460230	WATER METER FEE-2017 PROJECT	\$100,000.00	\$8,746.75	\$26,164.47	\$73,835.53	26.16
Total Dept.	UTILITY REVENUES	\$2,546,055.00	\$209,190.45	\$672,016.18	\$1,874,038.82	26.39
Total Revenues	UTILITY FUND	\$2,546,055.00	\$209,190.45	\$672,016.18	\$1,874,038.82	26.39

City of Hamilton
Revenue Statement : 2019 - 2020
for Accounting Period 12/31/2019

PARK/REC IMPR FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
70-06-401180	INTEREST EARNED	\$0.00	\$0.89	\$2.73	(\$2.73)	0.00
Total Dept.	PARKS/REC IMPR REV	\$0.00	\$0.89	\$2.73	(\$2.73)	0.00
Total Revenues	PARK/REC IMPR FUND	\$0.00	\$0.89	\$2.73	(\$2.73)	0.00

City of Hamilton
Revenue Statement : 2019 - 2020
for Accounting Period 12/31/2019

POLICE FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
71-06-401180	INTEREST EARNED	\$0.00	\$1.13	\$3.47	(\$3.47)	0.00
Total Dept.	PARKS/REC IMPR REV	\$0.00	\$1.13	\$3.47	(\$3.47)	0.00
Total Revenues	POLICE FUND	\$0.00	\$1.13	\$3.47	(\$3.47)	0.00

City of Hamilton
Revenue Statement : 2019 - 2020
for Accounting Period 12/31/2019

AIRPORT FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
75-04-401270	FUEL SALES-JET	\$30,000.00	\$2,931.29	\$6,513.53	\$23,486.47	21.71
75-04-401271	FUEL SALES-100 LL	\$30,000.00	\$3,151.71	\$6,897.57	\$23,102.43	22.99
75-04-401500	OTHER RESOURCES	\$23,200.00	\$0.00	\$0.00	\$23,200.00	0.00
75-04-401610	GRANT REVENUE/AIRPORT	\$20,000.00	\$0.00	\$31,168.54	(\$11,168.54)	155.84
75-04-401620	TRANS FOR GRANT-STREET FUND	\$23,200.00	\$0.00	\$0.00	\$23,200.00	0.00
75-04-460012	LAND LEASE	\$1,920.00	\$640.00	\$1,040.00	\$880.00	54.17
75-04-460013	HANGAR REVENUE	\$39,000.00	\$4,960.00	\$12,156.25	\$26,843.75	31.17
Total Dept.	REVENUE	\$167,320.00	\$11,683.00	\$57,775.89	\$109,544.11	34.53
Total Revenues	AIRPORT FUND	\$167,320.00	\$11,683.00	\$57,775.89	\$109,544.11	34.53

City of Hamilton
Revenue Statement : 2019 - 2020
for Accounting Period 12/31/2019

GRANT FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
90-04-401710	TRANSFER IN FROM UTILITY FUND FOR '89 SERIES PMT	\$0.00	\$19,537.00	\$39,074.00	(\$39,074.00)	0.00
Total Dept.	REVENUE	\$0.00	\$19,537.00	\$39,074.00	(\$39,074.00)	0.00

City of Hamilton
Revenue Statement : 2019 - 2020
for Accounting Period 12/31/2019

GRANT FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
90-05-501100	INTEREST INCOME	\$0.00	\$153.63	\$681.85	(\$681.85)	0.00
Total Dept.	GRANT RECEIPTS	\$0.00	\$153.63	\$681.85	(\$681.85)	0.00
Total Revenues	GRANT FUND	\$0.00	\$19,690.63	\$39,755.85	(\$39,755.85)	0.00
Grand Total		\$5,244,435.00	\$587,170.60	\$1,530,176.49	\$3,714,258.51	29.18

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	11	CONTRACT SERVICES					
10-11-615011	HAMILTON CO APPRAISAL DIS	\$25,000.00	\$8,753.18	\$16,167.46	\$0.00	\$8,832.54	64.67
10-11-615053	SANITATION	\$420,000.00	\$37,689.28	\$117,515.69	\$0.00	\$302,484.31	27.98
10-11-645011	UNITED CARE	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00
10-11-645021	ECON DEV CORP 1/2 SALES	\$199,000.00	\$20,642.16	\$59,227.35	\$0.00	\$139,772.65	29.76
10-11-645030	LIBRARY OPERATIONS	\$20,000.00	\$0.00	\$5,000.00	\$0.00	\$15,000.00	25.00
Total Dept.	CONTRACT SERVICES	\$670,000.00	\$67,084.62	\$197,910.50	\$0.00	\$472,089.50	29.54

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	12	FIRE DEPARTMENT					
10-12-601710	ACTIVE FIREMEN	\$6,000.00	\$500.00	\$1,500.00	\$0.00	\$4,500.00	25.00
10-12-601750	RETIRED FIREMEN	\$2,700.00	\$250.00	\$750.00	\$0.00	\$1,950.00	27.78
10-12-610190	GAS/DIESEL	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00
10-12-616000	ELECTRICAL	\$1,500.00	\$397.53	\$491.00	\$0.00	\$1,009.00	32.73
10-12-616001	GAS	\$1,500.00	\$228.43	\$294.53	\$0.00	\$1,205.47	19.64
10-12-616002	WATER/SEWER	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00
10-12-625010	CITY VEHICLES/EQUIPMENT	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00
10-12-630040	BUILDING & YARD	\$6,000.00	\$316.00	\$316.00	\$0.00	\$5,684.00	5.27
10-12-635110	MISCELLANEOUS	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
10-12-691070	DEBT SER CAP LEASE PRIN	\$39,300.00	\$0.00	\$40,178.66	\$0.00	(\$878.66)	102.24
10-12-691071	DEBT SER CAP LEASE INT	\$4,715.00	\$0.00	\$3,814.34	\$0.00	\$900.66	80.90
Total Dept.	FIRE DEPARTMENT	\$68,415.00	\$1,691.96	\$47,344.53	\$0.00	\$21,070.47	69.20

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	13	STREETS					
10-13-601610	REGULAR SALARIES	\$85,805.00	\$9,987.07	\$26,949.14	\$0.00	\$58,855.86	31.41
10-13-601660	OVERTIME	\$4,000.00	\$1,128.87	\$2,630.19	\$0.00	\$1,369.81	65.75
10-13-605000	MEDICARE	\$1,244.00	\$147.44	\$403.99	\$0.00	\$840.01	32.48
10-13-605010	SOCIAL SECURITY	\$5,320.00	\$630.50	\$1,727.53	\$0.00	\$3,592.47	32.47
10-13-605020	HOSPITALIZATION/LIFE	\$11,900.00	\$1,643.52	\$4,930.56	\$0.00	\$6,969.44	41.43
10-13-605030	WORKMANS COMPENSATION	\$12,000.00	\$924.08	\$2,535.27	\$0.00	\$9,464.73	21.13
10-13-605040	PENSION CONTRIBUTION	\$15,600.00	\$1,870.85	\$5,132.82	\$0.00	\$10,467.18	32.90
10-13-605060	UNIFORMS	\$1,000.00	\$320.37	\$355.37	\$0.00	\$644.63	35.54
10-13-610190	GAS/DIESEL	\$13,000.00	\$498.72	\$1,820.63	\$0.00	\$11,179.37	14.00
10-13-610210	MINOR TOOLS & SUPPLIES	\$5,800.00	\$434.60	\$936.14	\$0.00	\$4,863.86	16.14
10-13-610250	STREET PAINTING	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00
10-13-615030	TELEPHONE	\$2,000.00	\$151.43	\$605.26	\$0.00	\$1,394.74	30.26
10-13-615050	STREET LIGHTING	\$42,000.00	\$8,060.20	\$10,738.79	\$0.00	\$31,261.21	25.57
10-13-616000	ELECTRICAL	\$4,000.00	\$1,066.30	\$1,469.40	\$0.00	\$2,530.60	36.74
10-13-616005	UTILITY GAS	\$2,000.00	\$272.63	\$569.89	\$0.00	\$1,430.11	28.49
10-13-625010	CITY VEHICLES/EQUIPMENT	\$15,000.00	\$1,766.20	\$2,096.40	\$0.00	\$12,903.60	13.98
10-13-625020	STREET SIGNS	\$4,000.00	\$920.98	\$920.98	\$0.00	\$3,079.02	23.02
10-13-625090	EQUIP-BACKHOE&TRACTOR	\$21,000.00	\$1,959.54	\$3,865.99	\$0.00	\$17,134.01	18.41
10-13-630040	BUILDING & YARD	\$1,000.00	\$1,233.98	\$1,346.62	\$0.00	(\$346.62)	134.66
10-13-635010	ASPHALT & CALICHE	\$70,000.00	\$6,122.00	\$8,956.52	\$0.00	\$61,043.48	12.80
10-13-635020	SEALCOATING/PAVING	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	0.00
10-13-635030	BRIDGES/CULVERTS	\$15,000.00	\$0.00	\$358.00	\$0.00	\$14,642.00	2.39
10-13-640042	CHEMICALS-MOSQUITO CNTRL	\$2,000.00	\$0.00	\$851.97	\$0.00	\$1,148.03	42.60
10-13-651121	CAPITAL IMPROVEMENT PROJECT	\$37,396.00	\$0.00	\$0.00	\$0.00	\$37,396.00	0.00
Total Dept.	STREETS	\$451,865.00	\$39,139.28	\$79,201.46	\$0.00	\$372,663.54	17.53

City of Hamilton

Expenditure Statement : 2019 - 2020

for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	15	PARKS					
10-15-601414	SECURITY	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
10-15-601610	REGULAR SALARIES	\$63,900.00	\$6,739.00	\$17,703.25	\$0.00	\$46,196.75	27.70
10-15-601615	SWIM POOL MANAGER	\$3,900.00	\$0.00	\$0.00	\$0.00	\$3,900.00	0.00
10-15-601616	ASSIST POOL MNGR	\$3,400.00	\$0.00	\$0.00	\$0.00	\$3,400.00	0.00
10-15-601617	LIFEGUARDS	\$8,700.00	\$0.00	\$0.00	\$0.00	\$8,700.00	0.00
10-15-601618	SEASONAL EMPLOYEES	\$6,000.00	\$0.00	\$667.50	\$0.00	\$5,332.50	11.13
10-15-601660	OVERTIME	\$1,000.00	\$967.88	\$2,088.19	\$0.00	(\$1,088.19)	208.82
10-15-605000	MEDICARE	\$1,390.00	\$110.74	\$293.63	\$0.00	\$1,096.37	21.12
10-15-605010	SOCIAL SECURITY	\$4,900.00	\$473.55	\$1,255.60	\$0.00	\$3,644.40	25.62
10-15-605020	HOSPITALIZATION/LIFE	\$6,000.00	\$821.76	\$2,465.28	\$0.00	\$3,534.72	41.09
10-15-605030	WORKMANS COMPENSATION	\$3,800.00	\$308.28	\$818.36	\$0.00	\$2,981.64	21.54
10-15-605040	PENSION CONTRIBUTION	\$8,100.00	\$1,234.67	\$3,214.94	\$0.00	\$4,885.06	39.69
10-15-605060	UNIFORMS	\$1,000.00	\$252.88	\$620.57	\$0.00	\$379.43	62.06
10-15-610030	OFFICE SUPPLIES	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
10-15-610090	MERCHANDISE FOR RESALE	\$694.00	\$0.00	\$0.00	\$0.00	\$694.00	0.00
10-15-610110	JANITORIAL SUPPLIES	\$500.00	\$0.00	\$31.55	\$0.00	\$468.45	6.31
10-15-610130	CHEMICALS	\$1,500.00	\$171.50	\$171.50	\$0.00	\$1,328.50	11.43
10-15-610175	SWIMMING POOL CHEMICALS	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00
10-15-610190	GAS/DIESEL	\$6,000.00	\$170.34	\$720.89	\$0.00	\$5,279.11	12.01
10-15-610210	MINOR TOOLS & SUPPLIES	\$4,000.00	\$466.39	\$984.99	\$0.00	\$3,015.01	24.62
10-15-610211	INMATE FOOD & DRINK	\$2,000.00	\$0.00	\$298.92	\$0.00	\$1,701.08	14.95
10-15-615030	TELEPHONE	\$1,500.00	\$171.37	\$515.12	\$0.00	\$984.88	34.34
10-15-616000	ELECTRICAL	\$14,000.00	\$9,489.42	\$11,100.45	\$0.00	\$2,899.55	79.29
10-15-616001	GAS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
10-15-616002	WATER/SEWER	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00
10-15-625010	CITY VEHICLES/EQUIPMENT	\$3,000.00	\$154.48	\$234.40	\$0.00	\$2,765.60	7.81
10-15-625040	PLAYGROUND/PICNIC TABLES	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00
10-15-625090	MOWING EQUIPMENT	\$7,500.00	\$0.00	\$303.35	\$0.00	\$7,196.65	4.04
10-15-630010	ELECTRICAL EQUIPMENT	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
10-15-630020	PLUMBING	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	15	PARKS					
10-15-635070	BUILDINGS/PAVILLION	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00
Total Dept.	PARKS	\$168,634.00	\$21,532.26	\$43,488.49	\$0.00	\$125,145.51	25.79

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	17	POLICE-HOSPITAL SECURITY					
10-17-601610	REGULAR SALARIES	\$71,000.00	\$2,961.55	\$9,015.07	\$0.00	\$61,984.93	12.70
10-17-601660	OVERTIME	\$0.00	\$0.00	\$75.72	\$0.00	(\$75.72)	0.00
10-17-605000	MEDICARE	\$1,100.00	\$41.26	\$126.79	\$0.00	\$973.21	11.53
10-17-605010	SOCIAL SECURITY	\$4,450.00	\$176.45	\$542.14	\$0.00	\$3,907.86	12.18
10-17-605020	HOSPITALIZATION	\$7,700.00	\$410.88	\$1,232.64	\$0.00	\$6,467.36	16.01
10-17-605030	WORKMAN'S COMPENSATION	\$3,100.00	\$128.83	\$395.45	\$0.00	\$2,704.55	12.76
10-17-605040	PENSION CONTRIBUTION	\$12,300.00	\$537.22	\$1,649.06	\$0.00	\$10,650.94	13.41
10-17-605060	UNIFORMS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00
10-17-640040	TRAINING/TRAVEL	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00
Total Dept.	POLICE-HOSPITAL SECURITY	\$101,650.00	\$4,256.19	\$13,036.87	\$0.00	\$88,613.13	12.83

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	18	ADMINISTRATION					
10-18-601610	REGULAR SALARIES	\$180,000.00	\$13,271.18	\$43,972.69	\$0.00	\$136,027.31	24.43
10-18-605000	MEDICARE	\$2,840.00	\$179.15	\$597.54	\$0.00	\$2,242.46	21.04
10-18-605010	SOCIAL SECURITY	\$11,680.00	\$765.94	\$2,554.75	\$0.00	\$9,125.25	21.87
10-18-605020	HOSPITALIZATION/LIFE	\$7,535.00	\$410.88	\$1,540.80	\$0.00	\$5,994.20	20.45
10-18-605030	WORKMANS COMPENSATION	\$850.00	\$59.72	\$197.91	\$0.00	\$652.09	23.28
10-18-605040	PENSION CONTRIBUTION	\$33,000.00	\$2,407.38	\$7,976.63	\$0.00	\$25,023.37	24.17
10-18-610010	POSTAGE	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00
10-18-610030	OFFICE SUPPLIES	\$2,000.00	\$79.96	\$388.32	\$0.00	\$1,611.68	19.42
10-18-610070	SUNDRY/FEES	\$200.00	\$35.00	\$35.00	\$0.00	\$165.00	17.50
10-18-610150	PEST CONTROL	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00
10-18-610210	MINOR TOOLS & SUPPLIES	\$500.00	\$14.92	\$66.68	\$0.00	\$433.32	13.34
10-18-615020	INSURANCE	\$20,000.00	\$0.00	\$23,309.82	\$0.00	(\$3,309.82)	116.55
10-18-615030	TELEPHONE	\$5,000.00	\$398.17	\$1,249.00	\$0.00	\$3,751.00	24.98
10-18-615070	LEGAL AUDITING	\$12,700.00	\$3,828.75	\$9,062.50	\$0.00	\$3,637.50	71.36
10-18-615080	LEGAL NOTICES	\$300.00	\$155.00	\$174.00	\$0.00	\$126.00	58.00
10-18-615090	ELECTIONS	\$3,000.00	\$499.00	\$499.00	\$0.00	\$2,501.00	16.63
10-18-616000	ELECTRICAL	\$2,400.00	\$341.00	\$532.41	\$0.00	\$1,867.59	22.18
10-18-616001	GAS	\$700.00	\$66.48	\$117.37	\$0.00	\$582.63	16.77
10-18-616002	WATER/SEWER	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
10-18-625070	FURNITURE & FIXTURES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00
10-18-630040	BUILDING & YARD	\$2,000.00	\$40.50	\$1,890.10	\$0.00	\$109.90	94.51
10-18-640032	DUES	\$2,800.00	\$300.00	\$617.00	\$0.00	\$2,183.00	22.04
10-18-640040	TRAVEL/SCHOOLS	\$5,000.00	\$5.00	\$903.05	\$0.00	\$4,096.95	18.06
10-18-645020	CONTINGENCY FUND	\$5,000.00	\$1,118.13	\$3,645.58	\$0.00	\$1,354.42	72.91
10-18-645023	HOTEL/MOTEL TAX-CHAMBER	\$19,000.00	\$2,495.96	\$7,532.87	\$0.00	\$11,467.13	39.65
10-18-645075	MAIN STREET PROGRAM	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00
Total Dept.	ADMINISTRATION	\$349,405.00	\$26,472.12	\$106,863.02	\$0.00	\$242,541.98	30.58

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	20	MUNICIPAL COURT					
10-20-601025	JUDGE FEES	\$7,000.00	\$580.00	\$1,740.00	\$0.00	\$5,260.00	24.86
10-20-601310	CITY ATTORNEY	\$3,000.00	\$363.10	\$824.78	\$0.00	\$2,175.22	27.49
10-20-601610	REGULAR SALARIES	\$42,500.00	\$3,609.28	\$9,466.88	\$0.00	\$33,033.12	22.28
10-20-605000	MEDICARE	\$580.00	\$59.57	\$155.11	\$0.00	\$424.89	26.74
10-20-605010	SOCIAL SECURITY	\$2,480.00	\$254.67	\$663.23	\$0.00	\$1,816.77	26.74
10-20-605020	HOSPITALIZATION/LIFE	\$5,016.00	\$410.88	\$1,232.64	\$0.00	\$3,783.36	24.57
10-20-605030	WORKMANS COMPENSATION	\$190.00	\$20.13	\$53.09	\$0.00	\$136.91	27.94
10-20-605040	PENSION CONTRIBUTION	\$7,700.00	\$720.58	\$1,866.90	\$0.00	\$5,833.10	24.25
10-20-610010	POSTAGE	\$1,600.00	\$180.76	\$276.81	\$0.00	\$1,323.19	17.30
10-20-610050	PRINTING/OFFICE SUPPLIES	\$1,400.00	\$210.00	\$495.42	\$0.00	\$904.58	35.39
10-20-610070	FEES/DUES	\$200.00	\$55.00	\$55.00	\$0.00	\$145.00	27.50
10-20-615030	TELEPHONE	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00
10-20-640040	TRAVEL/SCHOOLS	\$700.00	\$0.00	\$200.00	\$0.00	\$500.00	28.57
10-20-645035	COURT FEES DUE TO CASA	\$200.00	\$0.00	\$1,120.08	\$0.00	(\$920.08)	560.04
10-20-645040	COURT SECURITY UPDATE	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00
Total Dept.	MUNICIPAL COURT	\$73,266.00	\$6,463.97	\$18,149.94	\$0.00	\$55,116.06	24.77

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	22	ADMIN/COUNCIL					
10-22-601010	MAYOR	\$1,500.00	\$125.00	\$375.00	\$0.00	\$1,125.00	25.00
10-22-601020	COUNCIL	\$1,500.00	\$125.00	\$375.00	\$0.00	\$1,125.00	25.00
10-22-601310	CITY ATTORNEY	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00
10-22-605000	MEDICARE	\$75.00	\$3.61	\$10.83	\$0.00	\$64.17	14.44
10-22-605010	SOCIAL SECURITY	\$350.00	\$15.50	\$46.50	\$0.00	\$303.50	13.29
10-22-605030	WORKMANS COMPENSATION	\$35.00	\$0.99	\$2.97	\$0.00	\$32.03	8.49
10-22-605040	PENSION COMPENSATION	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00
10-22-640032	DUES	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
10-22-640040	TRAVEL-COUNCIL	\$500.00	\$0.00	\$205.77	\$0.00	\$294.23	41.15
10-22-645032	COUNCIL MEETINGS	\$2,500.00	\$680.99	\$800.24	\$0.00	\$1,699.76	32.01
Total Dept.	ADMIN/COUNCIL	\$15,910.00	\$951.09	\$1,816.31	\$0.00	\$14,093.69	11.42

City of Hamilton

Expenditure Statement : 2019 - 2020

for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	24	POLICE DEPARTMENT					
10-24-601412	FIELD INVESTIGATION	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
10-24-601610	REGULAR SALARIES	\$305,400.00	\$24,203.20	\$69,557.15	\$0.00	\$235,842.85	22.78
10-24-601660	OVERTIME	\$10,000.00	\$1,052.10	\$2,849.46	\$0.00	\$7,150.54	28.49
10-24-605000	MEDICARE	\$4,425.00	\$357.94	\$1,043.12	\$0.00	\$3,381.88	23.57
10-24-605010	SOCIAL SECURITY	\$18,900.00	\$1,530.48	\$4,460.14	\$0.00	\$14,439.86	23.60
10-24-605020	HOSPITALIZATION	\$40,150.00	\$2,465.28	\$7,601.28	\$0.00	\$32,548.72	18.93
10-24-605030	WORKMAN'S COMP	\$13,300.00	\$996.68	\$2,897.92	\$0.00	\$10,402.08	21.79
10-24-605040	PENSION CONTRIBUTION	\$55,900.00	\$4,540.02	\$13,093.30	\$0.00	\$42,806.70	23.42
10-24-605060	UNIFORMS	\$6,500.00	\$157.50	\$389.84	\$0.00	\$6,110.16	6.00
10-24-610010	POSTAGE	\$300.00	\$0.00	\$127.89	\$0.00	\$172.11	42.63
10-24-610030	OFFICE SUPPLIES	\$2,500.00	\$230.30	\$600.56	\$0.00	\$1,899.44	24.02
10-24-610172	TESTING/EXAM	\$500.00	\$10.00	\$10.00	\$0.00	\$490.00	2.00
10-24-610190	FUEL/OIL	\$18,000.00	\$1,516.20	\$5,033.45	\$0.00	\$12,966.55	27.96
10-24-615030	TELEPHONE	\$4,000.00	\$472.03	\$1,603.74	\$0.00	\$2,396.26	40.09
10-24-615031	SOFTWARE SUPPORT	\$13,500.00	\$638.57	\$7,702.07	\$0.00	\$5,797.93	57.05
10-24-615041	DISPATCH AND JAIL	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00
10-24-615080	LEGAL NOTICE	\$100.00	\$19.25	\$96.25	\$0.00	\$3.75	96.25
10-24-625010	VEHICLE REPAIR	\$10,000.00	\$948.79	\$7,061.58	\$0.00	\$2,938.42	70.62
10-24-625015	EQUIPMENT REPAIR	\$2,000.00	\$300.00	\$429.88	\$0.00	\$1,570.12	21.49
10-24-635110	MISCELLANEOUS	\$3,000.00	(\$4,539.06)	\$1,009.09	\$0.00	\$1,990.91	33.64
10-24-640031	DUES/SUBSCRIPTIONS	\$500.00	\$71.00	\$71.00	\$0.00	\$429.00	14.20
10-24-640032	EDUCATION MATERIAL	\$350.00	\$0.00	\$92.00	\$0.00	\$258.00	26.29
10-24-640040	TRAINING/TRAVEL	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00
10-24-651121	CAPITAL IMPROVEMENT	\$7,000.00	\$5,000.00	\$5,000.00	\$0.00	\$2,000.00	71.43
10-24-691070	POLICE VEHICLE CAPITAL DEBT SERVICE-PRINCIPLE	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00
10-24-691071	POLICE VEHICLE CAPITAL DEBT SERVICE-INTEREST	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00
Total Dept.	POLICE DEPARTMENT	\$538,325.00	\$39,970.28	\$130,729.72	\$0.00	\$407,595.28	24.28

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	26	CODE ENFORCEMENT					
10-26-601610	REGULAR SALARIES	\$30,000.00	\$3,300.00	\$9,257.67	\$0.00	\$20,742.33	30.86
10-26-601660	OVERTIME	\$0.00	\$434.15	\$1,060.30	\$0.00	(\$1,060.30)	0.00
10-26-605000	MEDICARE	\$450.00	\$53.63	\$148.07	\$0.00	\$301.93	32.90
10-26-605010	SOCIAL SECURITY	\$1,850.00	\$229.35	\$633.23	\$0.00	\$1,216.77	34.23
10-26-605020	HOSPITALIZATION/LIFE	\$3,900.00	\$410.88	\$1,232.64	\$0.00	\$2,667.36	31.61
10-26-605030	WORKMANS COMPENSATION	\$300.00	\$162.42	\$448.79	\$0.00	(\$148.79)	149.60
10-26-605040	PENSION CONTRIBUTION	\$5,300.00	\$677.37	\$1,871.66	\$0.00	\$3,428.34	35.31
10-26-610010	POSTAGE	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00
10-26-610030	OFFICE SUPPLIES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00
10-26-615030	TELEPHONE	\$450.00	\$78.33	\$183.19	\$0.00	\$266.81	40.71
10-26-615080	LEGAL NOTICES	\$500.00	\$13.75	\$13.75	\$0.00	\$486.25	2.75
10-26-625010	CITY VEHICLES/EQUIPMENT	\$1,500.00	\$14.50	\$31.06	\$0.00	\$1,468.94	2.07
10-26-640032	DUES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00
10-26-640040	TRAVEL/SCHOOLS	\$500.00	\$150.00	\$150.00	\$0.00	\$350.00	30.00
Total Dept.	CODE ENFORCEMENT	\$45,250.00	\$5,524.38	\$15,030.36	\$0.00	\$30,219.64	33.22

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	28	ANIMAL CONTROL					
10-28-601610	REGULAR SALARIES	\$26,700.00	\$2,018.75	\$5,906.25	\$0.00	\$20,793.75	22.12
10-28-601660	OVERTIME	\$0.00	\$37.50	\$375.00	\$0.00	(\$375.00)	0.00
10-28-605000	MEDICARE	\$400.00	\$29.53	\$90.21	\$0.00	\$309.79	22.55
10-28-605010	SOCIAL SECURITY	\$1,670.00	\$126.24	\$385.70	\$0.00	\$1,284.30	23.10
10-28-605020	HOSPITALIZATION/LIFE	\$3,900.00	\$410.88	\$1,232.64	\$0.00	\$2,667.36	31.61
10-28-605030	WORKMANS COMPENSATION	\$270.00	\$128.51	\$392.57	\$0.00	(\$122.57)	145.40
10-28-605040	PENSION CONTRIBUTION	\$4,800.00	\$373.00	\$1,139.42	\$0.00	\$3,660.58	23.74
10-28-605060	UNIFORMS	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00
10-28-610020	ANIMAL FEED/MISC	\$8,200.00	\$557.21	\$1,489.26	\$0.00	\$6,710.74	18.16
10-28-625010	CITY VEHICLES/EQUIPMENT	\$2,000.00	\$0.00	\$84.99	\$0.00	\$1,915.01	4.25
10-28-640040	TRAINING/TRAVEL	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00
Total Dept.	ANIMAL CONTROL	\$48,340.00	\$3,681.62	\$11,096.04	\$0.00	\$37,243.96	22.95
Total Fund	GENERAL FUND	\$2,531,060.00	\$216,767.77	\$664,667.24	\$0.00	\$1,866,392.76	26.26

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

UTILITY FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	63	WATER DISTRIBUTION					
60-63-401700	TRANSFER OUT TO UTILITY FUND FOR '89 SERIES PMT	\$0.00	\$19,537.00	\$39,074.00	\$0.00	(\$39,074.00)	0.00
60-63-601610	REGULAR SALARIES	\$125,800.00	\$9,822.13	\$27,069.18	\$0.00	\$98,730.82	21.52
60-63-601660	OVERTIME	\$5,000.00	\$318.31	\$2,035.11	\$0.00	\$2,964.89	40.70
60-63-605000	MEDICARE	\$1,850.00	\$136.13	\$389.31	\$0.00	\$1,460.69	21.04
60-63-605010	SOCIAL SECURITY	\$7,800.00	\$582.11	\$1,664.69	\$0.00	\$6,135.31	21.34
60-63-605020	HOSPITALIZATION/LIFE	\$20,075.00	\$1,232.64	\$3,697.92	\$0.00	\$16,377.08	18.42
60-63-605030	WORKMANS COMPENSATION	\$7,200.00	\$520.36	\$1,493.66	\$0.00	\$5,706.34	20.75
60-63-605040	PENSION CONTRIBUTION	\$23,800.00	\$1,839.48	\$5,279.51	\$0.00	\$18,520.49	22.18
60-63-605060	UNIFORMS	\$2,000.00	\$1,076.33	\$1,076.33	\$0.00	\$923.67	53.82
60-63-610130	CHEMICALS	\$99.09	\$0.00	\$0.00	\$0.00	\$99.09	0.00
60-63-610170	LABORATORY SUPPLIES	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
60-63-610190	GAS/DIESEL	\$10,000.00	\$705.73	\$1,890.34	\$0.00	\$8,109.66	18.90
60-63-610210	MINOR TOOLS & SUPPLIES	\$2,000.00	\$983.13	\$2,111.63	\$0.00	(\$111.63)	105.58
60-63-615030	TELEPHONE	\$3,600.00	\$137.31	\$469.00	\$0.00	\$3,131.00	13.03
60-63-615120	DUES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
60-63-615150	WATER PURCHASES ULRMWD	\$1,200,000.00	\$96,672.60	\$329,992.63	\$0.00	\$870,007.37	27.50
60-63-615160	TCEQ WATER SYSTEM FEES	\$4,500.00	\$0.00	\$189.90	\$0.00	\$4,310.10	4.22
60-63-615170	LABORATORY TESTING	\$3,000.00	\$103.85	\$836.41	\$0.00	\$2,163.59	27.88
60-63-616000	ELECTRICAL	\$40,000.00	\$3,380.08	\$9,061.54	\$0.00	\$30,938.46	22.65
60-63-616005	UTILITY GAS	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00
60-63-625011	VEHICLES & EQUIPMENT	\$10,000.00	\$2,256.90	\$3,192.24	\$0.00	\$6,807.76	31.92
60-63-625150	WATER MAINS/SYSTEM REPAIR	\$55,000.00	\$4,342.29	\$13,306.79	\$0.00	\$41,693.21	24.19
60-63-630060	SUNDRY/FEES	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
60-63-640020	SCHOOLS	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00
60-63-645033	AFTER HOURS MEALS	\$500.00	\$0.00	\$7.56	\$0.00	\$492.44	1.51
60-63-651180	CAPITAL IMPROVEMENTS	\$20,000.00	\$3,081.45	\$4,304.33	\$0.00	\$15,695.67	21.52
60-63-691010	PIPELINE PROJECT/89 FMHA	\$204,046.00	\$0.00	\$19,537.00	\$0.00	\$184,509.00	9.57
60-63-691030	NOTE PAYABLE WATER	\$80,449.91	\$0.00	\$0.00	\$0.00	\$80,449.91	0.00

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

UTILITY FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	63	WATER DISTRIBUTION					
	METERS INT						
60-63-691041	TOWER MAINTENANCE	\$63,635.00	\$1,730.00	\$11,496.69	\$0.00	\$52,138.31	18.07
Total Dept.	WATER DISTRIBUTION	\$1,893,955.00	\$148,457.83	\$478,175.77	\$0.00	\$1,415,779.23	25.25

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

UTILITY FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	64	ADMIN/ACCOUNTING					
60-64-601310	CITY ATTORNEY	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00
60-64-601411	ADMIN CAR ALLOWANCE	\$1,000.00	\$0.00	\$44.79	\$0.00	\$955.21	4.48
60-64-601610	REGULAR SALARIES	\$84,000.00	\$6,125.49	\$23,433.46	\$0.00	\$60,566.54	27.90
60-64-601660	OVERTIME	\$0.00	\$172.85	\$558.35	\$0.00	(\$558.35)	0.00
60-64-605000	MEDICARE	\$1,250.00	\$91.31	\$347.64	\$0.00	\$902.36	27.81
60-64-605010	SOCIAL SECURITY	\$5,200.00	\$390.51	\$1,486.57	\$0.00	\$3,713.43	28.59
60-64-605020	HOSPITALIZATION/LIFE	\$7,375.00	\$821.76	\$2,157.12	\$0.00	\$5,217.88	29.25
60-64-605030	WORKMANS COMPENSATION	\$400.00	\$28.35	\$107.97	\$0.00	\$292.03	26.99
60-64-605040	PENSION CONTRIBUTION	\$15,900.00	\$1,142.51	\$4,352.08	\$0.00	\$11,547.92	27.37
60-64-610010	POSTAGE	\$8,000.00	\$443.94	\$1,942.73	\$0.00	\$6,057.27	24.28
60-64-610030	OFFICE SUPPLIES	\$4,500.00	\$0.00	\$281.84	\$0.00	\$4,218.16	6.26
60-64-610070	SUNDRY/FEES	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
60-64-610210	MINOR TOOLS & SUPPLIES	\$250.00	\$14.93	\$47.13	\$0.00	\$202.87	18.85
60-64-615020	INSURANCE	\$21,000.00	\$0.00	\$23,309.82	\$0.00	(\$2,309.82)	111.00
60-64-615022	TELEPHONE	\$3,500.00	\$331.54	\$1,117.49	\$0.00	\$2,382.51	31.93
60-64-615070	LEGAL AUDITING	\$11,125.00	\$3,828.75	\$9,062.50	\$0.00	\$2,062.50	81.46
60-64-615080	LEGAL NOTICES	\$250.00	\$16.50	\$50.30	\$0.00	\$199.70	20.12
60-64-616000	ELECTRICAL	\$2,300.00	\$340.99	\$532.39	\$0.00	\$1,767.61	23.15
60-64-616001	GAS	\$600.00	\$66.47	\$117.35	\$0.00	\$482.65	19.56
60-64-625050	OFFICE MACHINES	\$25,000.00	\$1,325.00	\$12,340.61	\$0.00	\$12,659.39	49.36
60-64-625070	FURNITURE & FIXTURES	\$1,000.00	\$210.50	\$720.50	\$0.00	\$279.50	72.05
60-64-640032	DUES	\$1,000.00	\$0.00	\$100.00	\$0.00	\$900.00	10.00
60-64-640040	TRAVEL/SCHOOLS	\$1,500.00	\$5.00	\$130.00	\$0.00	\$1,370.00	8.67
60-64-645020	CONTINGENCY FUND	\$15,000.00	\$519.57	\$948.81	\$0.00	\$14,051.19	6.33
60-64-671030	PROFESSIONAL FEES/ENG	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00
Total Dept.	ADMIN/ACCOUNTING	\$246,400.00	\$15,875.97	\$83,189.45	\$0.00	\$163,210.55	33.76

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

UTILITY FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	65	SEWER SYSTEM					
60-65-601610	REGULAR SALARIES	\$73,500.00	\$5,597.22	\$14,012.02	\$0.00	\$59,487.98	19.06
60-65-601660	OVERTIME	\$8,000.00	\$443.70	\$931.25	\$0.00	\$7,068.75	11.64
60-65-605000	MEDICARE	\$1,180.00	\$86.76	\$214.19	\$0.00	\$965.81	18.15
60-65-605010	SOCIAL SECURITY	\$5,050.00	\$371.00	\$915.86	\$0.00	\$4,134.14	18.14
60-65-605020	HOSPITALIZATION/LIFE	\$7,590.00	\$410.88	\$1,232.64	\$0.00	\$6,357.36	16.24
60-65-605030	WORKMANS COMPENSATION	\$2,710.00	\$154.60	\$394.67	\$0.00	\$2,315.33	14.56
60-65-605040	PENSION CONTRIBUTION	\$15,400.00	\$1,095.83	\$2,710.71	\$0.00	\$12,689.29	17.60
60-65-605060	UNIFORMS	\$1,050.00	\$484.98	\$484.98	\$0.00	\$565.02	46.19
60-65-610130	CHEMICALS	\$15,000.00	\$3,447.29	\$6,767.45	\$0.00	\$8,232.55	45.12
60-65-610171	LABORATORY TESTS	\$10,000.00	\$1,576.00	\$4,887.00	\$0.00	\$5,113.00	48.87
60-65-610190	GAS/DIESEL	\$2,500.00	\$221.23	\$944.44	\$0.00	\$1,555.56	37.78
60-65-610210	MINOR TOOLS & SUPPLIES	\$3,000.00	\$588.84	\$874.09	\$0.00	\$2,125.91	29.14
60-65-615030	TELEPHONE	\$1,500.00	\$149.73	\$558.50	\$0.00	\$941.50	37.23
60-65-615210	TCEQ INSP FEES	\$3,500.00	\$0.00	\$3,185.42	\$0.00	\$314.58	91.01
60-65-616000	ELECTRICAL	\$55,000.00	\$10,618.95	\$12,372.45	\$0.00	\$42,627.55	22.50
60-65-625010	CITY VEHICLES/EQUIPMENT	\$3,000.00	\$192.97	\$219.33	\$0.00	\$2,780.67	7.31
60-65-630061	PLANT MAINT	\$40,000.00	\$4,472.00	\$30,835.88	\$0.00	\$9,164.12	77.09
60-65-630070	SEWER MAINS/REPAIR/REPLAC	\$35,000.00	\$0.00	\$326.13	\$0.00	\$34,673.87	0.93
60-65-640020	SCHOOLS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00
60-65-640071	CDBG 2019-20 SEWER PLANT	\$31,625.00	\$0.00	\$0.00	\$0.00	\$31,625.00	0.00
60-65-651180	CAPITAL PURCH/LAB SUPPLIES	\$19,060.00	\$0.00	\$29,905.50	\$0.00	(\$10,845.50)	156.90
60-65-671030	PROFESSIONAL FEES/ENG	\$5,000.00	\$495.00	\$495.00	\$0.00	\$4,505.00	9.90
60-65-691041	PYMT WW 2006 SERIES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00
60-65-695000	INTEREST EXPENSE	\$46,035.00	\$0.00	\$0.00	\$0.00	\$46,035.00	0.00
Total Dept.	SEWER SYSTEM	\$405,700.00	\$30,406.98	\$112,267.51	\$0.00	\$293,432.49	27.67
Total Fund	UTILITY FUND	\$2,546,055.00	\$194,740.78	\$673,632.73	\$0.00	\$1,872,422.27	26.46

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

AIRPORT FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	23	AIRPORT EXPENSES					
75-23-610190	GAS & OIL	\$750.00	\$78.00	\$448.69	\$0.00	\$301.31	59.83
75-23-615019	FUEL-JET	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	0.00
75-23-615030	TELEPHONE / TV	\$3,000.00	\$229.64	\$917.74	\$0.00	\$2,082.26	30.59
75-23-616000	ELECTRICAL	\$5,400.00	\$444.67	\$1,362.94	\$0.00	\$4,037.06	25.24
75-23-616003	FUEL-100 LL	\$30,940.00	\$0.00	\$12,641.17	\$0.00	\$18,298.83	40.86
75-23-616005	UTILITY PROPANE	\$500.00	\$427.55	\$427.55	\$0.00	\$72.45	85.51
75-23-625010	COURTESY CAR	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
75-23-625011	MOWER / GOLF CART	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
75-23-635112	GEN MAINT / ADMIN	\$1,000.00	\$54.00	\$3,116.58	\$0.00	(\$2,116.58)	311.66
75-23-635150	WATER SYSTEM	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00
75-23-635160	MAINTENANCE / RAMP REIMB	\$20,000.00	\$4,228.00	\$5,208.84	\$0.00	\$14,791.16	26.04
75-23-635165	AWOS SERV FEE	\$6,000.00	\$0.00	\$5,966.00	\$0.00	\$34.00	99.43
75-23-635170	FAA PAVEMENT PROJECT MATCH	\$46,400.00	\$0.00	\$0.00	\$0.00	\$46,400.00	0.00
75-23-671120	DEBT SERVICE / FUEL TANK	\$30,280.00	\$0.00	\$0.00	\$0.00	\$30,280.00	0.00
Total Dept.	AIRPORT EXPENSES	\$167,320.00	\$5,461.86	\$30,089.51	\$0.00	\$137,230.49	17.98
Total Fund	AIRPORT FUND	\$167,320.00	\$5,461.86	\$30,089.51	\$0.00	\$137,230.49	17.98

City of Hamilton
Expenditure Statement : 2019 - 2020
for Accounting Period 12/31/2019

GRANT FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	82	GRANT ACCTS EXPENSE					
90-82-671120	INTEREST EXPENSE	\$0.00	\$34,833.44	\$34,833.44	\$0.00	(\$34,833.44)	0.00
Total Dept.	GRANT ACCTS EXPENSE	\$0.00	\$34,833.44	\$34,833.44	\$0.00	(\$34,833.44)	0.00
Total Fund	GRANT FUND	\$0.00	\$34,833.44	\$34,833.44	\$0.00	(\$34,833.44)	0.00
Grand Total		\$5,244,435.00	\$451,803.85	\$1,403,222.92	\$0.00	\$3,841,212.08	26.76

**MINUTES OF REGULAR MEETING
OF THE GOVERNING BODY OF THE
CITY OF HAMILTON, TEXAS
DECEMBER 12, 2019**

A Regular Council Meeting of the Governing Body of the City of Hamilton, Texas was held on the 12th day of December, 2019 at 6:00 p.m. in City Hall, 200 East Main, Hamilton, Texas.

Present for the meeting:

Mayor Jim McInnis(Arrived late)	Councilmember Shelley Voges
Mayor Pro Tem Todd Jordan	Attorney Connie White
Councilmember Cody Morris	City Secretary/Interim City Administrator
Councilmember George Beard	Ryan Polster
Councilmember Justin Slone	

Others present: Hamilton Herald News Kate Edwards, Daniel Thatcher, Vicki Beard, Pris Woodrech, Brenda Wenzel, Hamilton Volunteer Fire Department President Tom Dalton(arrived Late), HVFD Chief Paul Gomez, HVFD representatives Springer Courtney and Brandon Gomez.

Item No. I: Mayor Pro-Tem Jordan opened the meeting with a Prayer and Pledge of allegiance.

Item No. II: Public Comments. None

Item No. III: The following Consent Agenda Items were approved unanimously in a single Motion from Morris and a second from Voges.

1. The November, 2019 Financial Report
2. The November 14, 2019 Regular Council Meeting Minutes

Item No. IV: The following agenda deliberations were discussed and/or action taken:

1. Fire Chief, Paul Gomez reported on the Hamilton Volunteer Fire Department, stating that HVFD currently has 31 active fire fighters. Gomez reported the nature and number of fire calls. No action was taken.
2. Resolution #44-19, Adopting an Agreement between The City of Hamilton and the Hamilton Volunteer Fire Department, passed unanimously with a Motion from Slone and a second from Beard.
3. Ordinance #12-19, Amending the Code of Ordinances; Chapter 2, Administration; Article II. Officers and Employees; Division 1; Sec. 2-26. City Administrator, passed unanimously with a Motion from Beard and a second from Morris. As part of Beard's motion, he requested removing "and may reside outside the Hamilton City limits while in office only with the approval of the city council."
4. Resolution #45-19, Accepting the Bid from Ganske Demolition to remove two Airport Hangars, 800 Michael S Willeford Hangar only at Hamilton Airport #11 and

#12, passed unanimously with a Motion from Morris and a second from Beard. Mayor McInnis joined the meeting after the completion of this item and resumed leadership from Mayor Pro-Tem Jordan.

5. Slone made a Motion to table a discussion on Amending the City of Hamilton Personnel Policy Section 8 where pertains to Use of City Property. Jordan seconded the Motion which passed unanimously.
6. Ordinance #13-19, Adopting Bulk Waste Permit Fee of \$30.00, passed with a Motion from Morris and second from Jordan. With Morris, Jordan and Voges voting in favor and Beard and Slone against.
7. Resolution #46-19, Amending Holiday Leave Hours for Fulltime Employees in 2019, adding an additional Holiday on Monday December 23, passed unanimously with a Motion from Slone and a second from Morris.
8. Resolution #47-19, Nominating and Approving Appointment of Jay McDaniel, Doyle Cook, Gary Gromatzky and Kenneth Sharp to the Board of Adjustment, passed unanimously with a Motion from Jordan and a second from Slone.
9. Resolution #48-19, Nominating and Approving Appointment of Keith Gatewood, Denise Hughes, Daniel Thatcher and Charles Smith to the Planning and Zoning Commission, passed with a 4 to 0 vote. The Motion was made by Morris and a Second from Jordan. Slone abstained from the vote.

Ryan Polster presented the City Administrator's Report.

- Morris updated Council on the Mainstreet Program meeting earlier in the day. Mayor McInnis, Beard and Morris all attended.
- The Mack Snorkel Truck and CAT420 Backhoe sold at auction.
- Polster stated that the City of Hamilton offices will be closed on Christmas Eve, Christmas Day and now the day before Christmas Eve(Monday Dec 23).
- Polster stated the networking and information gained from attending the Texas City Manager Assoc. quarterly meetings in Graham TX is very helpful.
- Voges updated the Council on County and City individuals who are searching for a new Senior Citizen's Center. Beard suggested adding the subject to a citizen survey.
- A Quorum Notice will be posted for a City Council Tour of Upper Leon Treatment Plant on January 10th 9:00am.
- Polster presented the Police report.
- Polster presented the Airport Report to include hangars and entrance sign.

Item No. V: Future Agenda Items – Slone requested that the unfinished business in item 5, amending the personnel policy, be added. Morris requested a flashing light at HWY36 E and Dollar General and for handrails to be put in-between HWY 36 and HWY 281 and the courthouse parking area.

Item No. VI: Mayor McInnis adjourned the Regular Council Meeting unanimously at 7:31pm with a Motion from Slone and a second from Jordan.

Jim McInnis, Mayor

Ryan W. Polster, City Secretary

Item : Agenda Deliberations



Agenda Item #1

For Council Action
January 9, 2020

To: Honorable Mayor and City Council
From: Ryan Polster, Interim City Administrator

Subject: Status Report on the Hamilton Volunteer Fire Department as presented by HVFD President, Tom Dalton.

Background: Updates on the Hamilton Volunteer Fire Department.

Recommendation: No Action.



Agenda Item # 2

For Council Action
January 9, 2020

To: Honorable Mayor and City Council
From: Ryan Polster, Interim City Administrator

Subject: Consideration and/or Action of Resolution Ordering May 2, 2020 Municipal Election and Appointing Election Judges.

Background: Election day will be May 2, 2020 from 7am to 7pm. Early voting will be April 20th through April 28th.

Judy Jackson and Joyce Sommerfeld have both agreed to being the Election Judge and Alternate Election Judge, respectively.

Recommendation: City Council approve resolution.

RESOLUTION NO. 01-20

**A RESOLUTION BY THE CITY COUNCIL OF HAMILTON, TEXAS ORDERING
ELECTION FOR MAYOR AND CITY COUNCIL**

WHEREAS, The Mayor and Two (2) Alderman positions for two (2) year terms will expire in May of 2022, and:

WHEREAS, the date of the election shall be May 2, 2020 to be held at City of Hamilton City Hall, 200 East Main St, Hamilton, Texas 76531 and the hours will be from 7:00 a.m. to 7:00 p.m., and;

WHEREAS, the election notice must be published in the newspaper and properly posted continuously through Election Day, and;

WHEREAS, THE City Council shall appoint an Election Judge and Alternate Election Judge.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hamilton, Texas:

That the City of Hamilton as required by the Election Code hereby orders the Municipal Election for May 2, 2020, to be held at City Hall, 200 East Main Street, Hamilton, Texas 76531.

PASSED AND APPROVED this 9th day of January, 2020.

THE CITY OF HAMILTON

BY: _____
Jim McInnis, Mayor

ATTESTED:

Ryan W Polster, City Secretary

APPROVED TO FORM:

Connie Z White, City Attorney



CITY OF HAMILTON

Agenda Item # 3

For Council Action
January 9, 2020

To: Honorable Mayor and City Council
From: Ryan Polster, Interim City Administrator

Subject: Consideration and/or Action of Resolution Declaring Two Twelve Hour Days for Early Voting.

Background: Election Clerk is requesting April 20th and April 21st.

Recommendation: City Council approve resolution.

RESOLUTION NO. 02-20

**A RESOLUTION BY THE CITY COUNCIL OF HAMILTON, TEXAS ORDERING
TWO TWELVE HOUR DAYS FOR EARLY COTING**

WHEREAS, the City Council of the City of Hamilton, Texas must choose two days to be open twelve (12) hours during the regular early voting period. The two days must be approved by the City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hamilton, Texas:

That two twelve-hour days for early voting between and including April 20, 2020 and April 28, 2020 will be April 20, 2020 and April 21, 2020.

PASSED AND APPROVED this 9th day of January, 2020.

THE CITY OF HAMILTON

BY: _____
Jim McInnis, Mayor

ATTESTED:

Ryan W Polster, City Secretary

APPROVED TO FORM:

Connie Z White, City Attorney



Agenda Item #4

For Council Action
January 9, 2020

To: Honorable Mayor and City Council
From: Ryan Polster, Interim City Administrator

Subject: Consideration and/or Action on Modification of the City of Hamilton Personnel Policy Section 8 where pertains to Use of City Property.

Background: Review of Personnel Policy is needed in Section 8.

Recommendation: Approve Revision to Section 8.

RESOLUTION # 03-20

**A RESOLUTION AMENDING THE CITY OF HAMILTON PERSONNEL POLICY
SECTION 8**

WHEREAS, the City Council of the City of Hamilton, Texas finds it is in the best interest of the citizens of the City of Hamilton, Texas; and

WHEREAS, the employees of the City of Hamilton are required to make safety in all areas their top priority; and

WHEREAS, the City Council finds it necessary to establish guidelines for take home vehicle use; and

WHEREAS, the City of Hamilton requires employees to follow policies and the City is committed to provide a safe working environment and conditions.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAMILTON, TEXAS that this resolution amend Section 8 of the Personnel Policy with the new guidelines established.

PASSED AND APPROVED by the Council for the City of Hamilton in a meeting held on the 9th day of January, 2020.

CITY OF HAMILTON, TEXAS

Mayor, Jim McInnis

ATTESTED:

Approved As To Form:

City Secretary, Ryan W. Polster

City Attorney, Connie Z. White

8.0 USE OF CITY PROPERTY

The following will replace section 8 of the City of Hamilton Personnel Policy

8.01 GENERAL POLICY:

The City attempts to provide each employee with adequate tools, equipment, and vehicles for the job being performed and expects such employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all Municipal, County, and State regulations.

8.02 CITY PROPERTY USE:

- A. Each employee will be responsible for maintaining and operating City equipment in a safe manner. Equipment assigned to personnel to perform a task or duty will not be abused and it will be the employee's responsibility to assure that proper maintenance and operation is performed on said equipment to prevent unneeded and costly damage or repairs to equipment resulting from a lack of such preventative maintenance or from abuse.
- B. The use of City-owned equipment, supplies and/or material, for personal use by an employee or any other person, is strictly prohibited. Violation may result in discharge and possible prosecution.
- C. No city vehicles may be taken home unless authorized by the Department Head and the City Administrator. (See section on "City Vehicle Use".)
- D. Employees will not permit unauthorized persons to ride in City vehicles, except such persons who are required to be conveyed in the performance of duty.

8.03 LAND LINE USE:

No personal long distance telephone calls shall be charged to City telephones.

8.04 CELL PHONE USE:

Employees are responsible for:

- Ensuring that all communications on such devices are kept to the briefest duration possible;
- Keeping personal communications to a minimum;
- Ensuring that any personal use does not detract from the employee's availability for completion of assigned duties;
- Being available to receive calls or mobile data messages while working or on-call;
- Using good judgment while speaking or sending mobile data messages, as all phone records are subject to Open Records Request;

Employees operating any City motor vehicle will utilize a "hands-free" option, employees should stop their vehicle as soon as safely possible, to use cell phones.

Employees are prohibited from using a cell phone while operating any equipment.

Employees shall not text on cell phones or other mobile communication devices while driving a City vehicle or equipment.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

8.05 TOBACCO USE:

PURPOSE:

To provide a safe and healthy work environment for citizens, customers, and employees.

POLICY:

In keeping with the city's intent to provide a safe and healthful work environment, smoking and the use of smokeless tobacco products (e.g. chewing tobacco, snuff, vapor e-cigarettes, etc.) are prohibited in city buildings and other facilities, in city owned buildings or municipal buildings or in city-owned, rented, or leased vehicles or while using city equipment.

Employees may use tobacco products outdoors on their rest breaks outside of the buildings in designated smoking areas or during their meal periods. Smoke breaks which are excessive in frequency or length will be treated as an attendance issue. No employee shall use tobacco products while making public contact.

Employees may be allowed to smoke during their break or meal period, only in designated areas by their department director. Designated areas are restricted to out-side only. Willful or repeated violations of this policy will result in appropriate corrective actions.

8.06 POLITICAL ACTIVITY:

Except as may otherwise be provided by law, the following restrictions shall apply to all employees.

- City employees shall not use working hours or City property to solicit or receive any subscription, contribution, or political service and /or circulate, receive any petition or campaign literature on behalf of any candidate or public issue.
- City employees shall not engage in any political activity while in City uniform or using a display of City logo, emblem, or slogan.
- City employees shall not use their position in any action or activity for or against any candidate for local (City or County) office.

8.07 CITY VEHICLE USE:

PURPOSE:

To establish standard requirements and procedures, in accordance with applicable provisions of the Internal Revenue Code, for the City of Hamilton employees who are assigned city-owned or leased vehicles in the course of providing services and conducting business.

DEFINITIONS:

City Vehicle is any vehicle owned, rented, or leased by the city.

De Minimis means a minimal amount of personal use of city-owned vehicles, as defined by the Internal Revenue Service regulations.

Marked vehicle is a city-owned vehicle which is clearly identified for use in city operations and business.

Take home Vehicle is a city-owned vehicle which is assigned to a specific position with take-home responsibilities.

Unmarked Vehicle is a city-owned vehicle which is not easily identified as used by a city employee. Examples of such vehicles would be those used in fire and/or police criminal investigation and by detective personnel.

Vehicle is any self-propelled equipment, trailer, or trailer mounted equipment, which is towed by a self-

propelled piece of equipment, which may be marked or unmarked with city identification, and/or licensed for use on public roadways.

POLICY:

This policy is intended to ensure the safety and well-being of city employees; to facilitate the efficient and effective use of city resources; to minimize the city's exposure to liability; to monitor the use of city-owned vehicles; and to comply with Internal Revenue Service regulations relating to city vehicle usage.

A. Assignment of Take-Home Vehicle

A take home vehicle may be assigned to an employee for any of the following reasons:

1. When taking home a city-owned vehicle serves a valid public purpose
2. When the employee responds to frequent emergency calls from home or is on call-back or standby status
3. When the responsibilities of the position require the person be available to respond to situations with the necessary specialized equipment and/or skill that requires the city vehicle for transportation

B. Take-Home Vehicle Authorization Procedure

The assignment of city take-home vehicles to employees shall require the approval of council, based on the recommendations from the employee's department director and the city administrator, Take Home Vehicle Request Form (See Appendix). If a vehicle is assigned pursuant to this policy, only the employee who was granted approval is authorized to operate the vehicle without written approval. The following criteria will measure an employee's need for take-home vehicle authorization:

1. All employees that take city vehicles home must live within twenty (20) minutes or less of the job site where the employee is stationed for the purposes of responding to emergencies. Exceptions to this rule will be granted at the discretion of the city administrator. Continued take-home vehicle authorization will be based on the number of actual back to work trips made. If the number of after hours, back to work trips is low, take-home authorization may be discontinued.
2. Positions that utilize a take-home vehicle will be reviewed on an annual basis and will require authorization by the department director and/or the city administrator.
3. The city reserves the right to review the continuing need for any vehicle assignment and withdraw or reassign such vehicle at any time.
4. City vehicle usage will not be negotiated as part of an employment package without prior approval from the city administrator.

C. Use of Take-Home Vehicles

Authorized personnel who utilize take-home city vehicles will adhere to good stewardship practices and common sense pertaining to responsible use of the vehicles. Employees who use take-home vehicles must adhere to the following general instructions:

1. Employees are prohibited from transporting non-city business related persons in any city take-home vehicle
2. In no case shall a city vehicle be used while purchasing, transporting, or consuming alcohol, unless in the course of an investigation that involves alcohol,
3. Aside from providing services and conducting business, take-home vehicles may be used for commuting and de minimis personal errands during workdays, pursuant to Internal Revenue Service (IRS) regulations. An Employee may utilize their vehicle for lunch and/or break time purposes during workdays as long as it is within reasonable distance from the employee's place of work that day and approved by their supervisor. These regulations may be amended by the IRS from time to time.

D. City Vehicle Requirements

The following requirements are applicable to both take-home and non-take-home City vehicles:

1. Only city employees are authorized to operate city vehicles.
2. All operators of city vehicles shall possess a valid Texas driver's license necessary for that vehicle or equipment.
3. All drivers and business travelers must wear seat belts and obey all traffic laws.
4. All city vehicles must be operated in the manner prescribed in applicable State laws and city ordinances.
5. Employees are strictly prohibited from operating a city vehicle while under the influence of alcohol or illegal drugs, and are likewise prohibited from operating a city vehicle while using a prescription, over-the-counter or non-prescribed medicine which may impair their ability to safely operate a motor vehicle.
6. Employees may not use the telephone, send or read mobile data messages while driving a city vehicle. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. The only exception is public safety employees conducting official business; water, streets, code enforcement, and parks and recreation employees only when conducting official city business.
7. Employees are responsible for notifying the city within twenty-four (24) hours if their license is suspended. Suspension or revocation of the driver's license, of an employee who is assigned as a vehicle or equipment operator, may result in a demotion or discharge. It is the responsibility of the employee to ensure that all city issued vehicle insurance documentation and registration be in the vehicle at all times. In the case of an accident, the employee driving a city-owned vehicle shall immediately notify the nearest police department to report the accident. Copies of the completed accident report shall be forwarded to the employee's supervisor and the Human Resources Department. Department directors are required to immediately notify the City Administrator of any vehicular accidents in their department in order to file and distribute insurance claims.
8. Employees must comply with all preventative maintenance programs required by the city. Further, all employees driving city vehicles are required to report and explain any and all abnormalities noticed by the driver to their supervisor immediately. By agreeing to use a city-owned vehicle, the employee agrees to keep city vehicles current on all maintenance and necessary work.
9. Vehicles shall be kept free of litter and debris. The physical appearance of the vehicle must create a good impression of the city.
10. City vehicles and heavy equipment shall be inscribed in accordance with Chapter 721, Texas Transportation Code. Any tampering or removal of the inscription will result in corrective action.
11. Employees assigned to a city vehicle will be required to sign a form indicating that they have read and will comply with the rules and provisions in this policy.
12. Employees who have driving responsibilities are subject to the Motor Vehicle Regulations.

Employees who do not comply with the provisions of this policy shall be subject to corrective action up to, and including termination

ATTACHED FORM

INSTRUCTIONS - ASSIGNMENT OF CITY VEHICLES FOR TAKE-HOME PURPOSES

Prior to allowing any employee to take a City-owned or City-leased vehicle home, an assignment form must be completed in accordance with the following instructions.

1. Department Head must complete first two sections of assignment form including signature and date. S/he must then have employee sign and date the last section and submit the form to the City Administrator for approval.
2. The City Administrator will approve or deny the requested assignment, sign and date the form and return it to the Human Resources Director.
3. The Human Resources Director will return one fully executed copy to the employee and another to the department head.
4. The department head is responsible for notifying the Human Resources Director (in writing) of any change in the vehicle assigned to a particular employee.

Note: In cases where a vehicle is being assigned to a department head, s/he should complete and sign both the request section (department head) and the acknowledgment section (employee).

ASSIGNMENT OF CITY VEHICLES FOR TAKE-HOME PURPOSES

EMPLOYEE: _____

DEPARTMENT: _____

ADDRESS VEHICLE WILL BE HOUSED AT: (If address changes you must notify Department Head immediately and complete new form)

THIS ADDRESS IS: Inside City Limits Outside City Limits/County

Number of miles driven to this address one way:

VEHICLE DESCRIPTION:

Year: _____ Make: _____ Model: _____

VIN: _____

If you are assigned a different vehicle for any reason, you are to complete a new form and submit to Human Resources immediately.

Approval is requested for the above-named employee to be assigned the described vehicle for take-home purposes as follows:

overnight and/or on weekends on a regular basis

- overnight and/or on weekends only when on call
- other:

Justification for Request:

I understand that it is my responsibility to notify the Human Resources Director immediately if any of this information changes, including assignment of a different vehicle to this employee.

Signature of Department Head

Date

The above assignment is:

- Approved
- Denied

Signature of City Manager

Date

I hereby acknowledge that I have been assigned the primary responsibility for the vehicle described above. I further acknowledge that I have received a copy of the City's policy regarding the use of City vehicles and that I understand and will comply with the provisions of that policy

Signature of Employee

Date

USE OF CITY VEHICLES

If you are assigned the use of City automobiles, trucks or equipment, you are expected to drive them with due care especially observing all laws and rules of the road. All assigned vehicles/equipment must be maintained in a clean and sanitary condition at all times by the operator of such vehicles/equipment. Any vehicle operating problems must be reported to your supervisor or department head for immediate corrective action. The City stresses preventive maintenance, and every operator of City vehicles/equipment is expected to cooperate by adhering to the maintenance schedule and reporting vehicle deficiencies without delay.

Only City employees with the appropriate type of valid Texas driver's license may operate a City-owned or City leased vehicle. Employees may operate City vehicles during normal working hours or shift assignments based upon authorization of their department head for City-related use only. It is the department heads duty to ascertain that an operator assigned to drive a vehicle, even if on a temporary basis, holds a valid driver's license and is in sound condition to operate the vehicle. The employee is required to have his driver's license in his possession at all times while operating a City vehicle. Employees operating City vehicles are not to drive such vehicles outside the Hamilton County area unless prior authorization is received from their department head.

If you are assigned a City-owned or City-leased vehicle on a regular basis, you have the responsibility of seeing that it is adequately serviced (gas, oil, filters, lubrication, tire pressure and replacement, maintenance for safety, etc.). Items of a repair and replacement nature should normally be carried out by the vehicle's operator; however, in cases where your assigned vehicle cannot be repaired or serviced in a timely manner, you must report the need for repairs or maintenance to your department head who will make arrangements for alternative maintenance or repair service.

If you are on call or are expected to act on behalf of the City during other than normal working hours or shift assignments, you may be assigned the use of a City-owned or City-leased vehicle for take-home purposes. To be eligible to use a City-owned or City-leased vehicle for take-home purposes, an employee must live within Hamilton County and within ten miles of the city limits unless approved in writing by the City Administrator. (City vehicles may not be taken home unless an assignment form has been completed and approved by the City Administrator.) City-owned or City-leased vehicles taken home may be used only by the employee for City-related business. Members of the employee's family, neighbors or others are not to either drive or be transported in the vehicle unless such actions are related to City work or result from a life-threatening emergency or serious health problem. When an employee assigned the use of a vehicle for take-home purposes knows in advance that s/he will be unable to work or be on call for a period of more than two (2) consecutive days (illness, vacation, travel, etc.), the employee should arrange for the City vehicle to be returned to his/her department during such absence.

Nothing in this policy is intended to prohibit any authorized employee from using a City vehicle as transportation for purposes directly related to the performance of City duties during work assignments or on a call out. Employees are not prohibited from being in a City vehicle while taking reasonable breaks for lunch, coffee, etc. during working hours or in route to work or on a call; however, in no instance should an employee purchase alcoholic beverages or frequent taverns, clubs or other drinking establishments while using a City-owned or City-leased vehicle.

Some supervisory-level employees may be given permission to transport members of their family, other City officials or their families and others for out-of-town travel to functions related to the municipal service such as special hearings, training programs, conventions, seminars, etc. This policy does not prohibit transporting non-City employees such as vendors, consultants, inspectors, official guests, citizens, government officials, prisoners, and persons involved in police investigations or other activities, etc. as a part of routine work assignments or public safety activities.

Failure to comply with the provisions of this policy will result in appropriate disciplinary action.

City of Hamilton

Hamilton, Texas 76531



PERSONNEL POLICY

AND

Policy Concerning Aids and Aids-related
Conditions in the Workplace

CITY OF HAMILTON PERSONNEL POLICY

1.00 Introduction

1.01 Authority

The City council, elected by the citizens of Hamilton, Texas, is the policy making body of the city. All of the policies in this manual have been approved by your City Council, effective February 8th, 2007.

1.02 Responsibility for Implementation of Personnel Policies

Each elected or appointed official and supervisors of the City of Hamilton is responsible for the administration of the personnel policies and procedures.

With the exception of matters of appointments and other personnel actions restricted by statutes, final authority on personnel decisions is reserved for the City Council.

1.03 Purpose

These policies set forth the primary rules governing employment with the City of Hamilton. The policies contained here are established to bring understanding, cooperation, efficiency and teamwork to City service through consistent, uniform application of personnel practices. Our goals are:

1. To provide quality public service.
2. To provide equal employment for all persons, and
3. To promote pride and high morale among City employees.

1.04 Applicability of Personnel Policies

The personnel policies apply equally to all employees of the City of Hamilton. In cases where federal or state law or regulations supersede local policy, such laws or regulations will substitute for these personnel policies only insofar as necessary to comply.

1.05 Dissemination of Personnel Policies

An official record copy of personnel policies shall be filed with the City Secretary. Each new employee and each department director shall be furnished a copy of a complete up-to-date set of personnel policies.

1.06 Employee Suggestions

Employees are encouraged to make constructive suggestions for any improvement in these policies.

2.0 Employee Responsibilities

2.01 General

The City of Hamilton is a public tax supported organization. Its employees must adhere to high standards of public service that emphasizes professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct. Employees are expected to carry out efficiently the work items assigned as their responsibility, to maintaining good relationships with the public, with other government employees and officials, with their supervisors and with fellow employees.

2.02 **Administration**

The City Administrator is responsible for the proper administration of the City and enforcement of the policies set forth in this handbook. The department supervisors will assist the City Administrator in setting and enforcing standards of employee conduct, welfare, and morale in all departments. The department directors will be consulted regarding all departmental personnel actions.

We Are An Equal Opportunity Employer

It is the continuing policy of the City of Hamilton to provide equal employment opportunity to all persons without regard to their race, religion, color, national origin, sex, or disability.

The City of Hamilton maintains an Affirmative Action Program restating our commitment to apply every effort to the continued development and support of programs and procedures designed to assist in providing equal opportunity. This program requires positive efforts on the part of all management to take such action as is necessary to ensure the rights and the rightful place of minorities, females, disabled, and aged in the work place.

Employees have certain responsibilities to the City of Hamilton, both internally with fellow employees and management, as well as in their day-to day personal environment. They are expected to perform efficiently the work assigned as their responsibility; to maintain good moral conduct; maintain good relationships with their supervisors and fellow employees; protect and maintain City property; serve with scrupulous honesty; and cooperate in all internal and external investigations.

Employees shall be kept fully informed of policies and procedures, which affect their duties or conditions of employment, both upon entering, and as they continue in their employment. Upon entering into employment, an Entrance Orientation Interview will orient them in the application of the Employee Guidelines Handbook emphasizing its importance.

2.03 **Timeliness**

Employees are to be punctual in maintaining work hours, keeping appointments, and meeting schedules for completion of work. This is absolutely essential to the City's fulfillment of its mission to the citizens of our community. We are members of a team, and no team does its best unless everyone is on hand, prepared for a working day, and ready to start at the same time.

An employee who expects to be absent from work must request the expected absence the day before the next day's scheduled starting time to his/her supervisor. In the event of a personal or family emergency, the employee must notify their supervisor at the first opportunity, but in no case later than the first hour of their shift. If the supervisor is not available, then notification will be made to the City Administrator's office.

Employees are to notify their supervisor in cases where they will be tardy by more than thirty minutes. An employee who is late will forfeit pay for the actual time they are late.

Excessive tardiness and absenteeism or failure to promptly report such events reflects on the employee's work record. Chronic/repetitive absenteeism and/or tardiness will be grounds for disciplinary action, to include termination. An absence, without notification, for two (2) consecutive work days will be considered that the employee has quit their job and the employee will be terminated and removed from the payroll.

Naturally, the City promotes only those employees who have demonstrated job proficiency and who have a dependable work history. Regular and timely attendance is a demonstration of reliability and dependability.

2.04 **Working Hours**

All City full-time employees have a standard work week of forty (40) hours.

City offices will normally be open from 7:30 a.m. to 4:30 p.m. daily, except on Saturday, Sunday and holidays. All employees will receive a one-hour lunch break. The City Administrator must approve any adjustment to these hours of operation. This will only be approved in order to better serve the public.

The workweek begins at 12:00 a.m. Tuesday and ends the following Monday at midnight.

Rest breaks will be regulated by the department director, but will not exceed 15 minutes every two hours. Rest breaks will not interfere with the proper performance of the work responsibilities and work schedule of each department. Department directors will ensure that all services to the public continue during rest breaks and thus are encouraged to stagger employee rest breaks. Rest breaks are provided as a privilege, not a right, therefore abuses will not be tolerated.

Employees are required to be on-call in addition to services rendered during regular office hours. Employees are responsible for notifying their supervisors when they will not be available for call-in, even when this period is during “normal off duty” times. Employees are responsible for keeping accountability of their time on a weekly basis. Hours worked, in any one week, will be used for the purpose of computing forty (40) hours worked including the following:

1. Actual hours worked
2. Excused time with pay
 - a. Jury duty
 - b. Authorized leave
 - c. Authorized rest periods
 - d. Balance of a regular day’s pay when injured on the job.

2.05 **Compensatory Policies**

Either pay or compensatory time off will compensate any work performed in excess of forty (40) hours in one week. Time and one-half will be paid for all hours in excess of forty (40) hours. Compensatory time shall be granted to employees working in excess of forty (40) hours in any one week at the rate of 1 ½ hours compensatory time for each hour of overtime performed, to be taken on such day as may be mutually agreed upon by the employee and supervisor. All compensatory time earned and taken must be recorded on the time sheet and must be used within a three-month period following the date on which the compensatory time was earned or it will be forfeited. Employees must have prior approval from their supervisor before earning and using compensatory time.

2.06 **Changes in Employee Personal Data**

It is imperative that you notify your supervisor and the City Secretary concerning any of the following:

1. Change of address, whether it is mailing or residential.
2. Change of phone number, whether it be listed or unlisted.
3. Change in marital status or in number of dependents (for the purpose of health insurance and income tax withholding).
4. Change in beneficiary (for life insurance and retirement benefits).

5. Any change in social security or driver's license number.

2.07 Budget

The City Administrator shall have the authority to limit compensation, reduce the work force and limit hiring in response to budgetary needs.

3.0 Hiring Practices

3.01 Equal Employment Opportunity

There shall be no discrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline or any other aspect of personnel administration based upon race, age, religion, color disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job related factors, such as skill, knowledge, education, experience and ability to perform a specific job.

3.02 Sexual Harassment

It is the policy of the City to provide and maintain a work environment, which is free of sexual harassment, sexual exploitation, and intimidation. All employees are expected to comply with this policy; failure to do so will result in disciplinary action up to and including immediate termination.

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, or any other physical or verbal conduct of a sexual nature that creates a hostile working environment or the submission, to which, is made a term or condition of a person's employment will not be tolerated by the City of Hamilton.

The City's grievance procedure (see Grievances) provides procedures for reporting alleged sexual harassment. The City will immediately take action on such reports by appointing a committee to investigate. Confidentiality is of utmost importance. After the investigation, the committee shall give their report to the City Administrator for further action. The City Administrator will report the findings and action to the mayor and members of the City Council.

3.03 Nepotism

Nepotism is the showing of favoritism toward a relative. No employee hired after the adoption of this policy may directly or indirectly supervise or be supervised by a member of their immediate family. For the purpose of this policy, an immediate family member includes spouse, parent, grandparents, child, brother, sister, step-parent, step-brother, step-sister, aunt, uncle, first cousin, and/or any relative residing in the same household as the current employee.

No person may be hired who is an immediate family member (as defined above) of any member of the City Council or to a state or federal official having direct or indirect role in providing funds or oversight of the job/program in which the applicant would have job duties.

The marriage or cohabitation of employees within a department who are in the position of superior and subordinate is prohibited. In the event two employees in a supervisory relationship marry or begin living together, one of the employees must transfer to another department that will adequately remove the supervisory relationship. In the event the transfer cannot be accomplished, the employee with least seniority must resign from such employment. The disassociation from the City of Hamilton, supervisory relationship, or living arrangement creating such nepotism must be resolved within a reasonable period of time not to exceed three (3) months.

If the employment, supervisory relationship, marriage or living together of one of the employees involved has not been severed within such period, it may result in termination of the employee with least seniority.

Marriage and cohabitation, within this section, shall be defined as the voluntary union of life of one man and one woman as husband and wife, to the exclusion of others, for the discharge, to each other and to the communities, of the duties legally incumbent of those whose association is founded on the distinction of sex and/or sharing the same living arrangements.

3.04 Age Requirements

Persons under eighteen (18) years of age will not be employed in any full-time regular position. Other age limitations will be only as required by State or Federal law applicable to the City.

3.05 Vacancies

Vacancies are filled on the basis of merit, whether by promotion or by initial appointment. Selections of the best-qualified persons are made only on the basis of occupational qualifications and job related factors such as skill, knowledge, education, experience, and ability to perform the specific job. Department directors shall immediately notify the City Administrator when vacancies are imminent or occur. This notification will include specifying the type of vacancy to be filled.

3.06 Method of Recruitment and Selection

The City of Hamilton has three methods of recruiting and selecting persons to fill vacancies. They are as follows: (1) promotion from within; (2) lateral transfer within; (3) public announcement and competitive consideration of applications for employment. The City Council determines the method of selection for staff positions for the method of which it has responsibility. Each department director, with approval from City Administrator, determines the method of selection for positions within their department. The City Secretary shall maintain a list of all announced vacancies for public inspection.

3.07 Application for Employment

Each applicant is required to submit a City application for employment with pertinent information regarding training and experience. Only applications received in the prescribed manner shall be considered. Resumes will not substitute for filling out a formal application. The City Administrator or each department director will make appropriate inquiries to verify experience, character, and availability of any applicant.

3.08 Consideration of Current Employees

Employees of the City of Hamilton will be permitted to apply for positions for which they believe themselves to be qualified.

3.09 Selection

Except for appointments reserved to the City council, the department director and an interview board will screen and select an appropriate number of candidates for interview. The interview board will be selected by the City Administrator and consists of three (3) full-time employees. Two members will be from the department with the vacancy and one member from an unrelated department. The interview board will make a recommendation to the City Administrator.

3.10 **Affirmative Action**

The City will take affirmative action to see that all applicants and employees are treated without discrimination. In addition, the city will seek actively to include qualified members of minority groups in applicant pools.

3.11 **Persons With Disabilities**

It is the policy of the City to make its employment hiring process, employee activities, working environment, employee benefits, employee training, and employee advancement process accessible to disabled persons. The City will make reasonable accommodations to a qualified individual with a disability that is an applicant or employee unless that accommodation will place an undue hardship on the City.

3.12 **Medical Examinations**

Upon receiving an offer for initial employment or reinstatement, all applicants shall undergo a thorough medical examination prior to starting work. This examination will be scheduled by and at the expense of the City. Employment shall be contingent upon successful completion of the medical examination in relation to the standards of fitness required for the position involved.

Information from the medical examination will be treated strictly confidential and maintained in separate medical files. The only exclusions to this are:

- 1) Supervisors may be informed of any necessary restrictions on the work or duties of the employee and necessary accommodations.
- 2) First aid and safety personnel may be informed, when appropriate, if the information is applicable to emergency treatment, and
- 3) Government officials investigating ADA compliance may receive information, upon request.

3.13 **Probationary Period**

Every person initially appointed to or promoted in the city service under a regular appointment shall be required to successfully complete a three- (3) month probationary period. The City Administrator and the Directors shall use this period to closely observe and evaluate the work and fitness of the employee and to encourage adjustments of their job acceptability. Continual counseling will occur during this period and only those employees who meet acceptable standards during the probationary period will be retained.

An employee shall fail probation when, in the judgement of the department director and the City Administrator, the fitness and/or quality of work are not such as to merit continuation in the job. Failure of probation may occur at any time within the probationary period and shall not be considered a part of the disciplinary process. An employee failing probation will be terminated from City service and have no right to appeal except on the grounds of discrimination prohibited by law or these rules. In this event, the employee may appeal in writing within five (5) days to the City Administrator. The City Administrator shall review the case and render a decision within five (5) days; this decision will be final.

3.14 **Performance Evaluation**

Performance Evaluation Reports: The performance of all City personnel will be formally evaluated on an annual basis by the immediate supervisor and /or department director. Probationary employees shall be evaluated at the midpoint of their probationary period and again prior to the completion thereof.

Counseling: Each employee shall be provided a copy of his or her performance evaluation report. The immediate supervisor and/or department director shall individually discuss the report with the employee and shall discuss career opportunities and any improvements in performance, which appear desirable or necessary. Employees dissatisfied with their performance evaluation may seek reconsideration by using the established grievance procedures.

Verbal or written counseling may be accomplished at any time the immediate supervisor deems necessary to correct substandard performance. This counseling will be documented and failure to correct a deficient behavior will be grounds for formal disciplinary measures, to include dismissal.

3.15 **Temporary Promotions**

The City Administrator may authorize a temporary promotion to ensure the proper performance of the City functions if a position is vacant or its regular incumbent is absent. Employees so promoted shall be compensated an additional 3% of their basic salary for the duration of their temporary assignment. Such appointment shall not exceed three- (3) months continuous duration. Temporary promotion shall not be used to circumvent normal selection procedures. The employees involved shall not acquire any status or rights in the classes to which they are temporarily promoted except as provided above. Nothing herein shall be construed to prevent the assignment of higher-level duties to an employee without additional compensation. Authorized additional compensation shall be paid in cases of formal temporary promotion affected in accordance with these policies.

3.16 **Job Incapacity**

An employee may be separated for incapacity when the employee no longer meets the standards of fitness for the position, as determined by a physician selected by the Personnel Department and the City Council. Before separation, the City will investigate and determine if a “reasonable accommodation” can be made. The City Council, the City Administrator, the Department Head, and other specialists (as deemed necessary) will investigate the situation to attempt to attain the best solution for the employee, the City, and the citizens.

If the employee is unable to return to their former job position, as a result of occupational or non-occupational illness or injury, and meets qualifications of the essential tasks of a vacant position, the employee will be placed in that position. If a position is not vacant, the employee will be assigned to an “Available for Placement” status. If the position calls for a lower level of compensation than the previous job, the employee’s compensation will be reduced in accordance with the filled position and the City policy.

3.17 **Gifts and Gratuities**

City employees are prohibited from soliciting or accepting any gifts, gratuities, favors, loans or other objects of monetary value arising as a result of the performance of their duties as City employees. It is felt that acceptance of such gifts is unprofessional and places an employee in positions which are not in the best interest of the City.

Occasionally employees may be in a situation in which may be awkward to avoid the acceptance of a gift. For example, employees may receive a congratulatory or thank you present such as flowers or employees may attend a meeting in which meals or refreshments are served. While employees are prohibited by law from accepting gifts with a value in excess of \$50.00, City employees may accept gifts of lesser value under these or similar situations. Employees are to notify Department head and document the acceptance of such gifts. If an employee accepts a gift without documenting the incident, it may be deemed an infraction of this policy. The City Administrator will determine on a case-by-case basis whether the employee should have accepted the gift.

3.18 **Outside Employment**

Work requirements, including overtime, will have precedence over any other employment. The following guidelines shall also apply with regard to outside employment:

1. A full-time, regular employee will consider their job with the City as their primary employment.
2. Permission will not be granted for an employee to accept employment with an organization or municipality that is in competition with or presents a potential conflict of interest with the city of Hamilton.
3. If the work standards or performance of an employee of the City suffers and it is determined to be caused by outside employment, permission to work at the outside job may be rescinded, or the employee may be subject to termination.

3.19 **At-Will Status Of Employees**

All employees of the City are employed at-will. An employee may be terminated, suspended (with or without pay), demoted or reassigned for any reason or no reason but not for an illegal reason. Employees are not employed for any specific length of time.

This handbook shall not be construed to be an employment contract or to be construed as creating any promise of continued employment with the City of Hamilton.

3.20 **Dress Code**

A professional appearance is required at all times when representing the City. A professional appearance includes hair style, jewelry, clothing and should reflect a conservative, clean and practical style that is accepted by the citizens of Hamilton.

All Public Works employees will wear the City of Hamilton uniforms that are provided at all times when on duty, including when called out after hours. Proper shoes shall be worn, considering safety on the job.

Flip flops and shorts are not acceptable attire at any time. Tattoos shall not be publicly visible.

4.00 **Type of Employment**

4.01 **Categories**

There are five (5) categories of employment with the City of Hamilton:

1. Fulltime: A regular full-time employee is employed to hold an authorized permanent position that involves forty (40) hours per week. The employee will progress to this category after successful completion of three (3) months in the Probationary Full-time status.
2. Probationary Full-time: New and reinstated employees will serve for three (3) months in this capacity upon accepting employment. During this period their performance will be evaluated to determine if they should be retained in the Full-time status.
3. Temporary Full-time: Employees who work at least forty (40) hours per week and are hired for a short period of time, less than six (6) months, and are not in a probationary full-time or full-time status.
4. Part-time: An employee who holds an authorized continuous position with fewer than forty (40) hours per week.
5. Temporary Part-time: An employee hired to complete a specific project within a specified short period of time or for non-continuous projects. Employees in this

status work less than forty (40) hours per week and are not in a permanent part-time status.

5.00 Employees Compensation and Advancement

5.01 Paydays

Paychecks for City employees are issued according to the time schedule set by the City Secretary and approved by the City Administrator. If a payday falls on a non-work day, employees will be paid on the preceding workday. Any deviation from this pay schedule will be at the sole discretion of the City Administrator. **If an employee is absent from work on payday and desires someone to pick up their paycheck, the employee must designate the person by signing a written authorization for such person to receive the paycheck.**

5.02 Payroll Deductions

An earnings statement will be included with each paycheck which will itemize the deductions made from each employee's pay. Deductions fall into two groups; those required by law and those the employee authorizes in writing. Deductions required by law are:

1. Federal Income Taxes: the amount deducted on the earnings and the number of exemptions the employee authorized on the W-4 form given to the Personnel Department at the time of employment or other updates.
2. Social Security: the City contributes a like amount to the Social Security System in the employee's name.
3. Texas Municipal Retirement System (permanent employees): the City contributes an additional amount into the employee's account.

In accordance with policies approved by the City Council, deductions from an employee's pay may be authorized by the employee for:

Group health/medical insurance for dependents;
Group life insurance for dependents; and
Such other deductions as may be authorized in writing by the employee and approved by the City Council.

Under Texas law, the City is not required to take action in the event of garnishment, attachment, or judgements against an employee's earnings. The only exception is the collection of overdue income taxes and court-ordered child support payments. The City expects all employees to deal responsibly with your creditors. It is against City Policy for employees to assign their wages to any other person.

The paychecks of non-exempt employees are divided between "regular" and "overtime" pay. Non-exempt employees are prohibited from working overtime unless such work is authorized in advance by their supervisor.

A City paycheck is payment from the City to an employee for services rendered less any applicable deductions. The employee is responsible for checking their paycheck ensuring that hours, pay rate, and deductions are correct. In the event the paycheck has an error, the employee will inform their immediate supervisor. **If the employee must cash the paycheck before the error can be corrected, the earning statement (check stub) must be saved and presented to the supervisor immediately. Errors, which are not reported promptly, will be treated as proof that the calculations are correct.** If an employee does not understand how to figure the pay or how to read the paycheck, notification shall be made to the supervisor to attain proper explanation.

5.03 **Social Security**

All employees of the City of Hamilton shall contribute to the Social Security System on a cost sharing basis with the City. The percentage of premium is periodically subject to change by Federal Law and increases in deductions shall be automatic.

5.04 **Retirement**

The city of Hamilton is a member of the Texas Municipal Retirement System, a cooperative organization of Texas cities and towns formed and operating under the provisions of H.B. 166, Act of the 51st Texas Legislature (1949). The purpose of the system is to provide an adequate and dependable plan for the retirement of Texas Municipal employees. Membership in the retirement system is mandatory for all regular fulltime employees. Both the employee and the City contribute to the employee's retirement account. The employee contributes 7% of their gross pay. The City matches the employee's contribution on a percentage determined by the City Council.

5.05 **Worker's Compensation**

All employees of the City of Hamilton are covered under the Texas Worker's Compensation Insurance Program in the event of an occupational injury. The City pays the entire premium for this coverage. This coverage pays all medical expenses and, under certain circumstances, disability pay. This coverage provides medical and a percentage of salary continuation payments to employees who receive bona fide on-the-job injuries.

An employee injured on the job shall receive worker's compensation and injury leave benefits under terms and conditions prescribed in the applicable programs. Such employee shall report the accident or injury to their department director within 24 hours of its occurrence. The employee shall use three (3) days of Paid Time Off to determine capability to return to work. If unable to return to work, the employee may use sick leave benefits to equal regular salary while receiving worker's compensation.

5.06 **Unemployment Insurance**

All employees of the City are covered under the Texas Unemployment Compensation Insurance Program, and the City pays the expense. This program provides payments for unemployed workers in certain cases.

5.07 **Continuation of Insurance Coverage (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides that all employees are eligible to continue their group insurance coverage for up to 18 months when employment is terminated due to resignation, reduction of work hours, or dismissal. The law also entitles dependents of a covered employee to continue their group insurance coverage for up to 36 months upon the termination of a covered employee. The employee or dependent must request continuation of coverage and must pay the full cost for the coverage.

5.08 **Time Sheets**

All non-exempt employees are required to record their exact hours of work by completing a time sheet periodically. After completion, the employee will check for accuracy, sign, and submit it to their supervisor. Never complete anyone else's timesheet nor allow anyone to complete yours.

5.09 **Overtime**

Employees covered by the overtime pay requirements of the Fair Labor Standards Act (FLSA) may not start work earlier than their regularly scheduled hours or work later than their regularly scheduled hours unless they have obtained prior permission from their supervisor. The City reserves the right to require employees to work “emergency” overtime on a given day or week. Violation of these requirements subjects the employee to discipline, up to and including discharge.

Emergency overtime is no-scheduled work time of an emergency nature that falls outside an employee’s routine work schedule. An emergency is defined as an unanticipated combination of circumstances that call for immediate action. Regular non-exempt employees who work “emergency” overtime will be paid one and one-half (1 ½) times their regular hourly rate for such “emergency” overtime.

In determining whether overtime pay rates apply to an employee’s work, period of absence such as holidays, vacation, leaves of absence, medical leave, etc., shall not be counted as “hours worked”.

The FLSA does not apply to certain categories of executives, managers, supervisors, administrative personnel, and professional employees. These exempt employees are not eligible to receive overtime pay and are expected to put in whatever hours are necessary to complete their job assignments. However, if some time is needed during the working day for personal business it may be taken as comp time. This time is intended as benefit to exempt personnel and is not provided on an hour-for-hour even exchange basis. There will be no monetary reimbursement made for accumulated comp time for exempt personnel termination or at any other time regardless of the circumstance.

6.00 Absences, Holidays, Vacation and Leaves

6.01 **Definitions**

Leave Time. Leave time is time during working hours of a regular business day when an employee does not engage in the performance of job duties by virtue of an authorized absence. Leave time may be either paid or unpaid.

Unauthorized Absence. An unauthorized absence is one in which the employee is absent from regular duty without permission of the department director. Employees are not paid for unauthorized absences, and such absences are cause for disciplinary action.

6.02 **Approval for Leave**

The department director must approve all leave taken by City employees. Only two employees, who are volunteer firemen, working in Public Works are allowed to leave the city limits to fight a fire at the same time.

Supervisors’ Responsibility for Verification: Supervisors are responsible for determining that leave time is accrued and available for use in the amounts requested by an employee.

6.03 **Paid Time Off (PTO)**

"Paid Time Off" provides employees with an opportunity to rest, relax and/or recover during sickness, which benefits both the employee and the City. All employees are encouraged to take their earned time.

Regular full-time employees are entitled to PTO according to the following schedules:

<u>Anniversary Date</u>	<u>PTO Allowable</u>
1 st to 7 th year	120 Hours
7 th to 15 th year	160 Hours
15 th and succeeding years	200 Hours

During the first year only, however, such employees may take up to 40 hours Paid Time Off after six months' continuous employment and satisfactory completion of initial probationary period. Any PTO so taken shall be subtracted from the PTO otherwise allowable upon the employee's first anniversary date.

The "anniversary date" of regular, full-time employees shall be the initial date of employment. PTO is earned per month and according to service time with the City. Employees may carry forward earned PTO past the anniversary date based upon PTO allowed, according to the number of years of continuous employment with the city. Any PTO hours earned over the allowed amount that are not used by the anniversary date, will not be carried forward. No pay will be given for the hours lost in excess of allowable hours, unless circumstances warrant and are approved by the City Administrator.

Every attempt will be made to allow the employee to take the earned leave on the dates requested. Naturally the efficiency of the employee's department and the needs of the public come first, and the City reserves the right to set the times and duration when PTO may be taken.

If a holiday occurs during an employee's PTO, the holiday is not chargeable as PTO, but rather counts as a paid holiday.

Upon resignation an employee may receive pay for any unused PTO provided they give two (2) weeks written notice of their resignation and is not subject of discharge for misconduct. An employee may not take PTO during this two (2) week period, since the purpose of a two (2) week notice is to enable the City to find a replacement for the vacated position. The City Administrator must approve any waiver of this rule.

Regular full-time employees of the City earn Paid Time Off based upon the number of years of employment and allowed in the PTO schedule. PTO shall be credited at the assigned rate found in the schedule per pay period.

Employees may give up to twenty-four (24) hours of PTO per year to other full time employees because of illness or similar circumstances and only approved by the City Administrator. The employee receiving the hours must have exhausted all of their current and banked PTO hours.

Credit for Paid Time Off may be accumulated from year to year, "banked" to a maximum of fifty (50) working days or 400 hours. The maximum hours that may be "banked" annually is 40 hours. **Paid Time Off must be earned before it is granted.** Employees on approved leave of absence (unpaid) ceases earning additional PTO until they return to active employment. Employees **must** use current accumulated PTO hours before using any "banked hours". "Banked hours" shall be used for sickness or emergency only. However, circumstances may warrant the use of "banked hours" for other uses and subject to approval by the City Administrator. The City may request and obtain verification of the circumstances surrounding use of "banked hours". "Banked hours" in excess of five (5) consecutive workdays must be supported by a Physician's certificate or other documentation approved by the City Administrator. Abuse of this policy may result in disciplinary action and/or termination.

Upon resignation within the first seven (7) years of employment an employee shall not receive pay for any hours that has been "banked". An employee who resigns during the seventh (7th) through the fourteenth (14th) year will receive 25% of hours "banked", not to exceed 100 hours of payment at their current hourly wage at time of resignation. An employee who resigns after fifteen (15) and succeeding years will receive 50% of hours "banked", not to exceed 200 hours of payment at their current hourly wage at time of resignation. All employees who have accumulated more than 400 sick hours at the time of the passage of this amended policy may "bank" all of those hours and receive payment upon resignation. All other employees who do not have 400 sick hours as of this date of passage are only allowed to "bank" the sick hours credited.

6.04 **Holidays**

The City will observe the following paid holidays for full-time employees:

- New Years Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Any employee on leave without pay the working day before or after an official holiday shall not be paid for the holiday.

As many employees as possible will be given each holiday off, consistent with the maintenance of essential City functions. An employee who is scheduled to work on a holiday, as directed, will be given the day off at another time. **The day off, in place of the holiday, must be taken during the following three month period or be forfeited.**

6.05 **Civil Leave**

All employees will be granted time off for jury duty and for serving as a subpoenaed witness in an official proceeding. Employees are expected to notify their supervisor at the earliest opportunity and keep their supervisor informed of their expected date of return, so that replacement personnel can be arranged if required. When an employee has completed their civil service, they must report back to their regular schedule for the remainder of the day. Regular full-time employees called for jury service or subpoenaed as a witness may receive pay.

6.06 **Leave of Absence**

Leave of absence is an approved absence from duty in a non-pay status. Granting a leave of absence is at the discretion of the department director with approval of the City Administrator. Such leave of absence shall not be granted unless there is a reasonable expectation that the employee will return to employment with the City at the end of the approved period. Employees on leave of absence receive no compensation and accrue no benefits. However, previously accrued benefits are retained during leave of absence unless otherwise prohibited by the terms or provisions of the benefit program. Medical insurance can be continued, if paid for in advance by the employee.

A leave of absence is appropriate for the following reasons:

1. Recovery from extended illness or temporary disability.
2. Education purposes when successful completion will contribute to the work of the City, or
3. Public service assignments.

Administrative leave is paid leave, which is not charged against Paid Time Off benefits and which is granted for various administrative purposes, including:

1. Inclement weather or disaster—as determined by the City Administrator.
2. To attend conferences, conventions, or schools which will enhance the employee's job performance.
3. To represent the City or department in meetings relating to matter of concern to the City.
4. To attend public relations events beneficial to the City.

Pregnancy: Pregnancy will be treated in the same manner as any other extended illness or temporary disability.

6.07 **Bereavement Leave**

Regular full-time employees may be granted up to three (3) days leave of absence per year with pay in case of death in such employee's family. The department director must approve such absences. Employees may request PTO if there is a need beyond the maximum three days allowed for death or deaths per year. Employee's family is defined as spouse, child, grandchild, brother, sister, parents, parents-in-law, and grandparents. Other relatives living in the same household may be considered immediate family.

7.0 **Health and Safety**

7.01 **Safety Policy**

It is the policy of the City to make every effort to provide healthful and safe working conditions for all of its employees. Refer to the City's Safety Plan for details on safety.

7.02 **Employees Responsibilities and Reports**

Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees.

An employee must report every accident, no matter how minor or slight, to his/her supervisor. Employees and supervisors are responsible for immediately filing with the city a "first report of injury" on every accident that involves any injury, no matter how minor. Forms are available from the City Secretary.

7.03 **Employee Suggestions**

Employees shall report immediately to their supervisors any conditions that, in their judgement, threaten the health and safety of employees or visitors.

8.00 Use of City Property

8.01 General Policy

The City attempts to provide each employee with adequate tools, equipment, and vehicles for the job being performed and expects such employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all Municipal, County, and State regulations.

8.02 Use of Tools, Equipment, Property, and Vehicles

Employees who are assigned tools, equipment, or vehicles by their departments are responsible for them and for their proper use and maintenance.

No personal use of any City property, materials, supplies, tools, equipment, or vehicles is permitted. Violation may result in discharge and possible prosecution.

8.03 Valid Driver's License

All operators of City vehicles and equipment are required to have a valid State of Texas driver's license necessary for that vehicle or equipment and to keep supervisors informed of any change of status in their license.

Suspension or revocation of the driver's license, of an employee who is assigned as a vehicle or equipment operator, may result in a demotion or discharge.

8.04 Accident Reporting

Any employee operating City equipment or vehicles must report all vehicular accidents and property damage or liability claims to his/her supervisor and to the proper law enforcement agency immediately.

Each vehicular accident, no matter how minor, must be reported to the City in order that an official accident report can be filed. Reports should be made to the City Administrator.

8.05 City Telephones

Each department director shall keep a record log of long distance calls, made within their department, to be used in verifying calls charged to their department telephone bill.

No personal long distance telephone calls shall be charged to City telephones. Personal long distance calls shall be charged to credit cards, charges reversed, or charges made to a third number. Personal calls shall be kept to a minimum.

8.06 Political Activity

Except as may otherwise be provided by law, the following restrictions shall apply to all employees.

- City employees shall not use working hours or City property to solicit or receive any subscription, contribution, or political service and /or circulate, receive any petition or campaign literature on behalf of any candidate or public issue.
- City employees shall not engage in any political activity while in City uniform or using a display of City logo, emblem, or slogan.
- City employees shall not use their position in any action or activity for or against any candidate for local (City or County) office.

9.0 Discipline

9.01 Just Cause

Disciplinary action may be taken against an employee for just cause. Just cause for disciplinary action includes, but is not limited to the following:

1. Insubordination.
2. Absence without leave, including failure to notify a supervisor of sick leave and repeated tardiness or early departure;
3. Endangering the safety of other persons through negligent or willful acts;
4. Intoxication or drug abuse while on duty;
5. Unauthorized use of public funds or property;
6. Violation of the requirements of this personnel policy;
7. Conviction of a felony;
8. Falsification of documents or records;
9. Unauthorized use of official information or unauthorized disclosure of confidential information;
10. Unauthorized or abusive use of official authority;
11. Incompetence or neglect of duty;
12. Disruptive behavior which impairs the performance of others, or;
13. Repeated misdemeanor offenses.

9.02 Progressive Discipline

The City Council, City Administrator, or department director may take any disciplinary action, including dismissal, affecting an employee at any time. However, to the greatest extent practical, the elected and appointed officials are encouraged to use a progressive discipline system as follows:

1. Verbal warnings with records of each warning maintained by the department head and City Secretary.
2. Written reprimands which the department head must, in all cases, transmit through the City Administrator to the employee's official personnel file;
3. Suspension from duty without pay for up to 30 days;
4. Demotion; or
5. Separation by involuntary dismissal.

Actions other than verbal or written warnings require the approval of the City Administrator. This is so that he or she may ensure that all required precautions have been taken to prevent an unemployment claim against the City.

Except in the case of verbal warnings, disciplinary action is accomplished or preceded by written notice to the employee involved. Notice includes a description of the just cause of the action and, except in the case of dismissal, states the likely consequences of further unsatisfactory performance or conduct. Written notice of disciplinary action is included in the employee's personnel file.

Disciplinary action does not automatically or permanently disqualify an employee from consideration for future promotion, pay increases, commendation, or other beneficial official personnel action.

9.03 Suspension Following Indictment

If the department director determines that suspension is in the best interest of the City and the public, he/she may suspend, with or without pay, an employee indicted for a felony or accused by information of official misconduct or oppression until the indictment or information is dismissed or tried and, if tried, until the trial and appeal (if any) are completed.

A suspended employee is entitled to reinstatement to the position held before suspension without loss of benefits if the indictment or information is dismissed, the employee acquitted, or the conviction reversed on appeal. The suspension of any employee reinstated under this subsection is not a disciplinary suspension.

10.00 Grievances

10.01 Policy

It is the policy of the City of Hamilton, insofar as possible, to prevent the occurrence of grievances and to deal promptly with those, which do occur.

10.02 Employee Grievances

Employees shall be encouraged to informally take any job related complaint(s) or problems to their immediate supervisors. Following informal discussions, an employee remaining dissatisfied with a working condition or some other aspect of employment may submit a formal grievance in writing to his or her immediate supervisor within 10 calendar days after the cause of the grievance arises or becomes known to the employee.

It shall be the responsibility of the immediate supervisor to study the grievance and attempt to resolve it within 10 calendar days. If the grievance cannot satisfactorily be resolved within 10 calendar days, the immediate supervisor shall refer it with comments and/or recommendations to the next higher level of supervision, and so on to the City Administrator if necessary. Supervisors and employees should make every effort to resolve grievances at the lowest level as possible.

Employees should be kept informed of the status of their grievances. If a supervisor in the chain fails to resolve or refer a grievance within 10 calendar days, the employee may present the grievance to the next level of supervision.

Punitive action shall not be taken against an employee for submitting a grievance in good faith. The decision of the City Administrator shall be final in all grievances that reach his or her level in the formal grievance procedure.

10.3 Appeal Disciplinary Action

Formal disciplinary action taken against an employee may be appealed in writing directly to the City Administrator within five (5) working days following actual or constructive notice of the action. The action may be stayed pending decision on the appeal or may take effect at any time after issuance of the notice as determined by the disciplinary authority. The decision of the City Administrator shall be final. The City Administrator, after following careful investigation of the facts, shall have broad authority to approve, disapprove, modify, or rescind any disciplinary action taken or proposed. There shall be no right of appeal for probationary employees except on grounds of discrimination prohibited by law or these policies.

11.0 Travel Expenses

11.01 Eligibility

Any employee of the City of Hamilton required to travel outside the City, in the performance of City business, shall be reimbursed as provided for in this policy.

11.02 Transportation Cost

An employee using a private motor vehicle for transportation shall be reimbursed at the current rate and mileage established by the State of Texas Comptroller's office. For personal car mileage allowances between cities, consult the on-line "Comptroller State Mileage Guide" at the following web site:

<http://www.cpa.state.tx.us>

When more than one method of travel is available, employees will be reimbursed for the lesser expense. All modes of travel must have prior approval from City Administrator.

When two or more employees travel in the same vehicle, only one may claim mileage reimbursement. This provision, however, shall not preclude any employee from receiving reimbursement for other eligible expenses incurred.

When an employee or official uses another mode of transportation, reimbursement shall be for the actual cost of the transportation. A ticket receipt must accompany the expense report. Employees and officials shall not be reimbursed for use of a rental car except where the cost of other transportation would exceed the cost of the rental car or is not available. Use of a rental car must be approved in advance by the City Administrator.

Valet parking will not be reimbursed. Parking garage expenses will be reimbursed only if the employees can satisfactorily demonstrate that no alternatives existed.

Public transportation may be reimbursable with receipt. Public transportation, meaning, taxi, limo service or shuttle.

11.03 Accommodation Cost

Reimbursement for accommodation shall be made upon presentation of a room receipt.

11.04 Meals

Employees or officials traveling overnight on official City business shall be reimbursed for meals. Reimbursement for meals shall not exceed \$30.00 per day.

Partial per diem (meals without an overnight stay) is allowable only with receipts when staff is away from the City more than 4 hours. The maximum amount to be reimbursed is as follows:

- Breakfast \$8.00
- Lunch \$ 10.00
- Dinner \$12.00

Employees will not be reimbursed for any expenses already included in conference, workshop, or registration fees, including meals in Bed and Breakfast fees.

City of Hamilton

CONTROLLED SUBSTANCE ABUSE & ALCOHOL MISUSE POLICY MANUAL

Prepared by
Compliance Consortium Corporation
Belton, Texas

As required by the
U.S. Department of Transportation
Federal Highway Administration

POLICY MANUAL

Table of Contents

SECTION ONE PURPOSE

SECTION TWO DEFINITIONS

SECTION THREEEMPLOYEES SUBJECT TO TESTING

SECTION FOUR DOT REQUIRED TESTING PROGRAMS

SECTION FIVE EMPLOYEE ASSISTANCE PROGRAM (EAP)

SECTION SIX RECORDKEEPING

SECTION SEVENREHABILITATION

Attachments

ACKNOWLEDGEMENT

CONSENT TO RELEASE OF PAST EMPLOYMENT HISTORY

REFUSAL TO PROVIDE A SPECIMEN

DOT ALCOHOL AND DRUG POLICY

SECTION ONE

PURPOSE

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

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

City of Hamilton believes it has the obligation and the right to protect City of Hamilton's property, information, equipment, operations, and reputation.

City of Hamilton recognizes its obligations to employees for the provision of a company that is free of the influence of controlled substances and alcohol, and will endeavor through this policy to maintain such safe, efficient and professional environment.

City of Hamilton has entered into a contractual agreement with Compliance Consortium Corporation, and that firm will perform a controlled substances and alcohol random testing program.

Furthermore, City of Hamilton takes note of its obligation to comply with US DOT regulations relating to controlled substances and alcohol use. City of Hamilton will ensure that the controlled substances and alcohol testing conducted conforms with US DOT workplace testing requirements.

City of Hamilton's position is that the sale, purchase, transfer, concealment, transportation, use or possession of contraband by any employee of City of Hamilton represents a threat to the health, safety and well-being of its employees and property, as well as to the traveling public and is therefore strictly prohibited.

SECTION TWO

DEFINITIONS

As used in this policy:

City of Hamilton premises or facilities means all property of City of Hamilton, including but not limited to offices, buildings and surrounding areas on City of Hamilton-owned or

leased property, parking lots, and storage areas. The term also includes City of Hamilton-owned or leased vehicles and equipment wherever located. It also includes any premises where City of Hamilton performs contract services.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

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

Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

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

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

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

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

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

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

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

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

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

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

Employee means any employee, agent, officer or representative of City of Hamilton. Any contractor or subcontractor performing work on behalf of City of Hamilton is also expected to comply with this policy.

Employer means any person who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle. It also includes agents, officers, and representatives.

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

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

Initial test cutoff levels (ng/ml)

Marijuana metabolites	50
Cocaine metabolites	300
Opiate metabolites	*300
Phencyclidine (PCP)	25
Amphetamines	1,000
*-25 ng/ml if immunoassay for free morphine	

Confirmatory test cutoff levels (ng/ml)		
Marijuana metabolites		15
Cocaine metabolites	150	
Opiates: Morphine	300	
Codeine	300	
Phencyclidine	25	
Amphetamines		500
Methamphetamine	500	

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

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

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

Possession is also meant to include the presence in the body system of any detectable amount of drug, or in the case of alcohol, a test result of 0.04 or greater.

Reasonable cause or suspicion means a belief that the actions, appearance or conduct of a person are indicative of the use of a controlled substance or alcohol. Such a belief is based on objective, articulated facts. A reasonable cause or "for cause" situation is any situation in which an employee's job performance is in conflict with established job standards relating to safety and efficiency. The term includes accidents, near accidents, erratic conduct suggestive of drug or alcohol use, any unsafe performance behaviors, and unexplained deviation from productivity.

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

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

Screening test in alcohol testing means an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his or her system. In controlled substances testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Substance Abuse Professional (SAP) means a licensed physician (MD or DO), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction · counselor (NAADACCC certified) or a counselor certified by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders. All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Note: Compliance Consortium Corporation will be responsible for arranging the SAP assessment.

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

SECTION THREE EMPLOYEES SUBJECT TO TESTING

I. Conditions Requiring Testing

A. Pre-employment

All applicants for employment will, as a pre-qualification condition be subject to drug testing. If evidence of the use of illegal drugs by an applicant is discovered either through testing or other means, the employment process will be terminated.

If an applicant refuses to take the drug test, the employment process will be terminated.

If an applicant attempts to substitute or contaminate his or her drug screen specimen or attempts to subvert the procedure, the employment process will be terminated.

B. Testing of current employees

An employee's consent to submit to drug and/or alcohol testing is required as a condition of employment.

City of Hamilton will perform drug and/or alcohol testing of an employee in the following situations:

1. Post accident - CDL Drivers

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

1. A fatality occurred while performing safety-sensitive functions with respect to the vehicle; or
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, and the CDL driver received a citation under State or local law for a moving traffic violation arising from the accident; or
3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and the CDL driver received a citation under State or local law for a moving traffic violation arising from the accident.

CDL Drivers are prohibited from using alcohol for eight hours following any accident or until the required post-accident alcohol test is administered, whichever occurs first. Every effort will be made to conduct post-accident drug and alcohol tests within two hours following an accident. Any CDL driver involved in an accident must therefore remain readily available for testing and will be considered to have refused to submit to testing if he/she fails to do so. This requirement will not, however, require a CDL driver to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when his/her absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. In order to ensure expeditious testing, we will provide all drivers with information, procedures and instructions explaining our post-accident testing requirement. These instructions will be distributed to each CDL driver prior to his/her operation of a vehicle covered by this policy.

In the event an alcohol test is not administered within two hours following an accident, City of Hamilton will prepare and maintain a record stating the reasons why the test was not promptly administered. If an alcohol test is not administered within eight hours following an accident, City of Hamilton will make no further

effort to administer an alcohol test and will document the reasons why the test was not administered within eight hours. In the event a drug test is not administered within 32 hours following an accident, City of Hamilton will cease its attempts to administer any further testing and prepare and maintain a record stating the reasons why the test was not promptly administered.

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

2. Reasonable cause

Whenever City of Hamilton has reasonable suspicion/cause to believe that a covered CDL driver has engaged in any conduct prohibited by this policy, it will require him/her to submit to an alcohol and/or drug test. However, any such suspicion will be based upon specific, contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the CDL driver, which may include indications of the chronic and withdrawal effects of controlled substances.

These observations will only be made by a supervisor or City of Hamilton official who has received appropriate training and will be documented by that individual in a Supervisor's Report of Reasonable Suspicion within twenty-four (24) hours after his/her observations, or before any drug test results are released. Prior to making a determination for testing, he/she will notify and include management or the Administrator representative at (800)303-0281 in a decision to make the determination for testing. Both will substantiate and concur in the decision to test the CDL driver for drugs/alcohol and their concurrence may be by telephone.

Whenever a reasonable suspicion drug or alcohol test is required, the individual(s) making the determination will be required to complete, date and sign a written report describing the CDL driver's condition. Copies of this report will be made available to the CDL driver upon request. In such cases the CDL driver's immediate supervisor(s) may, in a confidential manner, order the employee to submit to substance abuse or alcohol testing.

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

A reasonable suspicion alcohol test will only be required if the reasonable suspicion observations are made during, just before or just after the period of the work day that the employee is required to be in compliance with this policy. A covered CDL driver will therefore be directed to undergo reasonable suspicion

alcohol test only while performing a safety-sensitive function, just before the performance of a safety-sensitive function, just after the performance of such a function, or is immediately available to perform such a function.

If a reasonable suspicion alcohol test is not administered within two hours following the reasonable suspicion determination, City of Hamilton will document the reasons why the test was not promptly administered. If the test is not administered within eight hours following the reasonable suspicion determination, City of Hamilton will no longer attempt to administer an alcohol test and will document the reasons for its inability to do so.

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

1. The CDL driver undergoes an alcohol test yielding an alcohol concentration level of less than 0.02; or
2. The start of the CDL driver's next regularly-scheduled duty period, but not less than eight hours have elapsed following the reasonable suspicion determination.

City of Hamilton will not take any disciplinary action against a CDL driver based solely upon observations of the CDL driver's behavior and appearance, with respect to drugs/alcohol use, in the absence of an alcohol test.

In any reasonable suspicion testing circumstance, a City of Hamilton representative will transport the individual to an appropriate collection facility and await the completion of the collection procedure. The City of Hamilton representative will then transport the individual back to City of Hamilton's premises, where a spouse, family member or other individual will be contacted to transport the individual home. In the event no such individual is available, the City of Hamilton will contact a taxi to transport the CDL driver home. If the reasonable suspicion test result is negative, City of Hamilton will reimburse the CDL driver for the cost of the taxi. If the CDL driver refuses to comply with any of these procedures and attempts to operate his/her own vehicles, City of Hamilton will take appropriate efforts to discourage him/her from doing so, up to and including contacting local law enforcement officials. Any CDL driver failing to cooperate with any of the above procedures will be subject to immediate termination.

3. Random (Drug and Alcohol) - CDL Drivers

All CDL drivers subject to this policy will be required to submit to random drug and alcohol testing.

City of Hamilton will conduct alcohol tests at a minimum annual percentage rate of 10% of the average number of driver positions. (If this rate is subsequently increased or decreased by the FHWA, we will provide all drivers with written notice of the change.) The minimum annual percentage rate for random controlled substances testing will be 50% of the average number of driver positions.

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

The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as a random number table or a computer-based random number generator matched with CDL drivers' Social Security numbers, payroll identification numbers, facility number or other comparable identifying numbers. The test will be unannounced and the dates for testing will be reasonably spread throughout the course of the year. All CDL drivers will have an equal chance of being tested at any time, regardless of the number of his/her previous selections.

Any CDL driver notified of his/her selection for random alcohol and/or controlled substances testing will be expected to proceed to the test site immediately. If a CDL driver is performing a safety-sensitive function at the time of his/her notification of the random test requirement, he/she will be required to cease performing the safety-sensitive function and proceed to the testing site as soon as possible. However, a CDL driver will only be required to submit to a random alcohol test if the driver is performing a safety-sensitive function, is about to perform a safety-sensitive function, just ceased performing a safety-sensitive function or is immediately available to perform a safety-sensitive function.

4. Return-to-duty (Drug/Alcohol)

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

Any CDL driver who seeks to return to work following drug/alcohol rehabilitation will also be subject to a schedule of unannounced testing, as determined by City of Hamilton and its MRO or SAP depending upon the operating agency (i.e., SAP for alcohol and drug positives under FHWA, and MRO for any FHWA drug positive) for a period of up to 60 months following the CDL driver's return to work. A positive result in a return-to-duty or any subsequent follow-up or other drug test will result in immediate termination.

5. Follow-Up

A. Alcohol

Any CDL driver determined by a substance abuse professional (SAP) to be in need of assistance in resolving problems associated with alcohol misuse use will be subject to additional, unannounced follow-up testing for controlled substances as directed by the SAP. However, any recommended follow-up testing for alcohol will only be required just before, during, just after the CDL driver has performed a safety-sensitive function, or is immediately available to perform a safety-sensitive function.

B. Drugs - CDL Drivers

Any CDL driver determined by a substance abuse professional to be in need of assistance in resolving problems associated with controlled substances use will be subject to additional, unannounced follow-up testing for controlled substances as directed by the SAP.

II. Prescribed drugs

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

III. Prohibited activities

The use, sale, offer to sell, purchase, transfer, distribution, or possession of drug paraphernalia or any detectable amount of an illegal drug or alcohol by any employee while on City of Hamilton premises or while performing City of Hamilton business is strictly prohibited.

The employee must remain available for alcohol testing and may not consume any alcohol for 8 hours following the accident or until the alcohol test has been

conducted. Notwithstanding the previous statement, employees should seek and obtain emergency medical care whenever necessary.

Alcohol Concentration. A covered employee shall be prohibited from reporting for duty or remaining on duty requiring the performance of covered functions while having an alcohol concentration of 0.04 or greater. If a company representative has actual knowledge that a covered employee has an alcohol concentration of 0.04 or greater, the employee shall not be permitted to perform or continue to perform covered.

Pre-Duty Use. The company shall prohibit a covered employee from using alcohol within four hours prior to performing covered functions, or, if an employee is called to duty to respond to an emergency, within the time period after the employee has been notified to report for duty. If the company has actual knowledge that a covered employee has used alcohol within four hours prior to performing covered functions or within the time period after the employee has been notified to report for duty, the employee shall not be permitted to perform or continue to perform covered functions.

On-Duty Use. The company shall prohibit a covered employee from using alcohol while performing covered functions. If a company representative has actual knowledge that a covered employee is using alcohol while performing covered functions, the employee shall not be permitted to perform or continue to perform covered functions.

General Refusal to submit to a post-accident, reasonable suspicion or follow-up alcohol test shall result in the covered employee not being allowed to perform or to continue to perform any covered functions.

No CDL drivers shall be on duty if the CDL drivers uses any controlled substances or alcohol while on duty or test positive for the use of controlled substances or alcohol, except in the case of legally prescribed medications.

A regulated person under the FHWA who tests positive for the use of a controlled substance or alcohol is considered medically unqualified to work, except in the case of legally prescribed medications **that do not impact a covered employee's ability to do their job.**

IV. Discipline

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

- 1. Uses, possesses, distributes, transfers, conceals, sells, offers to sell, purchases or offers to purchase illegal drugs, drug paraphernalia or**

alcohol on City of Hamilton premises or while on City of Hamilton business.

2. Substitutes, contaminates, tampers or attempts to substitute, contaminate or tamper with their specimen to be presented for testing.

Disciplinary action up to and including discharge will be applied to any CDL drivers who:

1. Tests positive for an illegal drug in a test conducted under the provisions of this policy.
2. Tests positive for alcohol in excess of 0.04 percent when measured by the standard breath alcohol concentration tests.
3. Refuses to submit to a drug or alcohol test when requested to do so.
4. Is found to be in possession of contraband.
5. Refuses to submit to a search or inspection under the provisions of this policy.
6. Refuses to cooperate with the Medical Review Officer (MRO) as required under policy.

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

Disbarment from City of Hamilton work or workplace may be applied to any contractor or contractor employee who violates this policy.

** note: Burkeen will supply the name of a Substance Abuse Professional (SAP) for each company location.

V. Responsibilities

Each individual required to submit to drug testing shall as soon as practicable, provide the required biological specimens for testing. Failure to meet this responsibility is an offense punishable by termination.

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

Note: A medically documented physical condition that would contribute to a shy bladder but not necessarily result in termination of employment.

VI. Confidentiality

General:

1. The company shall maintain all alcohol related testing information including all test results and other appropriate record in a secure manner to prevent the disclosure of such information to unauthorized personnel.
2. The APM or designee shall maintain a locked file system which will contain the alcohol testing information and records. This file shall be maintained as confidential.

Employee files shall be handled on strict "need to know" basis.

3. Alcohol test results shall not be included in personnel files.

Disclosure Provisions:

1. The company shall not release covered employee information that is contained in records as required to be maintained by the provisions of the AMPP and in accordance with federal requirements except as required by law or when expressly authorized or required by 49 CFR, 199 and 40.
2. A covered employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol, including any records pertaining to his/her alcohol tests. The company shall promptly provide the requested records. Access to an employee's records shall not be contingent upon payment for records other than those specifically requested.
3. The company shall permit access to all facilities utilized in complying with the requirements of 49 CFR Parts 199 and 40 to the Secretary of Transportation or any DOT or state agency with regulatory authority over the company.
4. The company shall make available copies of all results for alcohol testing and any other information pertaining to the administrative process of the operator's AMPP as required by 49CFR Parts 199 and 40 when requested by the Secretary of Transportation or any DOT or state agency with regulatory authority over the company. When specified by the information shall include name specific alcohol test results, records, and reports.
5. When requested by the National Transportation Safety Board as part of an accident investigation, the company shall disclose information related to

its administration of any post-accident alcohol test administered following the accident under investigation.

6. The company shall make records available to a subsequent employer upon receipt of the written request from the covered employee. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the employee's written request.
7. The company may disclose required information pertaining to a covered employee to the employee or the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol test administered as required by the AMPP and the regulations set forth in 49 CFR Parts 199 and 40 or from the company's determination that the covered employee engaged in prohibited alcohol conduct including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.
8. The company shall release information regarding a covered employee's records as directed by the specific, written consent of the employee authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's consent.

Disclosure of Information:

1. Except as provided in this paragraph, the MRO shall not disclose to any third party medical information provided by the individual to the MRO as a part of the testing verification process.
2. The MRO may disclose such information to the company, DOT or other Federal Safety Agency, or a physician responsible for determining the medical qualification of the employee under the appropriate DOT regulation, as applicable, only if-
 - a. An applicable DOT regulation permits or requires such disclosure;
 - b. In the MRO's reasonable medical judgment, the information could result in the employee being determined to be medically unqualified under an applicable DOT rule; or
 - c. In the MRO's reasonable medical judgment, in a situation in which there is no DOT rule establishing physical qualification standards applicable to the employee, the information indicates that continued performance by the employee of his or her covered function could pose a significant safety risk.

3. Before obtaining medical information from the employee as part of the verification process, the MRO shall inform the employee that information may be disclosed to third parties as provided in this paragraph and the identity of any parties to whom information may be disclosed.

VII. Notifications

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

City of Hamilton will generally publicize this policy to the employees through memoranda, posted notices and ongoing training programs.

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

VIII. Record keeping

A. General-Drug:

1. The DPM (or designee) shall maintain a locked file system which will contain drug test results. This file shall be maintained as Confidential. Employee files shall be handled on strict "need to know" basis.
2. Drug tests results shall not be included in personnel files. Information regarding an individual's drug testing results or rehabilitation may be released only upon written consent of the individual, except;
 - a. Such information must be released regardless of consent to FHWA or other government agency as a part of an accident investigation;
 - b. Such information may be disclosed regardless of consent in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual and arising from a verified positive drug test.

- B. **Statistical Data:** Statistical data related to drug testing and rehabilitation that is non name-specified and training records may be released to FHWA or other governmental agency upon request.

C. Record Retention - The records that must be maintained are:

1. Records that demonstrate the collection process conforms to 40.25 shall be retained for a 3-year period.
2. Employee drug test results that show positive and test type (pre-employment, random, post-accident, or post-rehabilitation test), and records that demonstrate rehabilitation (including the MRO's determination). These records shall be retained for a 5-year period.
 - a. Job classification and functions of employee
 - b. Prohibited drug(s) used.
 - c. Disposition of employee (i.e. rehab, suspension, termination, etc.)
3. Employee drug tests that demonstrate negative results shall be retained for a period of 1 year.
4. A record indicating the total number of employees tested and the results of separated into categories shall be retained for a 5-year period.
5. Training records confirming that supervisors and employees have been trained as required under Part 199.19, and copies of training material used shall be retained for a 3-year period.

A. General-Alcohol:

The company APM or designee shall maintain the alcohol testing records in accordance with the provisions set out in the AMPP. Records shall be maintained for the specified periods of time as required in 49 CFR 199 and 40.

B. Record Retention Provisions

1. The following types of records shall be maintained for a minimum period of 5 years.
 - a. Records of employee alcohol test results with results indicating an alcohol concentration of .02 or greater.
 - b. Documentation of refusals to take required alcohol test.
 - c. Calibration documentation of each EBT used in alcohol testing, including records of the results of external calibration checks.

- d. Employee referrals and evaluations.
 - e. MIS annual alcohol misuse report data.
2. The following types of records shall be maintained for a minimum period of two years.
- a. Records related to the collection process (except calibration of EBT devices).
 - b. Records related to training.
 - c. Records of the inspection and maintenance of each EBT used in employee testing.
 - d. Documentation of the company's compliance with the Quality Assurance Plan (QAP) for each EBT it uses for alcohol testing under the AMPP.
 - e. Records of the training and proficiency testing of each BAT used in employee testing.
 - f. Log books used in conjunction with EBTs.
3. The following types of records shall be maintained for a minimum period of one year.
- a. Records of all test results below .02.

C. Maintenance of Specified Types of Records

1. The following types of records related to the collection process shall be maintained.
- a. Collection log books, if used.
 - b. Calibration documentation for EBT devices.
 - c. Documentation of BAT training.
 - d. Documents generated in connection with decisions to administer reasonable suspicion alcohol tests.
 - e. Documents generated in connection with decisions to administer post-accident alcohol test.
 - f. Documents verifying existence of a medical explanation of the

inability of a covered employee to provide adequate breath for alcohol testing.

2. The following types of records related to test results.
 - a. Company's copy of the alcohol test form, including the results of the test.
 - b. Documents related to the refusal of any covered employee to submit to a required alcohol test.
 - c. Documents presented by a covered employee to dispute the result of an alcohol test administered under the AMPP.
3. Records related to other violations outlined in the AMPP.
4. The following types of records related to referrals and evaluations.
 - a. Records pertaining to a determination by a SAP concerning a covered employee's need for assistance.
 - b. Records concerning a covered employee's compliance with the recommendations of the SAP.
5. Records related to the company's MIS annual alcohol misuse testing data. The company shall submit the required alcohol misuse MIS testing data to RSPA as prescribed by the regulations.
6. The following types of records to education and training of employees and supervisors.
 - a. Materials on alcohol misuse awareness, including a copy of the company's policy on alcohol misuse.
 - b. Documentation of compliance with the requirements of 199.231.
 - c. Documentation of training provided to supervisors for the purposes of qualifying the supervisors to make a determination concerning the need for alcohol testing based on reasonable suspicion.
 - d. Certification that any training conducted under the AMPP compliance with the requirements of 40 CFR Part 199 and 40.

IX. Appeals

A CDL driver whose test is reported as positive (or a drug will be asked by City of Hamilton in a confidential meeting or telephone conference to offer an explanation. The purpose of the meeting or telephone conference will be to determine if there is any reason that a positive test could have resulted from some cause other than drug use which is in violation of this policy .

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

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

An appeal that merits further inquiry may require that the pipeline employee or CDL driver be suspended without pay until the inquiry and the appeals process are completed.

If the CDL drivers is cleared of any charges or violations of this policy. City of Hamilton will reimburse back pay due the employee, up to two weeks of regular pay

X. Rehabilitation

1. CDL Drivers

Any CDL driver who fails either a drug or alcohol test must undergo a return-to-duty alcohol test with a result indicating 0.02 or less or a drug test with a negative result. In addition each employee identified as needing assistance by a substance abuse professional in resolving problems associated with alcohol misuse or drug abuse:

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

**SECTION FOUR
TESTING PROGRAM**

I. Applicability

This policy applies to every person within City of Hamilton who is employed in gas pipeline construction or operates a commercial motor vehicle in either interstate or intrastate commerce and is subject to a CDL.

II. General

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

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

All drug and alcohol testing performed under this section will conform exactly to DOT procedures.

III. Program and Procedures

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

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

1. Methods and actions for complying with all the requirements of this policy and DOT procedures, including requirements with respect to the EAP.
2. The name and address of each laboratory that analyzes specimens collected for drug testing:

Scott and White Laboratory Services

600 South 25th
Temple, Texas 76504
1-800-749-3788

3. The name and address of the Medical Review Officer (MRO) employed in the administration of drug testing under this section of the policy:

Dr. Cheryl Sampson, MD
Ellis County Medical Association
802 West Lampasas
Ennis, Texas 75119
972-875-4700

IV. Drug testing

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

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

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

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

1. Specimens that yield positive results on confirmation will be retained by the laboratory in frozen storage for at least 365 days, during which time City of Hamilton, SAMSHA, or a State agency may request retention for an additional period.
2. If the MRO determines there is no legitimate medical explanation for a confirmed positive test result, the split specimen will be tested if the employee makes a written request for so doing within 72 hours of receipt of the final test result from the MRO. City of Hamilton will pay for the cost of the split being tested, **but the employee will reimburse City of Hamilton (or the testing, unless the split is determined to be negative.**
3. If the employee requests a test of the split sample, it must be forwarded to another SAMSHA-certified laboratory of the employee's choice.
4. Since some analyses may deteriorate during storage, any detectable level of the drug will be reported and considered corroborative of the original positive test results.

V. Testing Methodology

A. Alcohol

1. The Breath Alcohol Technician

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

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

2. Alcohol Testing Devices

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

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

and initials of the or CDL driver taking each test, and be maintained for two years.

3. Quality Assurance Plan

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

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

4. The Alcohol Testing Site

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

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

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

5. The Breath Alcohol Testing Form

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

B. Alcohol Testing Procedures

1. Preparation For Testing

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

2. Administration Of The Initial Test

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

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

If the result of the initial screen is an alcohol concentration of less than 0.02, no further testing will be required. Both the BAT and the CDL driver will date the test form and sign the appropriate certification. If the CDL driver does not sign the certification in Step 4 of the form or does not initial the log book entry for a test, it will not be considered a refusal to be tested. In this event, the BAT will note the CDL driver's failure to sign or initial in the "Remarks" section of the form. The BAT will then transmit the result to City of Hamilton in a confidential manner and City of Hamilton will receive and store the information in a confidential manner consistent with this policy.

In the event the test result printed by the EBT does not match the displayed result, or if a sequential test number printed by the EBT does not match the number displayed by the EBT prior to the test, the BAT will note the disparity in the "Remarks" section of the form. The CDL driver and the BAT will then initial or sign this

notation and the test will be considered invalid, with City of Hamilton and the CDL driver advised of the same;

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

3. Administration Of The Confirmatory Test

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

A waiting period of not less than 15 minutes nor more than 30 minutes will be required. The CDL driver will be instructed by the BAT not to eat, drink or put any object in his/her mouth and if possible, not to belch during the waiting period. The BAT will also explain that the test will be conducted at the end of the waiting period, even if the CDL driver has disregarded the instruction. If the BAT becomes aware that the CDL driver has failed to comply with this instruction, he/she will so note in the "Remarks" section of the form.

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

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

within tolerance limits. Before the confirmation test is administered, the BAT will also ensure that he/she and the CDL driver read the sequential test number displayed by the EBT.

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

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

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

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

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

Contact:

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

Transmission of test results to a City of Hamilton representative may be in writing, in person or by telephone or electronic means, but the BAT will ensure that any test results requiring City of Hamilton to prevent a CDL driver from performing or continuing to perform a safety-sensitive function will be transmitted

immediately. If the initial transmission is not in writing, the BAT will follow-up by providing City of Hamilton with its copy of the test form, which will be treated as a confidential record under this policy.

4. Inability To Provide An Adequate Amount of Breath

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

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

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

5. Invalid Tests

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

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

6. Refusal To Test And Uncompleted Tests

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

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

C. Controlled Substances

1. Appropriate Laboratory

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

Scott & White Laboratory Services
600 South 25th
Temple, Texas 76504
1-800-749-3788

2. Initial Screen

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

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

3. Laboratory Reporting of Test Results

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

The MRO may request from the laboratory and the laboratory will provide quantitation of test results. The MRO will then report to City of Hamilton whether the test is positive or negative and, if

positive, the identity of the drug(s) for which there was a positive result.

4. Specimen Retention

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

5. Split Specimen Procedures

If the laboratory observes that the split specimen is untestable, inadequate, or unavailable for testing, the laboratory shall nevertheless test the primary specimen. The laboratory will on inform the MRO or City of Hamilton of the untestability, inadequacy, or unavailability of the split specimen until and unless the primary specimen is a verified positive test and the MRO has informed the laboratory that the CDL driver has requested a test of the split specimen.

SPECIMEN COLLECTION PROCEDURES

A. Scope.

1. The drug testing custody and control form is to be used as a permanent record on which identifying data on the employee and on the specimen collection and transfer process are retained. The drug testing plan requires testing for marijuana, cocaine, opiates, amphetamines, and phencyclidine.
2. Urine specimens collected under this plan may be used only to test for controlled substances designated or approved for testing as described in this appendix and shall not be used to conduct any other analysis or test.
3. This plan does not prohibit procedures reasonably incident of analysis of the specimen for controlled substances (e.g., determination of pH or tests for specific gravity, creatinine concentration, or presence of adulterants).

B. Procedures.

1. The collection site person shall utilize the drug testing chain-of-custody (COC) form provided by company; this form must address the requirements as contained in § 40.23. The COC form must comply with the provisions as contained in 49 CFR Part 40 with regard to the information that must be contained on the form.
2. The drug testing custody and control form may include such additional information as may be required for billing or other legitimate purposes necessary

to the collection, provided that personal identifying information on the donor (other than the social security number or employee identification number) may not be provided to the laboratory. Donor medical information may appear only on the copy provided to the donor.

3. The collection individual shall use a clean, single-use specimen bottle that is securely wrapped until filled with the specimen and use a tamperproof sealing system, designed in a manner such to ensure against undetected opening.
4. The collection individual shall use a shipping container in which the specimen and associated paperwork may be transferred and which can be sealed and initialed to prevent undetected tampering.
5. Written procedures, instructions, and training shall be provided as follows:
 - a. Under normal circumstances, the company will contact for and utilize when possible, an independent collection site. The independent collection site shall abide by all procedures, techniques, and methods outlined in 49 CFR Part 40, Part 199, and any DOT agency regulation, as well as those outlined in this document.
 - b. When an independent collection site is not available, company collection procedures and training shall clearly emphasize that the collection site person is responsible for maintaining the integrity of the specimen collection and transfer process, carefully ensuring the modesty and privacy of the individual, and is to avoid any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.
 - c. The collection site personnel shall have successfully completed training to carry out this function, or shall be a licensed medical professional, or a technician who has been provided instructions for collections and certifies completion as required in this document.
 - d. Collection site personnel, both medically trained and non-medical, are provided with appropriate DOT specimen collection procedures which outline the proper urine specimen collection procedures to be followed to ensure that all collection are conducted in a proficient manner.
 - e. Collection site personnel, company representative and/or donors have access to standard written instructions regarding DOT collection procedures which outline their individual responsibilities during the entire collection process. Same gender collection personnel shall be used if a urine collection is monitored by non-medical personnel or if the specimen is being conducted under the direct observation procedures.

- f. Unless it is impracticable for any individual to perform this function, a direct supervisor of an employee shall not serve as the collection site individual for a drug test of the employee.

C. Security.

1. The purpose of this paragraph is to prevent unauthorized access which could compromise the integrity of the collection process of the specimen.
2. The designated collection site is to be secure. If a collection site facility is dedicated solely to urine collection, it shall be secure at all times. If a facility cannot be dedicated solely to drug testing, the portion of the facility used for testing shall be secure during drug testing.
3. A facility normally used for other purposes, such as a public rest room or hospital examining room, may be secured by visual inspection to ensure other persons are not present and undetected access (e.g., through a rear door not in the view of the collection site person) is not possible. Security during collection may be maintained by effective restriction of access to collection materials and specimens. In the case of a public rest room, the facility must be posted against access during the entire collection procedure to avoid embarrassment to the employee or distraction of the collection site person.
4. If it is impractical to maintain continuous physical security of a collection site from the time the specimen is presented until the sealed mailer is transferred for shipment, the following minimum procedures shall apply:
 - a. The specimen shall remain under the direct control of the collection site person from delivery to its being sealed in the mailer.
 - b. The mailer shall be immediately mailed, maintained in secure storage, or remain until mailed under the personal control of the collection site person.

D. Chain-of-Custody.

1. The chain-of-custody block of the drug testing custody and control form shall be properly executed by authorized collection site personnel upon receipt of specimens.
2. Handling the transportation of urine specimens from one authorized individual or place to another shall always be accomplished through chain-of-custody procedures. Every effort shall be made to minimize the number of persons handling specimens.

E. Access to Authorized Personnel Only.

1. No unauthorized personnel shall be permitted in any part of the designated collection site when urine specimens are collected or stored. Only the collection site person may handle specimens prior to their securement in the mailing container or monitor or observe a specimen collection (under the conditions specified in this section).
2. To promote security of specimens, avoid distraction of the collection site person, and ensure against any confusion in the identification of specimens, the collection site person shall have only one donor under supervision at any time.
3. For this purpose, a collection procedure is complete when the urine bottle has been sealed and initialed, the drug testing custody and control form has been executed, and the employee has departed the site (or, in the case of an employee who was unable to provide a complete specimen, has entered a waiting area).

F. Privacy.

1. Procedures for collecting urine specimens shall allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided, as further described in this paragraph.
2. For purposes of this procedure, the following circumstances are the exclusive grounds constituting a reason to believe that the individual may alter or substitute the specimen:
 - a. The employee has presented a urine specimen that falls outside the normal temperature range (32° 38°C/90° 100°F), and
 - 1) the employee declines to provide a measurement of oral body temperature, as provided in paragraph G.14. of this section; or
 - 2) oral body temperature varies by more than 1°C/1.8°F from the temperature of the specimen.
 - b. The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2g/L.
 - c. The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented); or
 - d. The employee has previously been determined to have used a controlled substance without medical authorization and the particular test was being

conducted under a DOT regulation providing for follow-up testing upon or after return to service.

3. A higher-level supervisor of the collection site person, or a designated employer representative, shall review and concur in advance with any decision by a collection site person to obtain a specimen under the direct observation of a same gender collection site person based upon the circumstances described in paragraph 2 above.

G. Integrity and Identity of Specimen. The collection site person shall take precautions to ensure that a urine specimen is not adulterated or diluted during the collection procedure and that information on the urine bottle and on the urine custody and control form can identify the individual from whom the specimen was collected. The following minimum precautions shall be taken to ensure that unadulterated specimens are obtained and correctly identified:

1. To deter the dilution of specimens at the collection site, toilet bluing agents shall be placed in toilet tanks wherever possible, so that reservoir of water in the toilet bowl always remains blue. Where practicable, there shall be no other source of water (e.g., no shower or sink) in the enclosure where urination occurs. If there is another source of water in the enclosure, it shall be effectively secured or monitored to ensure it is not used as a source for diluting the specimen.
2. When an individual arrives at the collection site, the collection site person shall ensure that the individual is positively identified as the employee selected for testing (e.g., through presentation of photo identification or identification by the employer's representative). If the individual's identity cannot be established, the collection site person shall not proceed with the collection. If the employee requests, the collection site person shall show proper identification to the employee.
3. If the individual fails to arrive at the assigned time, the collection site person shall contact the appropriate authority to obtain guidance on the action to be taken.
4. The collection site person shall ask the individual to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the individual's urine specimen. The collection site person shall ensure that all personal belongings such as a purse or briefcase remain with the outer garments. The individual may retain his or her wallet. If the employee requests it, the collection site person shall provide the employee a receipt for any personal belongings.
5. The individual shall be instructed to wash and dry his or her hands prior to urination.
6. After washing hands, the individual shall remain in the presence of the collection

site person and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent, or any other materials which could be used to adulterate the specimen.

7. The individual may provide their specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. The collection site person shall provide the individual with a clean specimen bottle or collection container, if applicable, that is securely wrapped for this purpose.
8. The collection site person shall note any unusual behavior or appearance on the urine custody and control form.
9. In the exceptional event that an employer-designated collection site is not accessible and there is an immediate requirement for specimen collection (e.g., circumstances require a post-accident test), a public rest room may be used according to the following procedures: A collection site person of the same gender as the individual shall accompany the individual into the public rest room which shall be made secure during the collection procedure. If possible, a toilet bluing agent shall be placed in the bowl and any accessible toilet tank. The collection site person shall remain in the rest room, but outside the stall, until the specimen is collected. If no bluing agent is available to deter specimen dilution, the collection site person shall instruct the individual not to flush the toilet until the specimen is delivered to the collection site person. After the collection site person has possession of the specimen, the individual will be instructed to flush the toilet and to participate with the collection site person in completing the chain-of-custody procedures.
10. If the company is using the single collection method then the following procedures shall be used:
 - a. The collector may choose to direct the employee to urinate either directly into a specimen bottle or into a separate collection container.
 - b. If a separate collection container is used, the collection site person shall pour at least 30 ml of the urine from the collection container into the specimen bottle in the presence of the employee.
11. Collection Methodology.
 - a. In either collection methodology, upon receiving the specimen from the individual, the collection site person shall determine if the specimen has at least 30 milliliters (ml) of urine for the primary or single specimen bottle and, where the split specimen collection method is used, an additional 15 ml of urine for the split specimen bottle.

If the individual is unable to provide such a quantity of urine, the specimen shall be discarded. The collection site person shall instruct the individual to drink up to 40 ounces of fluid, distributed reasonably through a period of up to three hours, or until the individual has provided a new urine specimen, whichever occurs first. If the employee refuses to drink fluids as directed or to provide a new urine specimen, the collection site person shall terminate the collection and notify the employer that the employee has refused to submit to testing.

If the employee has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collection site person shall discontinue the collection and notify the employer.

The employer shall direct the employee who does not provide a sufficient urine specimen to obtain, as soon as possible, an evaluation from a licensed physician who is acceptable to the employer concerning the employee's ability to provide an adequate amount of urine.

If the physician determines, in his/her medical judgment, that a medical condition has, or with a high degree of probability, could have, precluded the employee from providing an adequate urine specimen, the employee's failure to provide the specimen shall not be deemed a refusal to test.

Section 49 CFR Part 40.25(f)(10)(iv)(B)(1) defines what types of medical conditions would result in an employee being unable to provide an adequate specimen for testing.

If the physician, in his/her medical judgment, is unable to determine why the employee is unable to provide an adequate urine specimen, it will be deemed as a refusal to test. The physician shall provide to the MRO a brief written statement stating his/her conclusions and the basis for it, which shall include detailed information on the medical condition of the employee. Upon receipt of this statement the MRO shall report his/her conclusions to the employer in writing.

- b. In pre-employment testing, if the company does not wish to hire the individual, the MRO is not required to make such a referral. Upon completion of the examination, the MRO shall report his/her conclusion to the company in writing.

NOTE: The procedure below may be omitted if the company does not conduct split sample testing. Since split samples are not mandated by FHWA for CDL drivers, a company implementing these procedures does so based on their company policy, however, the collection procedures shall be conducted in accordance with the requirements of 49 CFR Part 40.

12. Employers using the split sample method of collection shall follow the procedures set forth below:
 - a. The donor shall urinate into a collection container or specimen bottle capable of holding at least 60 ml.
 - b. If a collection container is used, the collection site person, in the presence of the donor, pours the urine into two specimen bottles. Thirty (30) ml shall be poured into one bottle, to be used as the primary specimen. At least 15 ml shall be poured into the other bottle, to be used as the split
 - c. If a single specimen bottle is included as a collection container, the collection site person shall pour 30 ml of urine from the specimen bottle into a second specimen bottle (to be used as the primary specimen) and retain the remainder (at least 15 ml) in the collection bottle (to be used as the split specimen).
 - d. Both bottles shall be shipped in a single shipping container, together with copies 1, 2, and the split specimen copy of the chain-of-custody form, to the laboratory.
 - e. If the test result of the primary specimen is positive, the employee may request that the MRO direct that the split specimen be tested in a different DHHS-certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive test result.
 - f. When the MRO informs the laboratory in writing that the employee has requested a test of the split specimen, the laboratory shall forward, to a different DHHS-approved laboratory, the split specimen bottle, with seal intact, a copy of the MRO request, and the split specimen copy of the chain-of-custody form with appropriate chain-of-custody entries.
 - g. The result of the test of the split specimen is transmitted by the second laboratory to the MRO. If the analysis of the split specimen is reconfirmed by the second laboratory for the presence of the drug(s) or drug metabolite(s), the MRO shall notify the employer of the results of the test.
 - h. Action required by DOT agency regulations as the result of a positive drug test (e.g., removal from performing a safety-sensitive function) is not stayed pending the result of the test of the split specimen.
 - i. If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the

MRO shall cancel the test, and report the cancellation and the reasons for it to the DOT, the employer, and the employee.

13. After the specimen has been provided and submitted to the collection site person, the individual shall be allowed to wash his or her hands.
14. Immediately after the specimen is collected, the collection site person shall measure the temperature of the specimen. The temperature measuring device used must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measure is critical and in no case shall exceed 4 minutes.
15. A specimen temperature outside the range of 32°C 38°C/90°F 100°F, constitutes a reason to believe that the individual has altered or substituted the specimen (See Section F.2.a). In such cases, the individual supplying the specimen may volunteer to have their temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen.
16. Immediately after the specimen is collected, the collection site person shall also inspect the specimen to determine its color and look for any signs of contaminants. Any unusual findings shall be noted on the urine custody and control form.
17. All specimens suspected of being adulterated shall be forwarded to the laboratory for testing.
18. Whenever there is reason to believe that a particular individual has altered or substituted the specimen as described in Section F.2.a. and c., a second specimen shall be obtained as soon as possible under the direct observation of a same gender collection site person.
19. Both the individual being tested and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. As provided below, the specimen shall be sealed by placement of a tamper-proof seal over the bottle cap and down the sides of the bottle and labeled in the presence of the employee. If the specimen is transferred to a second bottle, the collection site person shall request the individual to observe the transfer of the specimen and the placement of the tamper-proof seal over the bottle cap and down the sides of the bottle.
20. The collection site person and the employee shall be present at the same time during procedures outlined in items 21 through 24 of this section.
21. The collection site person shall place securely on the bottle an identification label which contains the date, the individual's specimen number, and any other

identifying information provided or required by the employer. If separate from the label, the tamper-proof seal shall also be applied.

22. The individual shall initial the identification label on the specimen bottle for the purpose of certifying that it is the specimen collection from the donor.
23. The collection site person shall enter on the drug testing custody and control form all information identifying the specimen. The collection site person shall sign the drug testing custody and control form certifying that the collection was accomplished according to the applicable Federal requirements.
24. The individual shall be asked to read and sign a statement on the drug testing custody and control form that the specimen collected from him/her is in fact that specimen he/she provided.
25. The collection site person shall complete the chain-of-custody portion of the drug testing custody and control form to indicate receipt of the specimen from the employee and shall certify proper completion of the collection.
26. The urine specimen and chain-of-custody form are now ready for shipment. If the specimen is not immediately prepared for shipment, the collection site person shall ensure that it is appropriately safeguarded during temporary storage.
27. Control of Specimen
 - a. While any part of the above chain-of-custody procedures is being performed, it is essential that the urine specimen and custody documents be under the control of the involved collection site person.
 - b. If the involved collection site person leaves the work station momentarily, the collection site person shall take the specimen and drug testing custody and control form with him/her or shall secure them. After the collection site person returns to the work station, the custody process will continue. If the collection site person is leaving for an extended period of time, he/she shall package the specimen for mailing before leaving the site.
 - c. The collection site person shall not leave the collection site in the interval between presentation of the specimen by the employee and securement of the sample with an identifying label bearing the employee's specimen identification number and seal initialed by the employee. If it becomes necessary for the collection site person to leave the site during this interval, the collection shall be nullified and at the election of the company a new collection may be begun.

- H. Collection Control. To the maximum extent possible, collection site personnel shall keep the individual's specimen bottle within sight both before and after the individual has urinated. After the specimen is collected, it shall be properly sealed and labeled.
- I. Transportation to Laboratory. Collection site personnel shall arrange to ship the collected specimens to the drug testing laboratory. The specimens shall be placed in shipping containers designed to minimize the possibility of damage during shipment (e.g., specimen boxes and/or padded mailers); and those containers shall be securely sealed to eliminate the possibility of undetected tampering. On the tape sealing the container, the collection site person shall sign and enter the date specimens were sealed in the containers for shipment. The collection site person shall ensure that the chain-of-custody documentation is attached to each container sealed for shipment to the drug testing laboratory.
- J. Failure to Cooperate. If the employee refuses to cooperate with the collection process, the collection site person shall inform the designated company representative and shall document the non-cooperation on the drug testing custody and control form.
- K. Employee Requiring Medical Attention. If the sample is being collected from an employee in need of medical attention as part of a post-accident test given in an emergency medical facility, necessary medical attention shall not be delayed in order to collect the specimen.
- L. Use of Chain-of-Custody Forms. A chain-of-custody form shall be used for maintaining control and accountability of each specimen from the point of collection to final disposition of the specimen. The date and purpose shall be documented on the form each time a specimen is handled or transferred and every individual in the chain shall be identified. Every effort shall be made to minimize the number of persons handling specimens.

LABORATORY PROCEDURES

- A. Testing.
 - 1. Initial Test - The initial test shall use an immunoassay which meets the requirement of the Food and Drug Administration for commercial distribution.
 - 2. Confirmatory Test - All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff values listed in this paragraph for each drug. All confirmations shall be by quantitative analysis. Concentrations which exceed the linear region of the standard curve shall be documented in the laboratory record as greater than highest standard curve value.

B. Reporting Results.

1. The laboratory shall report test results to the company's MRO within an average of 5 working days after receipt of the specimen by the laboratory. Before any test result is reported (the results of initial tests, confirmatory tests, or quality control data), it shall be reviewed and the test certified as an accurate report by the responsible individual. The report shall identify the drugs/metabolites tested for, whether positive or negative, the specimen number assigned by the employer, and the drug testing laboratory specimen.
2. The laboratory shall report as negative all specimens which are negative on the initial test or negative on the confirmatory test. Only specimens confirmed positive shall be reported positive for a specific drug.
3. The MRO may request from the laboratory and the laboratory shall provide quantitation of test results. The MRO shall report whether the test is positive or negative and may report the drug(s) for which there was a positive test, but shall not disclose the quantitation of test results to the company. The MRO may reveal the quantitation of a positive test result to the company, the employee, or; the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee and arising from a verified positive drug test.
4. The laboratory may transmit results to the MRO by various electronic means (e.g., teleprinter, facsimile, or computer) in a manner designed to ensure confidentiality of the information. Results may not be provided verbally by telephone. The laboratory and employer must ensure the security of the data transmission and limit access to any data transmission, storage, and retrieval system.
5. The laboratory shall send only to the MRO the original or a certified true copy of the drug testing custody and control form (copy 1), which, in the case of a report positive for drug use, shall be signed (after the required certification block) by the individual responsible for day-to-day management of the drug testing laboratory or the individual responsible for attesting to the validity of the test reports, and attached to which shall be a copy of the test report.
6. The laboratory shall provide to the company official responsible for coordination of the drug testing program a quarterly statistical summary of urinalysis testing of the company's employees and shall not include in the summary any personal identifying information. Confirmation data shall be included from test results reported within that quarter. Normally this summary shall be forwarded not more than 14 calendar days after the end of the quarterly covered by the summary. The summary shall contain the following information:
 - a. Number of specimens received for testing;

b. Number of specimens confirmed positive for:

Marijuana metabolite
Cocaine metabolite
Morphine, codeine
Phencyclidine
Amphetamine
Methamphetamine

c. Number of specimens for which a test was not performed.

7. Quarterly reports shall not include data from which it is reasonably likely that information about individuals' tests can be readily inferred. If necessary, in order to prevent the disclosure of such data, the laboratory shall not send a report until data are sufficiently aggregated to make such an inference unlikely. In any quarter in which a report is withheld for this reason, the laboratory will so inform the employer in writing.
 8. The laboratory shall make available copies of all analytical results for company drug testing programs when requested by DOT with regulatory authority over the company.
 9. Unless otherwise instructed by the company in writing, all records pertaining to a given urine specimen shall be retained by the drug testing laboratory for a minimum of 2 years.
- C. Long-Term Storage. Long-term frozen storage (-20°C or less) ensures that positive urine specimens will be available for any necessary retest during administrative or disciplinary proceedings. Drug testing laboratories shall retain and place in properly secured long-term frozen storage for a minimum of 1 year all specimens confirmed positive, in their original labeled specimen bottles. Within this 1-year period, an employer (or other person designated in a DOT agency regulation) may request the laboratory to retain the specimen for an additional period of time, but if no such request is received the laboratory may discard the specimen after the end of 1 year, except that the laboratory shall be required to maintain any specimens known to be under legal challenge for an indefinite period.
- D. Retesting Specimens. Because some analyses deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence of the drug or metabolite.
- E. Subcontracting. Drug testing laboratories shall not subcontract and shall perform all work with their own personnel and equipment. The laboratory must be capable of performing testing for the five classes of drugs (marijuana, cocaine, opiates, phencyclidine, and amphetamines) using the initial immunoassay and confirmatory GC/MS methods specified in this appendix. This paragraph does not prohibit subcontracting of laboratory

analysis if specimens are sent directly from the collection site to the subcontractor, the subcontractor is a laboratory certified by DHHS as required in this appendix, the subcontractor performs all analysis and provides storage required under this appendix, and the subcontractor is responsible to the company for compliance with this appendix and applicable DOT regulations as if it were the prime contractor.

- F. Inspections. DOT, any company utilizing the laboratory, DHHS, or any organization performing laboratory certification on behalf of DHHS reserves the right to inspect the laboratory at any time. Company contracts with laboratories for drug testing, as well as contracts for collection site services, shall permit the company and the DOT of jurisdiction (directly or through an agency) to conduct unannounced inspections.
- G. Documentation. The drug testing laboratories shall maintain and make available for at least 2 years documentation of all aspects of the testing process. This 2-year period maybe extended upon written notification by DOT or by any company for which laboratory services are being provided. The required documentation shall include personnel files on all individuals authorized to have access to specimens; chain-of-custody documents; quality assurance/quality control records; procedure manuals; all test data (including calibration curves and any calculations used in determining test results); reports; records on performance testing; performance on certification inspections; and hard copies of computer-generated data. The laboratory shall maintain documents for any specimen known to be under legal challenge for an indefinite period.
- H. Protection of Employee Records.
 - 1. Employer contracts with laboratories shall require that the laboratory maintain employee test records in confidence, as provided in DOT regulations.
 - 2. The contracts shall provide that the laboratory shall disclose information related to a positive drug test of an individual to the individual, the employer, or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual and arising from a certified positive drug test.
 - 3. Upon written request from the employee, the laboratory shall provide access to any and all records relating to his or her drug test and any record relating to the results of any relevant certification, review, or revocation-of-certifications proceedings.

VI. Medical review of test results

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

Ellis County Medical Association

802 West Lampasas

Ennis, Texas 75119

972-875-4700

The duties of the MRO shall be:

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

The following rules will govern MRO determination:

1. If the MRO determined after appropriate review that there is a legitimate medical explanation for the confirmed positive test result, the MRO will take no further action.
2. If the MRO determines after appropriate review that there is no legitimate explanation for the confirmed positive test result, the MRO will so inform

the designated City of Hamilton officials.

3. Based on a review of the laboratory inspection reports, chain-of-custody, quality assurance and quality control data the MRO may conclude that a particular drug test result is scientifically insufficient for further action. Under these circumstances the MRO will conclude that the test is negative.
4. For opiate positives, City of Hamilton will also require the MRO to determine if there is clinical evidence in addition to the drug test of unauthorized use of any opium, opiate, or opium derivative. The clinical evidence may include a medical history and a physical examination.

SECTION FIVE EMPLOYEE ASSISTANCE PROGRAM (EAP)

A. Scope of Program:

The EAP will provide education and training on alcohol and drug misuse to all employees. The education shall include:

1. Information material displayed on bulletin boards, employee break rooms, locker rooms, etc., and distributed to employees.
2. A community service hot-line telephone number for employee assistance displayed on bulletin boards and distributed to employees, and
3. Distribution of company's policy regarding drug and alcohol misuse to all employees. The policy shall be displayed in prominent places throughout the company (i.e. employee bulletin board, break room, locker rooms).

B. Supervisor Training:

1. Supervisory personnel responsible for those employees covered under Part 199 will receive training under the alcohol misuse prevention plan. The training shall include at least ***one 120-minute period of training*** on the specific, contemporaneous physical, behavioral, speech, and performance indicators of probable alcohol and/or misuse. This training shall be for supervisors who determine whether an employee must be alcohol or drug tested for reasonable suspicion.

If any employee wishes to seek help with substance abuse or alcohol misuse the following toll free numbers are available:

Drug & Alcohol Hotline – 800-252-6465
NIDA – 800-662-HELP

City of Hamilton

Substance Abuse and Alcohol Misuse Policy Acknowledgement

I acknowledge the receipt of City of Hamilton's substance abuse and alcohol misuse policy. I have read and understand this policy. I agree to comply with all its requirements, including the requirements related to biological testing.

I understand I will not be compelled to provide biological specimens for controlled substance abuse and alcohol testing, however, that to do so can result in my termination from employment.

I hereby agree to give biological specimens whenever required to do so by City of Hamilton.

Applicant's or employee's signature

Date

Original: Compliance Consortium Corporation
Copy: City of Hamilton Employee File

City of Hamilton

Substance Abuse and Alcohol Misuse Policy Consent to Release of Past Employment History

I wish to be considered for employment with another employer, I understand that it is City of Hamilton's policy, as well as a DOT requirement, that my prior employment history for a period of two years be accessible as a condition of employment.

I agree to release these records as part of the regular re-employment screening conducted by City of Hamilton. I understand that favorable results do not necessarily guarantee that I will be employed by City of Hamilton.

Because I wish City of Hamilton to consider me for employment, I hereby grant my permission to my former employer or their agents, to release to Compliance Consortium Corporation and City of Hamilton, the results of any and all controlled substance abuse and alcohol test results taken by me in the last two years so that I may qualify for such employment.

Prior Employer	Telephone No.	Dates of Employment
_____	(____) _____	From _____ To _____
_____	(____) _____	From _____ To _____
_____	(____) _____	From _____ To _____
_____	(____) _____	From _____ To _____
_____	(____) _____	From _____ To _____

Signed: _____

Print Name: _____

SS#: _____

Date: _____

At this time, I hereby consent to the release of this information.

Original: Compliance Consortium Corporation
Copy: City of Hamilton Employee File

City of Hamilton
Request for Past Employment History
New Employees Only

This section to be completed by Applicant:

I wish to be considered for employment with another employer in a DOT regulated position. So that I may qualify for employment, hereby grant my permission to my former employers or their agents to release to Compliance Consortium Corporation the results of any and all DOT regulated controlled substance abuse and alcohol misuse tests taken by me in the last two years.

At this time, I hereby consent to the release of this information.

Signed: _____

Print Name: _____

Date: _____

S.S. No.: _____

This section to be completed by Previous Employer:

The person listed above has applied for employment in a DOT regulated position and has indicated being in your employ within the previous two years. In accordance with DOT regulations, 49CFR, Part 382, we are requesting the following information based on your employment history of this individual. DOT regulations also state, a previous employer must provide this information within 14 days of receipt.

- No Yes Participated in a drug and alcohol abuse program in the last 30 days?
- No Yes Participated in a random drug abuse testing program in the last 12 month?
- No Yes Participated in a random alcohol misuse testing program in the last 12 months?

Give dates of: Last drug test _____ Last alcohol test _____

- No Yes Alcohol test results greater than 0.04?
- No Yes Controlled substance test results confirmed "Positive"?
- No Yes Refused to participate in a controlled substance and/or alcohol test?
- No Yes While in your employ was the employee referred to a SAP/MRO?

If yes, give SAP/MRO's: Name _____

Telephone number _____

Name of previous employer _____

Signature

Title

Date

Please remit reply to:

Compliance Consortium Corporation - Fonn 60305.5



Agenda Item #5

For Council Action
January 9, 2020

To: Honorable Mayor and City Council
From: Ryan Polster, Interim City Administrator

Subject: Consideration and/or Action on Resolution of The City of Hamilton, Texas, Establishing Goals, Objectives and Priorities of Parks, Recreational Facilities and Open Space; and Adopting a Timeline for Implementing a Master Plan for the Development, Operation and Maintenance of Parks, Recreational Facilities and Open Space.

Background: During the April 13, 2017, Council meeting more than 59 people attended to show support for continuing to operate the City Pool. The City Pool was an agenda item and the following Motion was made: DeLeon made a Motion to Adopt staff's recommendation to operate the pool as normal for the 2017 summer season and to conduct extensive cost estimate research as well as grant availability research over the course of the next year. Motion was seconded by Gilstrap and passed unanimously.

During the September 14, 2017, City Council meeting, DeLeon made a motion to Submit a Swimming Pool Rehabilitation Grant Application to Texas Parks and Wildlife Department prior to the October 2018 deadline. Kindle seconded The Motion which passed unanimously. The application could not be submitted before the October 2, 2017 deadline for three reasons:

1. The City had to certify that we are eligible to receive assistance under the Program and that a Parks or Pool Master Plan has been professionally developed.
2. Provide notice/hearing of the application that has been posted according to local public hearing requirements.
3. Dedicate the matching share (50%) for this application, readily available in our city coffers.

In the July 12, 2018, Council meeting, The City held a public hearing and had an agenda item regarding the city pool site being in the 100-year flood plain for the purpose of participating in The Texas Parks & Wildlife Department 2018-19 Local Park Grant Program; and dedicating the proposed site for permanent uses. Of the citizens who spoke,

no one was opposed to the site. Also, in the council packet at this meeting were 3 improvement options from Carrothers Construction Company LLC. Along with the improvement options in this packet, there was a Resolution Authorizing Application.

September 13, 2018, agenda item #7 called for the Local Parks non-urban outdoor grant submission for the swimming pool rehabilitation. Kim Hinton prepared an application for submission, but the application was never submitted. A Motion was made by DeLeon and seconded by Gilstrap to continue to build and plan the project for submission in 2019.

In 2019 the City Pool was not an action item.

Grantworks Inc. assisted the City to create a Planning and Capacity Study for 2018-2028. Within this Study is a parks element which is included in this packet. Approving the "Parks Master Plan" and Resolution is essentially laying a stronger foundation for obtaining future grants through the Texas Parks and Wildlife Department.

Recommendation: Council Approve Resolution.

RESOLUTION 04-20

ADOPTING A MASTER PLAN
FOR PARKS, RECREATIONAL FACILITIES AND OPEN SPACE

A RESOLUTION OF THE CITY OF HAMILTON, TEXAS, ESTABLISHING GOALS, OBJECTIVES AND PRIORITIES OF PARKS, RECREATIONAL FACILITIES AND OPEN SPACE; AND ADOPTING A TIMELINE FOR IMPLEMENTING A MASTER PLAN FOR THE DEVELOPMENT, OPERATION AND MAINTENANCE OF PARKS, RECREATIONAL FACILITIES AND OPEN SPACE.

WHEREAS, the City of Hamilton realizes the necessity of having access to suitable recreational opportunities to ensure the mental and physical well-being of its citizens; and

WHEREAS, the City of Hamilton desires to provide the most aesthetically appealing environment for its citizens to pursue a variety of leisure-time pursuits;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAMILTON:

1. That the City establish specific goals, objectives and priorities that provide for parks, recreational facilities and open space utilization; and
2. That the City adopt a timeline for implementing a master plan for the development, operation, improvement and maintenance of parks, recreational facilities and open space.

Introduced, read and passed by the affirmation vote of the City Council of the City of Hamilton on January 9, 2020.

MAYOR, Jim McInnis

ATTEST:

CITY SECRETARY, Ryan W. Polster

10 RECREATION & OPEN SPACE STUDY

10.1 Introduction

Over the past 20 years, Texas has continued to witness an increase in population, obesity, and natural disasters accompanied by a decline in children’s connection to nature as our State continues to urbanize. As a result, the State of Texas recognizes the importance of continued support for popular outdoor sports; amenities critical to use of local parks such as pedestrian connections and safety features; and the strategic construction of park and open space features that will also reduce drainage infrastructure costs, support local economic development, and lead to better health for Texas residents⁴⁷.

In small communities like Hamilton, recreational areas play a key role not only in the health of the individual, but also in the health of the community as a whole. Parks and recreational areas provide pleasant places for family reunions, friendly competition, exercise, and socializing.

To encourage healthy living, every city has the responsibility of providing adequate parks and open space. However, limited funds for these public uses generally require foresight in planning for future development and expansion of parks and public open spaces.

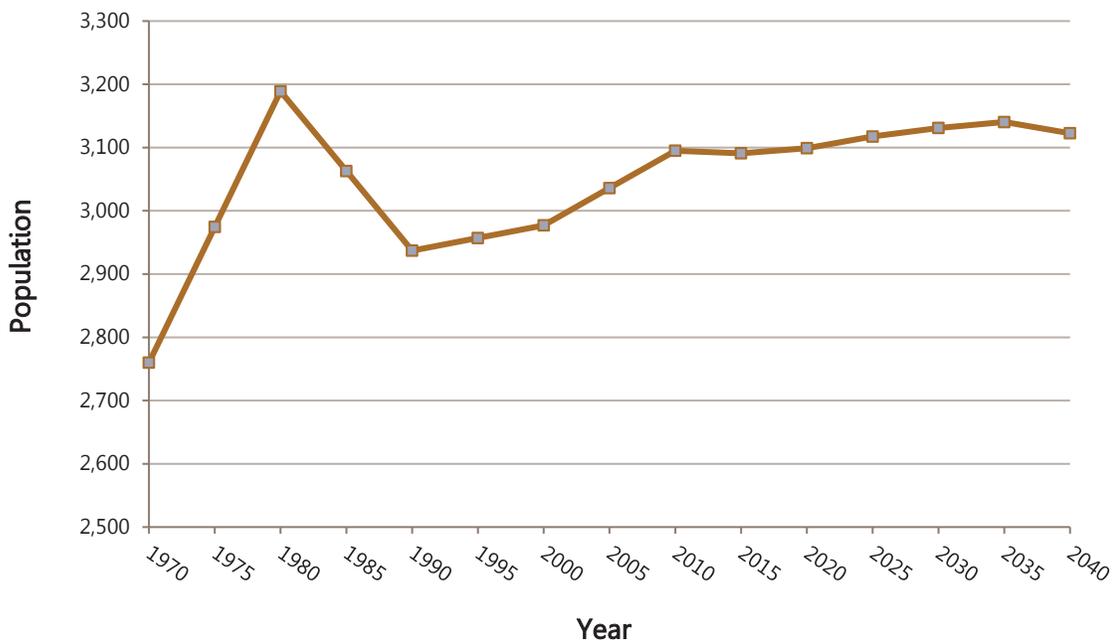
In order to adequately plan for the future, it is important to understand the community’s historical background and demographic profile. Several demographic and cultural factors contribute to the increasing demand for parks and recreational facilities in many Texas towns including the City of Hamilton: the increase in life expectancy coupled with earlier retirement ages for many people, the spread of competitive sporting programs to the youngest and oldest age groups, and the understanding that a healthy diet and regular exercise are good for mental and physical well-being.

⁴⁷ *Texas Outdoor Recreation Plan (2012)*

The City of Hamilton is located in central Hamilton County in the Central Texas Council of Governments. Incorporated in 1911, Hamilton is a general law city with the mayor-council form of government. Like many Texas communities, the City's early economy was based on agriculture, and cotton became a major regional product. Since the 1940s, ranching has replaced farming for the most part.

Census figures show that Hamilton's population has fluctuated since the 1960s but has remained around 3,000 people. A Housing Survey conducted in summer 2018 combined with Texas State Data Center projections indicate a continuation of that trend. Hamilton's population in 2018 is estimated at 3,096 residents, and the City's population is expected to grow by approximately 30 residents over the next 10 years, reaching 3,126 in 2028.

Chart 10A: Forecast Population, 1980 - 2040



Source: Texas State Data Center State Population Estimates and data from the 2018 windshield survey of houses.

Hamilton has a slightly smaller minority population than Hamilton County. Hispanic/Latino residents comprise 9% of the population, and non-White residents comprise 6% of the population. Students of all races who attend Hamilton ISD were included in those surveyed about park needs.

Table 10A: Population by Race & Ethnicity, 2000 - 2010

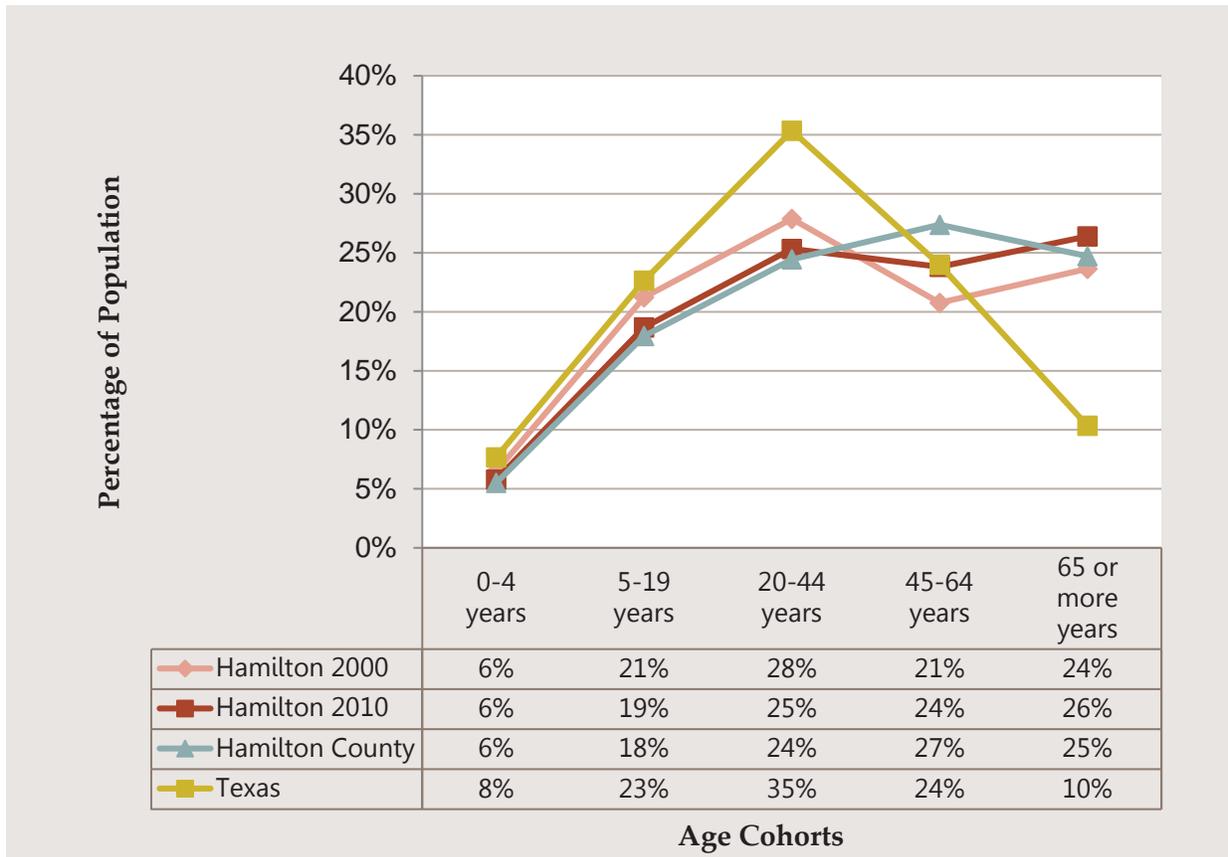
Characteristic	Hamilton				Hamilton County	
	2000		2010		2010	
	Number	%	Number	%	Number	%
Total Population	2,977	100%	3,095	100%	8,517	100%
Race						
White	2,832	95%	2,925	95%	7,913	93%
Black or African American	2	0%	21	1%	46	1%
American Indian, Alaskan Native	5	0%	21	1%	68	1%
Asian	10	0%	14	0%	34	0%
Native Hawaiian / Other Pacific Islander	0	0%	1	0%	1	0%
Other	98	3%	88	3%	366	4%
Two or More Races	30	1%	25	1%	89	1%
Ethnicity						
Hispanic or Latino	201	7%	274	9%	863	10%
Not Hispanic or Latino	2,776	93%	2,821	91%	7,654	90%

Note: figures may be rounded to next whole number

Source: U.S. Census Bureau.

Since 2000, Hamilton’s population has aged in place, causing the City to lose some of its younger population and to gain population in the older cohorts. Due to the small size of the city’s population, the age distribution can fluctuate from minor changes.

Chart 10B: Population by Age Group, 2000 – 2010



Source: 2000 and 2010 Census of Population and Housing, Summary Population and Housing

The City desires to provide recreational activities for all segments of the population regardless of age.

An estimated 17.9% of Hamilton’s residents are below the poverty level⁴⁸. Unemployment in Hamilton County is at 3.9%, lower than the Texas rate of 4.3%; however, average weekly wages in Hamilton County in 2016 is \$667, 39% less than the state average of \$1,090⁴⁹. Based on those measures, the City has a limited ability to fund recreation facilities through increased taxes, bond issues, or user fees. Residents use local parks frequently because they have fewer resources to travel outside of Hamilton and less money to spend on private recreation than residents of wealthier municipalities.

This Master Plan includes analysis based on survey responses as well as on the cultural and economic condition of Hamilton’s residents.

⁴⁸ From the American Community Survey 5-year estimates, Table DP03, Poverty level of “All people”, accessible from <http://factfinder2.census.gov/main.html>

⁴⁹ From the Texas Workforce Commission at <http://www.tracer2.com/>

Of the 146 responses to a survey about the City’s recreational facilities, 101 respondents represented households inside the City of Hamilton, 43 respondents lived outside the city limits, and two were not sure. Forty-five respondents were households containing family members 51 years or older, and 11 contained family members 66 or older. Ninety percent (132) of households had at least one resident high-school age or younger, and 63% (92 households) had at least one child under the age of 13.

Finally, the Master Plan analyzes the lack of facilities currently available in Hamilton. Although Hamilton has a great deal of recreational equipment available at existing parks (detailed in *Section 5. Inventory & Assessment of Existing Resources*), residents do not have access to basketball courts, volleyball courts, enough Little League and softball fields, and light activity areas.

10.2 Goals and Objectives

Hamilton’s Master Park Plan provides a foundation for development of future park and recreation facilities and guidance for maintenance of existing facilities in Hamilton. To realize this vision for the future, actions suggested in this plan relate to specific goals that the citizens of Hamilton hope to accomplish.

The goals and the objectives presented here that lead to implementation were determined through formal surveys of local residents, public hearings related to community development projects, and a public meeting held to discuss city-wide aspirations for recreation facilities and other improvements.

Table 10B: City of Hamilton Recreation and Open Space Goals and Objectives, 2018-2028

Goals and Objectives	Activity Year(s)			Lead Organization	Cost Estimate	Funding Sources
	2018-2021	2022-2025	2026-2028			
Goal 10.1 Existing recreational facilities are maintained in good condition.						
Submit application for funding in fall 2020 to the TPWD Small Community program to repair or replace damaged picnic tables and basketball court at Schrader Meadow; playscape, swingset, benches, and bleachers at Hamilton Fair Park; and swingset at Horton Park. Install more playground equipment and water fountains at city parks as needed and desired.	X			City	Up to \$150,000	GEN, TPW
Submit application in fall 2021 to the TPWD Outdoor Recreation program to make needed repairs to the swimming pool	X			City	Up to \$500,000	GEN, TPW

Establish a voluntary park donation fund for maintenance, repair, upgrade of City parks. Solicitation could be added to Town utility bill.	X			City	< \$1,000	GEN, Local
Develop and conduct biannual review of a shared-resources plan with Hamilton ISD to ensure all available area facilities can be utilized year-round.	X	X	X	City, ISD	< \$1,000	GEN, ISD
Establish "community work day" at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	X	X	X	City, ISD, Private landowners	< \$1,000	GEN, Local
Budget sufficient funds for park maintenance and for future facility development.	X	X	X	City	\$15,000 ± per year	GEN
Goal 10.2 <i>New facilities have been constructed that fulfill residents' expressed needs and bring the City up to standards.</i>						
Submit application for funding in fall 2019 to the TPW Small Community Program to install two new basketball courts and two new volleyball courts in city parks	X			City	Up to \$150,000	GEN, TPW
Adopt subdivision regulations that require that new developments of over 10 units contribute land or a fee in lieu for park improvements and allow for open-space dedication and floodplain preservation	X			City	\$1,000	GEN
Develop activities pursued by elderly residents such as horseshoes, shuffleboard, or domino/cards game tables where none currently exist and as needed.	X			City	\$2,000	GEN
Submit application for funding in fall 2022 to the TPW Small Community program to install new Little League field, softball field, and public WIFI in areas of Pecan Creek Park.	X			City	Up to \$150,000	GEN, TPW
Submit application in fall 2023 to the TPW Indoor Recreation program to construct a recreation center		X		City	Up to \$1 million	GEN, TPW
Submit application for funding in fall 2024 to TPW Small Community Grant Program to install a Splash Pad at or near the existing swimming pool		X		City	Up to \$150,000	GEN, TPW
Encourage development of other indoor activities typically operated by private businesses such as a movie theater, bowling alley, rollerskating rink, gymnastics/twirling center, and indoor rodeo facilities		X		City	Staff	GEN, Local

Encourage development of other outdoor activities typically operated by private businesses such as a skate park, equestrian facilities, miniature golf, bicycle motor-cross, a mountain bike trail.	X			City	Staff	GEN, Local
Develop exhibits at park facilities to foster nature appreciation and to educate visitors about local flora, fauna, and geology. This can include community gardens and/or xeriscaped gardens.	X			City	\$2,000	GEN, Local
Review mandatory park dedication policy to ensure formula is sufficient to provide needed parkland in new subdivisions.			X	City	< \$1,000	GEN
Develop native grass and garden areas along Pecan Creek to preserve habitat and encourage wildlife viewing			X	City	\$2,000	GEN, Local
Goal 10.3 Ongoing programming and development of city parks demonstrate local pride and attract visitors, investors, and new residents.						
Develop policy to educate public regarding benefits of private donation of land to be used for parks, greenbelts, and open space.	X			City	< \$1,000	GEN, Local
Revise subdivision regulations to require that new developments of over 10 units contribute land or a fee in lieu for park improvements.	X			City	\$1,000	GEN
Develop annual festival at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community's cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	X	X	X	City	\$5,000 - \$10,000	GEN, Local
Schedule biennial review of master plan and update priority list and public input as needed.	X	X	X	City	< \$500	GEN
Conduct an annual Tree Planting campaign; plant 10 trees per year	X	X	X	City	< \$1,000 per year	GEN, TUFC, Local
Dedicate open space to preserve habitat and encourage wildlife viewing			X	City	Vary with programs	GEN, Local
Dedicate natural areas to ensure unique features are preserved.			X	City	Vary with programs	GEN, Local
Schedule creation of new Master Park Plan			X	City	\$10,000	GEN, CDBG

TPW = Texas Parks and Wildlife Department; GEN = City of Hamilton municipal funds; Staff = Hamilton staff time; Local = donations from private citizens, organizations, and local businesses; ISD = Hamilton ISD; TDA-DRP = Texas Department of Agriculture – Downtown Revitalization Program; CDBG = Community Development Block Grant program; TUFC = Texas Urban Forestry Council

10.3 Plan Development Process

The process through which this recreation plan was developed began in October 2016 when the City of Hamilton authorized a professional planning firm, GrantWorks Inc. of Austin, to prepare a Comprehensive Plan under a Planning and Capacity Building Fund grant award from the Texas Department of Agriculture, Office of Rural Affairs.

To begin judging the level of interest in park needs, planners consulted with city staff, city officials and residents of all ages.

A written survey was distributed to Hamilton ISD students in the spring of 2018. One hundred and forty six surveys were completed, of which 64% of respondents stated that existing park facilities need to be upgraded or expanded. Of the 146 responses, 101 respondents represented households inside the City of Hamilton, 43 respondents lived outside the city limits, and two respondents were not sure. The in-city responses represent approximately 7.3% of the occupied housing units in the City. Non-city households represent approximately 29.4% of the total responses.

At all priority levels, the predominant recreational facilities suggested for development were restoration of the swimming pool, public WIFI, basketball courts, and a recreation center. These results are discussed in *Section 6: Needs Assessment and Identification* of this plan. A copy of the survey form is included at the end of this park plan in *Appendix 10A*.

In addition to community input, this plan evaluates the City's recreation resources in relation to its existing and projected population and an inventory of existing facilities, a method called Standards-Based Assessment. The Standards-Based Assessment is located in *Section 6.1* of this plan. The analysis is used to develop a logical and cost-efficient strategy to address the identified needs over a 10-year planning period.

Following adoption of this plan by the City Council, the City's ongoing responsibility will be: to maintain and improve City-managed facilities; to identify funding resources; and to engage in cooperative projects with local volunteer groups and Hamilton ISD.

Texas Parks and Wildlife recommends that Park and Recreation plans be updated every five years to reflect changing realities in recreation trends, participation, area population, and funding. An update would include: revised goals and objectives that raise items of lower priority to higher priority as higher priority items are accomplished; a new facility inventory; and a new survey. In 2028, a new plan will be required.

10.4 Area and Facility Concepts and Standards

There are basic principles that guide successful development of parks and recreational opportunities in communities of all sizes and types. These standards and guidelines provide direction to community leaders who know generally what their community's needs are but require more specific information to guide the planning process.

The City's standards for the amount of recreation and open-space needed include the types of facilities needed in the City, the size a facility should be, the area that the facility will serve, and equipment needed at the facility. The criteria are based on nationwide standards developed by the National Recreation and Park Association (NRPA)⁵⁰ and small-community standards developed by the State of Colorado⁵¹. The standards were tailored to the City based on local knowledge about city financial capacity, popular sports, community activities, and which facilities would provide participation opportunities to the broadest segments of residents.

The City of Hamilton's standards are as follows:

General Standards for all facility development

- Residents should have access to a minimum of 5 acres and an ideal 15 acres of developed park land per 1,000 residents.
- When possible, active recreation areas should be separated according to the users' ages, primarily to protect younger children from injury. Some areas should be designated for use by all ages so entire families can enjoy being together.
- Residents of all age groups should have access to recreational facilities.
- Recreational areas should be accessible to the age group they are designed to serve. For example, neighborhood playgrounds usually serve an area with a radius of one-half mile, which is a reasonable distance for a child to walk. Safe pedestrian routes should provide access to those facilities.
- All City park facilities will be made accessible to physically challenged and special needs populations when required by applicable laws. The items mentioned as needs for other categories apply equally to special needs populations. Additional special needs facilities may be developed as warranted by local demand.

⁵⁰ NRPA-suggested classification system (Berke, Kaiser, Godschalk and Rodriguez, *Urban Land Use Planning*, University of Illinois Press, Fifth Edition.)

⁵¹ *State of Colorado Small Community Park & Recreation Planning Standards* (2003). RPI Consulting, Inc. and Colorado Heritage Planning Grant program, Office of Smart Growth, Colorado Department of Local Affairs. (Page 16). Accessed at www.dola.state.co.us/osg/docs/Park%20Standards%20Report.pdf

- All facility construction is required to meet the minimums found in the International Building Code.
- Combined municipal and school recreational facilities are recommended. Lack of coordination often leads to the construction of redundant facilities. When possible, school recreational areas, including parking areas, drinking fountains, and restrooms, should remain open on weekends and during the summer months.
- Greenbelts, hike and bike trails, parkways, or paths should be provided to connect large recreational areas to improve access to facilities, scenic views, and recreational opportunities. Vehicular routes should be encouraged only when recreational areas are separated by more than one mile.
- Ideally, each recreation area should include public access to restrooms and water fountains and should be equipped with lighting and trash cans.

Standards for Service Area and Park Types

Table 10C describes the size and service area standards for types of park and recreation areas already located in Hamilton or considered possible as future City recreation areas.

Table 10C: Types of Parks: Size and Service Area Standards

	Use	Service Area	Desirable Size	Desirable Site Characteristics
Minipark	Specialized facilities that serve a concentrated or limited population or specific group such as tots or senior citizens	< 1/4 mile radius	≤ 1 acre	Within neighborhoods and close to apartment complexes, townhouses, housing for the elderly or Central Business District.
Neighborhood park/ playground	Area for intense recreational activities such as field games, court games, crafts, skating, and picnicking; also for wading pool and playground apparatus area	1/4 – 1/2 mile radius to serve a population up to 5000.	1 – 15+ acres	Suited for intense development; easily accessible to neighborhoods; geographically centered with safe walking and bike access; may be developed as a school-park facility

	Use	Service Area	Desirable Size	Desirable Site Characteristics
Community Park	Includes areas suited for intense recreational facilities, such as athletic complexes, large swimming pools; may be an area of natural quality for outdoor recreation, such as walking, viewing, sitting, picnicking.	Several neighborhoods. 1 to 2 mile radius	15 – 25+ acres	May include natural features, such as water bodies, and areas suited for intense development; easily accessible to neighborhoods
Linear park	Area developed for one or more mode of recreational travel, such as hiking, biking, canoeing, horseback riding. May include active play areas.	N/A	Sufficient width to protect the resources and provide maximum use	Built on corridors, such as utility right of way, bluff lines, vegetation patterns, or roads that link other components of the recreation system or community facilities such as schools and libraries.
Special Use	Areas for single-purpose recreational activities such as golf courses, nature centers, zoos, conservatories, gardens, outdoor theaters. Also, plazas or squares in or near commercial centers, boulevards, and parkways	N/A	Variable	Within city limits
Conservancy	Protection and management of the natural or cultural environment with recreational use as a secondary objective	N/A	Sufficient to protect the resource	Variable, depending on the resource being protected.

Facility standards

Table 10D describes the City’s standards for park equipment and sports fields. When any discrepancy exists with the City’s standards, the size and dimensions of facilities should conform to national organizations’ most recent standards (e.g. Little League⁵² and National Recreation and Park Association⁵³).

⁵² www.littleleague.org

⁵³ www.nrpa.org/

Table 10D: Facility Standards

Activity/ Facility	Service Radius	Space Requirements	Suggested #/ Population	Characteristics
Team Sport Courts and Fields				
Basketball Court	¼-½ mile	7,000 SF/ 0.16 acres	1 per 1,100	Usually in school, recreation complex, or church. Safe walking or bike access. Outdoor courts in neighborhoods and community parks.
Volleyball Court	¼-½ mile	Minimum of 3,000 SF/0.1 acre	1 per 1,000	Usually in school, recreation, or church facility. Safe walking or bike access. Outdoor courts in neighborhoods and community parks.
Tennis Court	¼-½ mile	Minimum 7,200 SF per court (0.17 acres)	1 per 2,000	Best in batteries of 2-4. Located in community or neighborhood park or near schools.
Adult Baseball	¼-½ mile	3.0 to 3.85 acres	1 per 1,640	Part of neighborhood park. Lighted field part of community park.
Little League	¼-½ mile	1.2 acres	1 per 1,640	Part of neighborhood park. Lighted field part of community park.
Softball	¼-½ mile	1.5 to 2.0 acres	1 per 5,000 if also for youth ball	Slight difference in dimensions for 16" slow pitch. May also be used for youth baseball.
Football	15-30 minutes travel time	2 acres	1 per 5,000	Usually part of a sports or school complex
Soccer	1-2 miles	1.7 – 2.2 acres	1 per 5,000	Part of neighborhood park. Lighted field part of community park.
Multi-Use Field	1-2 miles	1.7 – 2.2 acres	1 per 1,050	
Individual & Specialty Use				
Multiuse Trails (Dirt/Gravel or paved)	N/A	N/A	Per mile: Unpaved – 430; Paved – 960	Capacity: rural trail – 40 hikers per day per mile; urban trail – 90 hikers per day per mile.
¼ Mile Running Track	15 min. travel time	4.3 acres	1 per 5,000	Usually part of a high school or in community park complex.
Golf (9-hole)	½-1 hour travel time	50 acres min.	1 per 20,000	Accommodates 350 people/ day.

Golf (18-hole)	½-1 hour travel time	90 acres min.	1 per 50,000	Accommodates 500-550 people/ day.
Swimming Pool	15-30 minutes travel time.	Varies with size of pool and amenities. Usually 1/3 to 2 acres.	1 per 20,000	Pools for general community use should be planned for teaching, competitive, and recreational purposes with enough depth (3.4m) to accommodate 1m and 3m diving boards. Located in community parks or school sites.
Small Skate Park	15 min. travel time	7,000 SF/ 0.16 acres	1 per 5,000	Part of neighborhood park.
Group and Passive Recreation				
Playground	¼-½ mile	3,200 SF	1 per 500	Part of neighborhood park.
Family Picnic Area/ Picnic Table	¼-½ mile	435 SF	1 per 160	1 garbage can within 150 ft. of every 4 picnic tables; 40 ft between uncovered picnic tables; Picnic tables within 400 ft of parking
Group Picnic Area (Covered)	¼-½ mile	2 acres	1 per 2,000	
Light Activity Area	¼-½ mile	Estimated 500 SF	1 per 1,000	Could include facilities for horseshoe pit, shuffleboard, chess, meditation, gardening, or similar activity

10.5 Inventory & Assessment of Existing Resources

This section provides information on the availability of recreation facilities to Hamilton’s residents and existing organizations that are involved in recreation and open space activities and development. Existing resources are assessed as they relate to opportunities for improvements to each recreation area, Hamilton’s demographics, and organizations available to pursue recreation and open space improvements in Hamilton.

10.5.1 Local Recreation Areas

Pecan Creek Park (Baseball Fields and Skate Park)

Hamilton’s premier park is a large linear park running along Pecan Creek that is divided into three different units in this study to ease analysis and discussion. A long sidewalk runs along Pecan Creek for the length of the park.

The first part of the park contains two baseball fields, a Little League field, two multi-use fields, a playground, a skate park, and related facilities. A soccer field within one of the baseball fields is used during soccer season as well.



Figure 10A: Sign at Entrance



Figure 10B: Baseball Field



Figure 10C: Playground



Figure 10D: Concession Stand



Figure 10E: Skate Park

Pecan Creek Park (Schrank and J.L. Hamilton Pavilion areas)

This area, just south of the Baseball Fields and Skate Park, contains a pavilion, restrooms, picnic areas with grills, and playground equipment.

Very near the Schrank Pavilion to the south is another pavilion, the J.L. Hamilton Pavilion. This pavilion contains several gardens that were created by Hamilton County Master Gardeners, including a butterfly garden and an herb garden.



Figure 10F: Schrank Pavilion sign



Figure 10G: Large Slide



Figure 10H: Swings



Figure 10I: Picnic Tables

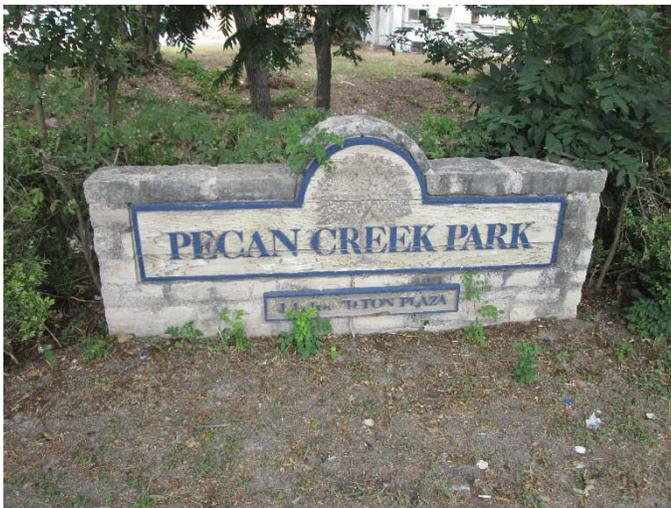


Figure 10J: J.L. Hamilton Pavilion sign



Figure 10K: J.L. Hamilton Pavilion

Pecan Creek Park (Schadler Meadow and Pool Area)

The next section of Pecan Creek Park contains a playground with swings, playscapes, a basketball court, and other facilities. Another part of this area has a swimming pool with concession stand and restrooms, and yet another part of this area contains about ten picnic tables, grills, and another restroom.



Figure 10L: Swimming Pool



Figure 10M: Playground



Figure 10N: Damaged Picnic Table



Figure 10O: Restrooms

Pecan Creek Park (Schadler Meadow and Pool Area) opportunities:

The Swimming Pool Repair Feasibility Study from June 2017 outlines the repair needs and costs for bringing the City's swimming pool into operability and into compliance with current codes. The study estimates that repairing the pool will cost the City about \$400,000. Most improvements are necessary either for legal or structural reasons. Improvements to include sand/water blasting of the current paint, drain renovations to bring the pool into compliance with the Virginia Graeme Baker Pool and Spa Safety Act of 2008, increasing the capacity of the drain line to achieve a total water turnover rate of 6 hours, new gutter and return lines, new filtration and chemical systems, a possible handicap lift to complete with ADA requirements, a new concrete deck, and demolition of the existing wading pool which is

currently leaking, among other improvements. Given the cost of this, it may be best to apply for a Texas Parks and Wildlife Outdoor recreation grant to assist with financing the project.

Hamilton Fair Park

This large park area contains three distinct parts: a playground and picnic area, a rodeo area, and the ISD's baseball stadium. The playground area was found to be in general disrepair and the rodeo area appeared to have fallen out of use with some bleachers in poor shape, likely due to the presence of the large nearby private rodeo facility, Circle T Arena. The baseball facilities were in good shape.



Figure 10P: Sign at Entrance



Figure 10Q: Benches at Playground in Disrepair



Figure 10R: Baseball Bleachers



Figure 10S: Baseball Dugout

Horton Park

Horton Park shares land with one of the City’s Elevated Storage Tanks. It contains playground equipment, picnic tables, and the ISD’s softball field. Most playground equipment at the park is old and likely needs to be updated. The softball facilities appeared to be in good condition.



Figure 10T: Swingset



Figure 10U: Swingset in Disrepair



Figure 10V: Softball Dugout and Bleachers



Figure 10W: Softball Scoreboard

City Lake

The lake that once served as the City’s water supply is now used by locals as a fishing lake. Dirt trails around the lake lead to different fishing areas and the lake has been designated as a Community Fishing Lake by the Texas Parks and Wildlife Department. No recreational facilities besides the lake itself and a trail leading to the lack were found in this area.

The jogging or walking trail along the right-of-way of SH 22 was built by TxDOT. It starts at the TxDOT facility at the intersection of SH 22 and SH 36 and runs all the way to City Lake. According to TxDOT and the City, the trail is used by locals as a walking trail.



Figure 10X: City Lake



Figure 10Y: TPWD Sign



Figure 10Z: Start of TxDOT trail to Lake Hamilton ISD Maintained Recreational Facilities



Figure 10AA: TxDOT trail in ROW

Besides the Baseball and Softball facilities mentioned above, Hamilton ISD also maintains recreational facilities at the Hamilton ISD campus and at the Football Stadium. The outdoor facilities are open to the public after school hours and when not in use by students.



Figure 10BB: ¼ mile Track at Football Field



Figure 10CC: Football Scoreboard



Figure 10DD: Playground at ISD Campus



Figure 10EE: Tennis Courts on ISD Campus



Figure 10FF: Another playground on Campus



Figure 10GG: Large Swingset on Campus

Hamilton ISD Opportunities:

- Marking facilities open to the public with clear information and hours would encourage use by residents.
- Adopting a joint-use agreement between the City and ISD would establish clear standards for use and maintenance⁵⁴.

⁵⁴ The National Policy & Legal Analysis Network to Prevent Child Obesity (nplan) has assembled extensive research and information regarding joint use agreements on their website (<http://changelabsolutions.org/childhood-obesity>). The website has a model joint use agreement that has also been included in the digital appendices to this plan.

Swing Set	12	1	2	2	1	4	2
PASSIVE USE AREAS							
Picnic Tables	36	7	10	3	7	5	4
Benches	13	1	3		3		6
Grills	17	4	3	3	7		
Pavilion	6	3		1			2
ADDITIONAL AMENITIES							
Lights	yes	yes			yes	yes	yes
Trash cans	yes	yes	yes		yes	yes	yes
Bleachers	24	11			8	3	2
Dugouts	10	6			2	2	
Concession Stand	7	2	1		1	1	2
Restrooms	7	2	2	1	1		1
Score Board	5	3			1		1
Ticket Booth	2						2
Announcer's Box	5	1			2	1	1
Needs repairs/replacement							

Source: GrantWorks Field Survey, 2018

Note: Only those facilities that are open to the public on a full or limited basis are included in the City's recreation facility inventory.

10.5.2 Additional Local Areas Used for Outdoor Activities

Open Space

A city's park system often includes dedicated open spaces to provide opportunities for passive recreation, to provide habitat for local flora and fauna, to preserve landmarks or vistas, or to ensure no development occurs in areas where potential hazards exist, such as flooding (e.g. land within a FEMA 100 Year Floodplain). Within Hamilton's city limits, a quarter of the land is forest and farmland. Another 242 acres are subdivided but not developed. Combined, that totals over 800 acres of "open" land within the city limits. Approximately 136 acres of floodplain are located within the city limits, and several streams that run through Hamilton have limited construction in some areas, especially Pecan Creek which has historically been known to flood.

Open Space Opportunities:

Although it is not practical to entirely prohibit construction in the FEMA 100-year floodplain, it is the policy of the City of Hamilton to discourage floodplain development by educating residents about floodplain locations and the costs of floodplain development. The City participates in the National Flood Insurance Program and has adopted a Flood Damage Prevention Ordinance which requires development in the floodplain to be elevated to or above the base flood elevation. In addition to this, the City also enforces a more restrictive Drainage and Flood Control Ordinance, which requires development in the floodway to be elevated two feet above the base flood elevation.

The City's Subdivision Ordinance does not require parkland dedication for new subdivisions. The City may consider revising the Subdivision Ordinance to require a certain amount of acreage of parkland to be dedicated by subdividers who are platting fifty or more lots (or some other number of lots felt to be appropriate). The Zoning Ordinance requires screening between zoning districts, and reserves the right to require such screening to be an "irrigated living screen" as a substitute for a fence or wall. The City could further require that such landscaping be composed of native plants in order to provide more of a local character to the landscaping.

Cemeteries

Hamilton has four cemeteries within city limits: Oakwood Cemetery, which is owned by the City, the International Order of Oddfellows Cemetery, Hamilton Cemetery, and Howard Cemetery. Oakwood and one other cemetery exist along US 281 while a smaller cemetery exists in the northwest residential area of the City at the intersection of Howard and W. Gentry Streets. In the 1800s, cemeteries served as areas for relaxation and walking before the institution of public parks in cities. While communities no longer

rely on cemeteries to serve that purpose, they are still considered valuable open spaces for walking and for passive activities like reflection and meditation.



Figure 10HH: Howard Cemetery

10.5.3 Regional Recreation Areas

City of Lampasas Park System

The City of Lampasas, within 50 miles of Hamilton, manages many parks including a sports complex, a soccer complex, a tennis park, and two golf courses, among others. The City also has a public swimming pool at Campbell Park. The parks provide walking trails, picnic areas, playgrounds, sports courts, and many other amenities. A complete inventory of public parks and their amenities is available through the City of Lampasas website (www.lampasas.org).

City of Stephenville Park System

The City of Stephenville, also within 50 miles of Hamilton, manages a number of parks as well which include amenities such as walking trails, event spaces, sports fields, an RV campground, an indoor gym, and a water park, among others. Many of the facilities can be reserved for private functions. A complete inventory of public parks and their amenities is available through the City of Stephenville website (www.stephenvilletx.gov).

City of Gatesville Park System

The City of Gatesville, also within fifty miles of Hamilton, also has numerous park facilities including a swimming pool, a fitness center, a splash park, and sports fields and courts. More information can be found at their website (www.ci.gatesville.tx.us).

Lake Whitney

Just over fifty miles from Hamilton, Lake Whitney has many recreational areas on its banks, including the larger parks Steiner Valley Park, Steele Creek Park, McCown Valley Park, Lofers Bend Park, and Lake Whitney State Park. These parks generally offer RV sites, cabins, tent camping, and access to Lake Whitney for fishing, boating, and swimming opportunities. Most are US Army Corps of Engineers parks while Lake Whitney State Park is operated by the Texas Parks and Wildlife Department.

Similarly, Lake Whitney State Park mainly offers camping including RV camping and screened shelters for larger groups. The park also has a few trails. The lake is known mostly for fishing, with large, striped, and white bass and catfish being the main catches.

Dinosaur Valley State Park

This state park is located near Glen Rose, Texas, about fifty miles from Hamilton. Popular activities include camping, picnicking, hiking, biking, swimming, fishing, horseback riding, and perhaps the most popular activity at the park, looking for dinosaur tracks in the river bed. Information on reservations and guided tours is available from Texas Parks and Wildlife (<http://www.tpwd.state.tx.us/state-parks/dinosaur-valley>).

Privately Owned Recreational Facilities

Perry Country Club, located approximately 3 miles from Hamilton off of FM 218, has a nine-hole golf course originally built in the 1930s. The course is well maintained with mature trees. Green fees are \$30.

Circle T Resort and Arena is a private rodeo facility about 5 miles from Hamilton on TX 36. It contains a hotel facility, the Inn at Circle T, as well as a restaurant, the Crossfire Steakhouse. The facility hosts rodeo events of all types, weddings, reunions, car shows, banquets, live music events, and others. A saltwater swimming pool is also located at the resort for guests of the facility.

10.6 Needs Assessment and Identification

This section outlines local recreational needs using a standards-based assessment and a demand-based assessment of the City and its residents.

10.6.1 Standards-Based Assessment

A standards-based assessment uses community attributes to determine the recreational needs of the community. The three criteria that are part of the standards-based assessment are: the current and future population of the community; acreage devoted to parks and open space; and the number of households within the service area of the recreational facilities. The standards-based assessment does not take into account residents’ desires or a community’s capacity to maintain facilities.

According to a standards-based assessment of Hamilton’s facilities, Hamilton needs two basketball courts, one Little League field, one softball field, two volleyball courts, and a light activity area for seniors.

There are several recreational facilities in Hamilton that serve seniors already. Seniors can walk at the High School track and along the Pecan Creek Park trail, enjoy watching grandchildren play sports or play at the playgrounds, and relax at the numerous picnic facilities in the park. However, the inclusion of card or domino tables, or a horseshoe pitch, may encourage more seniors to use the City’s parks.

There are also many recreational facilities that serve young children. Playscapes and playgrounds are numerous in the community.

Detailed Standards-Based Assessment Data

Facility Needs by Population Size

Table 10F identifies the City’s existing and future needs based upon the population projection and standards for facilities described earlier in the chapter.

Table 10F: Facilities Standards & Existing Facilities Comparison

Facility	2018		Additional Facilities Needed	
	Existing within service area	Number needed per 1,000 residents	Currently needed	Additional needed by 2028
<i>Facilities needed locally (within 2 miles)</i>				
Basketball	1	0.9	2	0
Adult Baseball	3	0.6	0	0
Little League	1	0.6	1	0
Softball	1	0.6	1	0

Soccer	1	0.2	0	0
Multi-Use Field	4	1.0	0	0
Tennis	3	0.5	0	0
Volleyball	1	1.0	2	0
Playgrounds (Playscapes)	9	2.0	0	0
Family Picnic Area/ Picnic Tables	36	6.3	0	0
Group Picnic Area (Covered)	3	1.0	0	0
Light Activity Area	0	1.0	3	0
<i>Facilities needed within region (< 30 min. drive time; golf < 1hr.)*</i>				
Football	1	0	0	0
Golf	1	0	0	0
Hike/Bike Trails	2	1	0	0
1/4 Mile Running Track	1	0	0	0
Racquet/Handball	0	0	0	0
Swimming Pool	0	0	0	0

Source: Recreation and Open Space Inventory and Recreation Standards (above)

Acres Needs by Population Size

Level of service is the term used to describe the role of the park system in the community and is expressed in acres of useable parkland per 1,000 persons. As expressed in the City's facility standards, Hamilton's residents should have access to a minimum of 5 acres and an ideal 15 acres of developed park land per 1,000 residents. The level of service for parks and open space is based on useable space; therefore, undeveloped parkland is not included. ***The City of Hamilton has a LOS of 19.9 acres of developed parkland per 1,000 residents, which meets the standard for acres per person.***

Table 10G: Existing Parks, Level of Service

Facility	Park Type	Desirable Acreage	Total Acres	Developed Acres	Service Area (Miles)	City Households Served	% of Houses
Pecan Creek Park	Community Park	15 to 25	54.7	30.6	1.0	1,429	100%
Hamilton Fair Park	Community Park/ISD	15 to 25	30.2	18.1	1.0	488	34%
City Lake	Community Park	15 to 25	45.9	0	1.0	21	1%
Horton Park	Neighborhood Park/ISD	1 to 15	4.3	3.8	0.5	672	47%
High School Football Stadium	ISD	N/A	6.4	6.4	N/A	1,429	100%
ISD Campus Outdoor Recreation	ISD	N/A	1.5	1.3	N/A	1,429	100%
Total Acreage			151	61.6			

Population – 3,096 (est. 2018); 3,126 (est. 2028)			
	<i>Level of Service 2018</i>	48.8	19.9
	<i>Level of Service 2028</i>	48.3	19.7

Source: GrantWorks field survey, 2018

Acreage Needs by Park Location

The standards-based assessment also determines recreation needs based upon the service area of the community’s parks. The service area refers to the area formed by a predetermined radius extending out from the park that would typically serve the surrounding population. The service area of existing parks is described in *Table 10G* above and in *Figure 10EE* below. All of Hamilton’s residents are served by at least one recreational facility.

Figure 10II: Hamilton's Park Service Areas



10.6.2 Demand-Based Assessment

A demand-based assessment of local recreation facilities was made using an online survey shared with students at Hamilton ISD during the spring of 2018. One hundred and forty six surveys were returned. Data gathered from the surveys identified common recreational activities of adults and children, favorite parks and needed improvements, and desired additional recreational facilities. The summary results of the assessment are as follows:

Table 10H: Top Four: Activities, Residents' Facility Desires, Activity Locations

Top 4:	Children's Activities	Adults' Activities	Residents want	Locations for activities
1.	Basketball	Fishing	Swimming Pool	Home
2.	Swimming	Walking	Public WIFI	School
3.	Fishing	Hunting/Shooting	Basketball Courts	Friends' Homes
4.	Football	Swimming	Sidewalks/Recreational Center	Pecan Creek Park

Unlike most cities its size, Hamilton has a great deal of public recreational facilities. However, some activities have not been developed fully, such as basketball courts, volleyball courts, and light activity areas such as horseshoe pitches. Residents would of course love to have the swimming pool repaired; however, it may be beyond the fiscal capacity of the City to repair the pool at this time although the City is planning to accomplish this within several years.

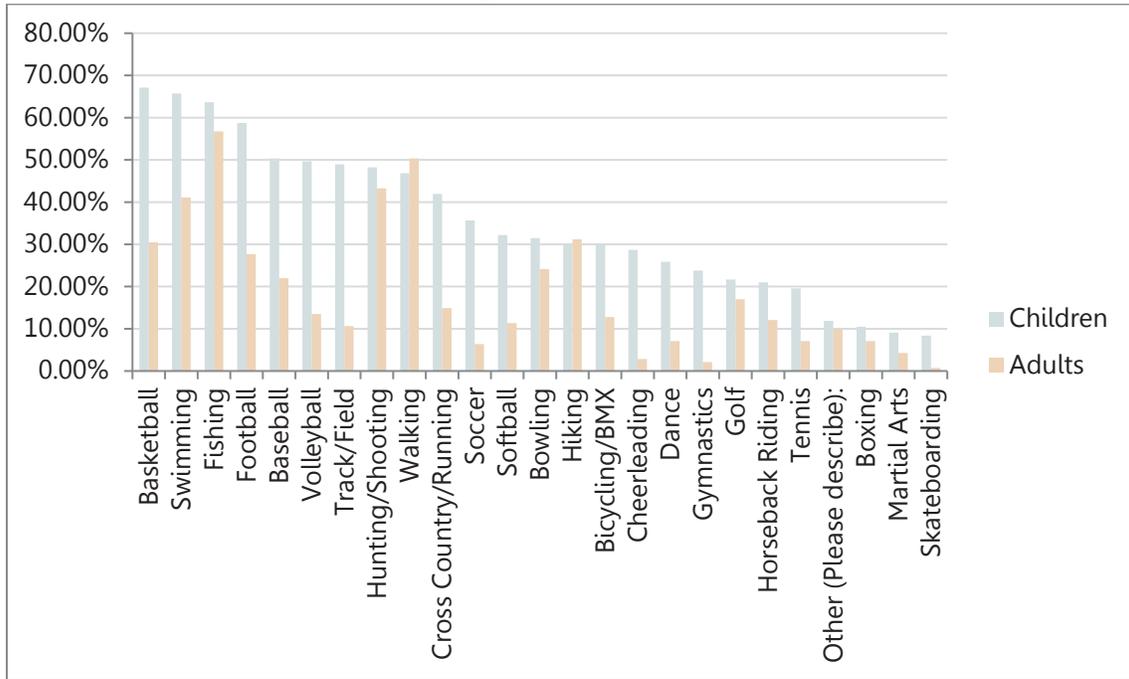
Top facility desires of residents include the swimming pool, public WIFI, basketball courts, sidewalks, and a recreational center.

Detailed Demand-Based Assessment Data

Resident Activities

Chart 10C: Top Activities for Children and Adults shows that basketball, swimming, fishing, and football are the most popular sports among Hamilton's youth, while fishing, walking, hunting and swimming are the most popular adult activities.

Chart 10C: Top Activities for Children & Adults

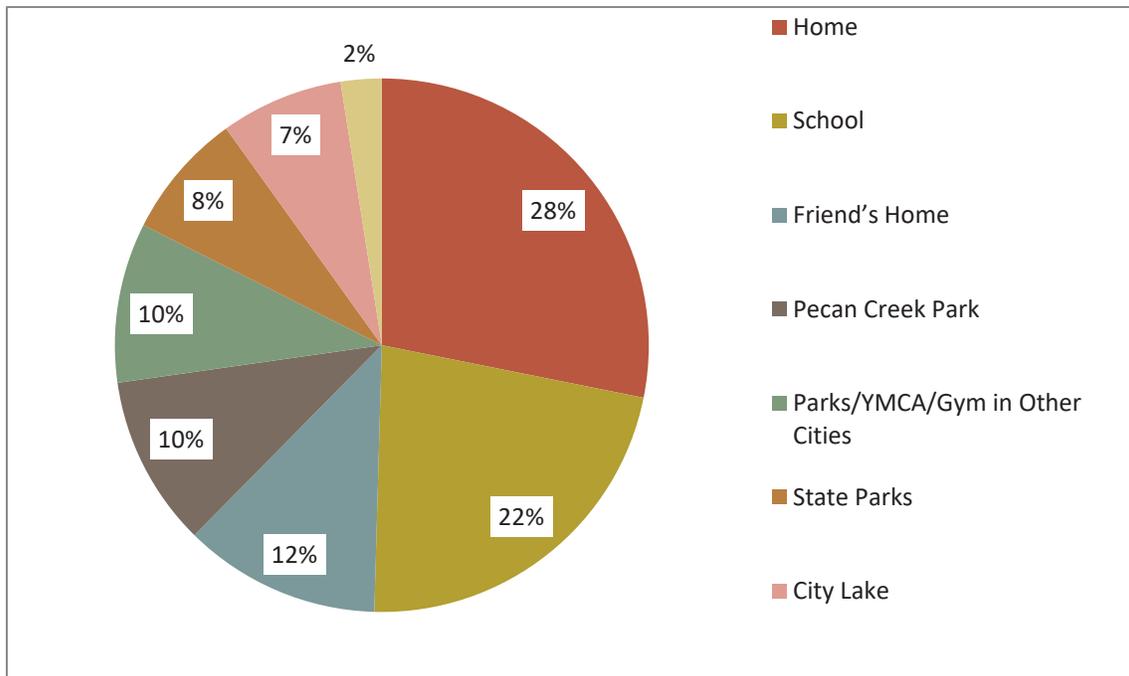


Source: GrantWorks community recreation survey, 2018

Activity Locations

Most of the activities that children and adults participate in are based at home, school, or a friend's home

Chart 10D: Location of Activities



Park Improvements Needed

The survey next asked citizens if the existing parks in Hamilton should be upgraded and/or improved to include additional facilities. Their responses are recorded in *Table 10I*.

Table 10I: Should Hamilton’s Parks be Upgraded/Improved?

Yes	No	Not Sure
64%	10%	26%

Survey respondents were asked to write down specific improvements they would like to see to the park system. The majority of comments pertained to new equipment, better bathrooms, and maintenance (*Table 10J*).

Table 10J: What kinds of improvements are needed in Hamilton’s parks?

Improvement	# of write-in comments
More/Better/New Equipment	25
New/Better Bathrooms	10
Clean Up and Maintenance	8
Water Fountains	7
Basketball Courts	6
Swimming Pool/Walking Trails	4 each
Splash Park/More Shaded Areas	3 each
SH 22 Trail Resurfacing; More Patrolling; Lights on Pecan Creek Trail; Items for Seniors; Fans; Stock the Lake; Permanent Soccer Field; Nature Park; Recreational Center; Merry Go Round; See Saws; More Fun; Renovate Fair Park; More Parks; Clean out Creek; Football; Climbing Equipment; Slides; Volleyball; Bench Repairs; Swings; Jungle Gym; Lighting; Playground	2 or less each

Source: GrantWorks community recreation survey, 2018

Additional Facilities Wanted

The final two questions on the survey asked the respondents to identify and rank additional recreational facilities that they would like to have in Hamilton. Question 6 asked the respondent if a specific facility was “very important”, “somewhat important”, or “not important.” The responses were weighted; “very important” received three points, “somewhat important” received two points, and “not important” received minus one point. The resulting scores are shown in *Table 10K*.

Table 10K: Additional Recreational Facilities

Facility	Number of responses			Weighted
	Very Important	Somewhat Important	Not Important	Score
Swimming Pool	90	37	4	340
Public WIFI	98	26	12	334
Sidewalks	83	36	9	312
Basketball Courts	73	47	11	302
Softball/Baseball Field	70	39	8	280
Playground	72	39	14	280
Hike/Jogging/Bike Trail	58	55	12	272
Outdoor Picnic Area	52	54	14	250
Covered Picnic Area	55	49	17	246
Volleyball Courts	55	48	18	243
Soccer Field	49	44	23	212
Recreation Center	33	55	9	200
Golf Course	44	42	22	194
Public Garden	41	44	28	183
Skate Park	36	41	34	156
Outdoor Tennis Court	25	49	34	139

Source: GrantWorks community recreation survey, 2018

The final question asked the respondent to list the three most important facilities identified in question 6, and the combined score is shown in *Table 10L*.

Table 10L: Prioritized Additional Recreational Facilities

Priority	Facility	Score
1	Swimming Pool	30
2	Public WIFI	22
3	Basketball Courts	15

4	Recreation Center	13
5	Softball/Baseball Field	12
5	Volleyball Courts	12
6	Hike/Jogging/Bike Trail	10
7	Playground	7
8	Covered Picnic Area	6
9	Outdoor Tennis Court	3
9	Golf Course	3
9	Skate Park	3
10	Outdoor Picnic Area	1
10	Sidewalks	1
10	Public Garden	1
11	Soccer Field	0

Source: GrantWorks community recreation survey, 2018

10.7 Prioritization of Needs

A review of public hearing comments, survey results, and established standards clearly indicates the need for the City of Hamilton to expand existing facilities and develop new outdoor and indoor facilities.

Park planners realized that establishing priorities based solely on the public’s numerical ranking of activities may not give appropriate consideration to the most logical and efficient use of limited available cash, and it may not provide the widest range of activities to the broadest possible target audience.

For example, repair of the swimming pool was the most suggested activity. The City has studied this undertaking and it will require at least \$400,000. This project is still being considered but the City feels that it will likely happen within about three years. Therefore, other projects are being prioritized before the swimming pool in this report.

The public comments made in the survey mentioned the need for new and better playground equipment, better bathrooms, regular maintenance, water fountains, basketball courts, and other facilities that can feasibly be created during the planning period with existing resources and grants.

The City will also consider formal interlocal agreements with Hamilton ISD to ensure continued public access to ISD outdoor facilities if necessary.

The City of Hamilton has established the following development priorities:

Outdoor construction-related priorities (OC):

Priority 1:	Install two new basketball courts and two new volleyball courts in city parks.
Priority 2:	Repair or replacement of existing picnic tables and basketball court at Schrader Meadow, playscape, swingset, benches, and bleachers at Hamilton Fair Park, and swingset at Horton Park.
Priority 3:	Repair or replacement of the City's swimming pool.
Priority 4:	Install more playground equipment in city park playgrounds as needed.
Priority 5:	Install water fountains at city parks as needed.
Priority 6:	Provide public WIFI at select areas in city parks, such as Schrader Meadow.
Priority 7:	If needed, develop a new Little League field and a new softball field.
Priority 8:	Consider development of a Splash Pad at the existing pool or at a new Water/Splash Park.
Priority 9:	Develop activities pursued by elderly residents such as horseshoes, shuffleboard, or domino/cards game tables where none currently exist and as needed.
Priority 10:	Conduct an annual Tree Planting campaign; plant 10 trees per year
Priority 11:	Develop exhibits at park facilities to foster nature appreciation and to educate visitors about local flora, fauna, and geology. This can include community gardens and/or xeriscaped gardens.
Priority 12:	Remove debris and dilapidated equipment from all park areas.
Priority 13:	Develop native grass and garden areas along Pecan Creek Trail to preserve habitat and encourage wildlife viewing
Priority 14:	Encourage development of other outdoor activities typically operated by private businesses such as a skate park, equestrian facilities, miniature golf, bicycle motor-cross, a mountain bike trail.
Priority 15:	Dedicate open space to preserve habitat and encourage wildlife viewing
Priority 16:	Dedicate natural areas to ensure unique features are preserved.

Indoor construction-related priorities (IC):

Priority 1:	Construct a recreation center for multiple uses including senior activities, sports activities, and activities for children.
Priority 2:	Encourage development of other indoor activities typically operated by private businesses such as a movie theater, bowling alley, rollerskating rink, gymnastics/twirling center, and indoor rodeo facilities

Ongoing non-construction priorities (NC):

Action Item 1:	Continue to budget sufficient funds for on-going facility development.
Action Item 2:	Continue to budget sufficient funds for park maintenance
Action Item 3:	Revise subdivision regulations to require new developments of over 10 units contribute land or a fee in lieu for park improvements.

Action Item 4:	Establish a voluntary park donation fund for maintenance, repair, upgrade of City parks. Solicitation could be added to City utility bill.
Action Item 5:	Develop policy to educate public regarding benefits of private donation of land to be used for parks, greenbelts, and open space.
Action Item 6:	Develop a shared-resources plan with local school district to ensure all available area facilities can be utilized year-round.
Action Item 7:	Establish "community work day" at parks to accomplish a portion of park development using volunteer labor. Tasks can include site preparation, clean-up and preliminary construction tasks. Seek volunteers from local citizens, City staff, community service workers, chamber of commerce, school district, the Little League and civic groups.
Action Item 8:	Develop festival at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community's cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.
Action Item 9:	Schedule biennial reviews of Park Master Plan to update inventory and priority needs lists. Solicit new public input every five years.

10.8 Recreation & Open Space Plan

This plan is designed to be implemented during a 10-year period commencing with fiscal year 2018-2019 and ending with fiscal year 2027-2028. The plan addresses the full spectrum of the City's new construction, maintenance, and operation needs to ensure that the highest quality park, recreation, and open space opportunities are available.

The following implementation plan sets forth the most reasonable development timeline assuming funding resources are available. The items are identified as Construction (C) priorities or as non-construction (NC) action items. Outdoor activities are identified as OC. Indoor activities are identified as IC.

Potential methods of funding for these projects are identified. These potential sources include local general funds, general obligation bonds, certificates of obligation (CO's), sales tax revenue, local in-kind labor; donations of land, cash, materials and labor from private individuals; and grants from Texas Parks & Wildlife Department (TPW) through the outdoor, indoor, and small community programs.

The following plan outlines projects the City should strive to achieve on a short-term basis within the first five years of the planning period and on a long-term basis. The plan derives from the above analyses: the inventory of existing conditions, including physical and social resources; the standards-based assessment; and the needs-based assessment.

Table 10M: Recreation & Open Space Implementation Plan

FY 2018-2019 (10/1/18 to 9/30/19)			
Implementation Item	Action Item	Estimated Cost	Funding Source(s)
Submit application for funding in fall 2019 to the TPW Small Community Program to install two new basketball courts and two new volleyball courts in city parks	OC 1	Up to \$150,000	GEN; TPW
Develop a shared-resources plan with Hamilton ISD to ensure all available area facilities can be utilized year-round.	NC 6	Less than \$1,000	GEN
Revise subdivision regulations to require that new developments of over 10 units contribute land or a fee in lieu for park improvements.	NC 3	\$1,000	GEN
Establish a voluntary park donation fund for maintenance, repair, upgrade of City parks. Solicitation could be added to City utility bill.	NC 4	Less than \$1,000	GEN
Develop policy to educate public regarding benefits of private donation of land to be used for parks, greenbelts, and open space.	NC 5	Less than \$1,000	GEN
Annual: Establish "community work day" at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments
Annual: Develop festival at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community's cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 10	\$5,000 - \$10,000	GEN, Local

Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN
--	------------	------------	-----

FY 2019-2020 (10/1/19 to 9/30/20)

Implementation Item	Action Item	Estimated Cost	Funding Source
Submit application for funding in fall 2020 to the TPWD Small Community Program to repair or replace damaged picnic tables and basketball court at Schrader Meadow, playscape, swingset, benches, and bleachers at Hamilton Fair Park, and swingset at Horton Park. Install more playground equipment and water fountains at city parks as needed and desired	OC 2, OC 4, OC 5	Up to \$150,000	GEN; TPW
Annual: Continue “community work day” at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments
Annual: Continue festivals at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community’s cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 8	\$5,000 - \$10,000	GEN, Local
Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN

FY 2020-2021 (10/1/20 to 9/30/21)

Implementation Item	Action Item	Estimated Cost	Funding Source
Submit application for funding in fall 2021 to the TPW Outdoor Recreation Program to make needed repairs to the swimming pool.	OC 3	Up to \$500,000	GEN; TPWD
Develop activities pursued by elderly residents such as horseshoes, shuffleboard, or domino/cards game tables where none currently exist and as needed.	OC 9	\$2,000	GEN
Schedule biennial review of master plan and update priority list, if needed.	NC 9	Less than \$500	GEN
Annual: Continue “community work day” at parks to accomplish a portion of development using volunteer	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments

labor. Remove debris and dilapidated equipment from all park areas.			
Annual: Continue festivals at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community's cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 8	\$5,000 - \$10,000	GEN, Local
Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN
FY 2021-2022 (10/1/21 to 9/30/22)			
Implementation Item	Action Item	Estimated Cost	Funding Source
Submit application for funding in fall 2022 to TPW Small Community Grant Program to install new Little League field, softball field, and Public WIFI in areas of Pecan Creek Park.	OC 6, OC 7	Up to \$150,000	GEN, TPW
Review shared-resources plan with Hamilton ISD to ensure all available area facilities can be utilized year-round.	NC 8	Less than \$1,000	GEN
Annual: Continue "community work day" at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments
Annual: Initiate an annual Tree Planting campaign; plant 10 trees per year	OC 10	Less than \$1,000	GEN, TUFC, Local
Annual: Continue festivals at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community's cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 8	\$5,000 - \$10,000	GEN, Local
Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN

FY 2022-2023 (10/1/22 to 9/30/23)

Implementation Item	Action Item	Estimated Cost	Funding Source
Submit an application in fall 2023 to TPWD’s Indoor Recreation program to construct a recreation center.	IC 1	Up to \$1 million	GEN; TPW
Schedule review of master plan and solicit new public input.	NC 9	Less than \$1,000	GEN
Annual: Continue “community work day” at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments
Annual: Continue annual Tree Planting campaign; plant 10 trees per year	OC 10	Less than \$1,000	GEN, TUFC, Local
Annual: Continue festivals at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community’s cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 8	\$5,000 - \$10,000	GEN, Local
Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN

FY 2023-2024 (10/1/23 to 9/30/24)

Implementation Item	Action Item	Estimated Cost	Funding Source
Submit application in fall 2024 to the TPWD Small Communities program to install a Splash Pad at or near the existing swimming pool	OC 8	Up to \$150,000	GEN, TPW
Encourage development of other indoor activities typically operated by private businesses such as a movie theater, bowling alley, rollerskating rink, gymnastics/twirling center, and indoor rodeo facilities	IC 2	Staff	GEN, Local
Encourage development of other outdoor activities typically operated by private businesses such as a skate park, equestrian facilities, miniature golf, bicycle motor-cross, a mountain bike trail.	OC 14	Staff	GEN, Local

Annual: Continue “community work day” at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments
Annual: Continue annual Tree Planting campaign; plant 10 trees per year	OC 10	Less than \$1,000	GEN, TUFC, Local
Annual: Continue festivals at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community’s cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 7	\$5,000 - \$10,000	GEN, Local
Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN

FY 2024-2025 (10/1/24 to 9/30/25)

Implementation Item	Action Item	Estimated Cost	Funding Source
Develop exhibits at park facilities to foster nature appreciation and to educate visitors about local flora, fauna, and geology. This can include community gardens and/or xeriscaped gardens.	OC 11	\$2,000	GEN, Local
Schedule biennial review of Master Park Plan	NC 9	Less than \$500	GEN
Annual: Continue “community work day” at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments
Annual: Continue annual Tree Planting campaign; plant 10 trees per year	OC 10	Less than \$1,000	GEN, TUFC, Local
Annual: Continue festivals at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community’s cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 8	\$5,000 - \$10,000	GEN, Local

Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN
--	------------	------------	-----

FY 2025-2026 (10/1/25 to 9/30/26)

Implementation Item	Action Item	Estimated Cost	Funding Source
Review mandatory park dedication policy to ensure formula is sufficient to provide needed parkland in new subdivisions.	NC 3	Less than \$1,000	GEN
Annual: Continue "community work day" at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments
Annual: Continue annual Tree Planting campaign; plant 10 trees per year	OC 10	Less than \$1,000	GEN, TUFC, Local
Annual: Continue festivals at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community's cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 8	\$5,000 - \$10,000	GEN, Local
Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN

FY 2026-2027 (10/1/26 to 9/30/27)

Implementation Item	Action Item	Estimated Cost	Funding Source
Develop native grass and garden areas along Pecan Creek to preserve habitat and encourage wildlife viewing	OC 13	\$2,000	GEN, Local
Dedicate open space to preserve habitat and encourage wildlife viewing	OC 15	Vary with programs	GEN, Local
Dedicate natural areas to ensure unique features are preserved.	OC 16	Vary with programs	GEN, Local
Schedule biennial review of Master Park Plan	NC 9	Less than \$500	GEN

Annual: Continue “community work day” at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments
Annual: Continue annual Tree Planting campaign; plant 10 trees per year	OC 10	Less than \$1,000	GEN, TUFC, Local
Annual: Continue festivals at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community’s cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 8	\$5,000 - \$10,000	GEN, Local
Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN

FY 2027-2028 (10/1/27 to 9/30/28)

Implementation Item	Action Item	Estimated Cost	Funding Source
Schedule creation of new Master Park Plan	NC 9	\$10,000	GEN, CDBG
Annual: Continue “community work day” at parks to accomplish a portion of development using volunteer labor. Remove debris and dilapidated equipment from all park areas.	NC 7, OC 12	Less than \$1,000	Local funds, private donations of Refreshments
Annual: Continue annual Tree Planting campaign; plant 10 trees per year	OC 10	Less than \$1,000	GEN, TUFC, Local
Annual: Continue festivals at Pecan Creek Park. Festivals and events provide diverse activities not normally available in the park and enhance the usefulness of the facilities. These events can also highlight the community’s cultural diversity or offer special events such as kite-flying contests or bike-a-thons. Earmark any proceeds from activities for use in park improvement projects.	NC 8	\$5,000 - \$10,000	GEN, Local
Annual: Continue to budget sufficient funds for park maintenance and for future facility development.	NC 1, NC 2	\$15,000 ±	GEN

TPW = Texas Parks and Wildlife Department grants; GEN = City of Hamilton municipal funds; Staff = City of Hamilton staff time; Local = donations from private citizens, charitable organizations, and local businesses; ISD = Hamilton

ISD; TDA-DRP = Texas Department of Agriculture – Downtown Revitalization Program; CDBG = Community Development Block Grant program grants; TUFC = Texas Urban Forestry Council

10.9 Appendix 10A

City of Hamilton ~ Parks Plan Survey

1) Do you reside within the City of Hamilton? _____ Yes _____ No

2) How many people in your household are in the following age groups?

Age Group	4 or below	5-12	13-19	20-49	50-65	66 and above
Number of people						

3) What types of sports do the children in your family participate in? For each sport listed, give the location (town) where the sport is played. Under park name, write "home" if the sport is played at home.

Children's Sport	Park Name	Location

4) What types of recreational activities do the adults in your family participate in? For each sport listed, give the location (town) where the sport is played. Under park name, write "home" if the sport is played at home.

Adult's Sport	Park Name	Location

5) Should existing parks in Hamilton be improved? (Place X in appropriate box)

Strongly Agree	Agree	Disagree	Strongly Disagree

What improvements are needed?

6) What additional recreational facilities would you like to have in Hamilton?

Facility	Very Important	Somewhat Important	Not Important
Example: Playground	X		
Recreation Center			
Hike/ Jogging/ Bike Trail			
Swimming Pool			
Outdoor Tennis Courts			
Softball/ Baseball Field			
Soccer Field			
Covered Picnic Area			
Outdoor Picnic Area			
Golf Course			
Playground			
Basketball Courts			
Volleyball Courts			
Garden			
Skate Park			
Public WIFI			
Other: _____			

7) Of the Facilities listed in question 6, please list the TOP THREE in Priority Order.

Rank	Facility
1	

2	
3	



Administrator's Monthly Report

The City Administrator's monthly report is presented in an informational format for Council inquiry. The following report is not for Council action, and is not posted as such.

Generally, the following items are part of the report and may be presented by the respective Department Heads at the request of the Administrator: Public Works (Streets and Equipment), Utilities (Water/Sewer), Parks, Police, Code Enforcement/Permits, Municipal Court, and Airport.





Hamilton Police Department

Chief of Police – Anthony Yocham
204 East Main Street Hamilton TX 76531
Phone: 254.386.3810 Fax: 254.386.3894
chief@htxpd.com



Hamilton Police Department Monthly Statistics:

Sir,

Attached please find the December 2019 statistics for the Hamilton Police Department to be presented to the Hamilton City Council on Thursday, January 9, 2020.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be "Tony Yocham", written over a horizontal line.

Tony Yocham
Chief of Police
Hamilton, Texas

Hamilton Police Department

December 2019

Activity Report

Traffic Enforcement:

Tenboer # 2152:	45 Stops	23 Citations	22 Warnings
Schraub # 2153:	6 Stops	3 Citations	3 Warnings
Stubbs # 2154:	14 Stops	5 Citations	9 Warnings
Silva # 2155:	25 Stops	12 Citations	13 Warnings
Rosenthal # 2156:	19 Stops	4 Citations	15 Warnings
Elliot # 2161:	1 Stop	0 Citations	1 Warning
Total:	110 Stops	47 Citations	63 Warnings

Daily Activity Logs:

Stubbs # 2154	Days Worked 16	Logs 16
Silva # 2158	Days Worked 15	Logs 15
Rosenthal # 2156	Days Worked 11	Logs 11
Bradshaw # 2158	Days Worked 16	Logs 16
Elliot # 2161	Days Worked 1	Logs 1

Monthly Arrests: 6

Tenboer # 2152	2 Arrests
Schraub # 2153	1 Arrests
Stubbs # 2154	1 Arrests
Rosenthal # 2156	2 Arrests

Hamilton Police Department

December 2019, Arrests

Total Arrests: 6

12/05/2019, Colston, Dustin, M, 32, Violation of Protective Order, 191080, Officer 2156

12/09/2019, Rainbolt, Matthew Jr. M, 17, Poss. CS PG1 >1g, Poss. Dang. Drug, 191086,
1911087, Officer 2153

12/12/2019, Cavett, Charles, M, 33, OOC Warrant, Assault Cause Bod Inj. 191093 Officer 2152

12/24/2019, Dykes, Michael, M, 47, Assault Fam. Violence, 191113, Officer 2152

12/26/2019, Vessels, Amber, F, 22, Driving While Intoxicated, 191118, Officer 2154

12/29/2019, Stapleton, Cody, M, 26, Driving While Intoxicated, 191128, Officer 2156

Arrest Report

Date Reported Range: **12/01/2019 - 12/31/2019**



Hamilton Police Department

204 East Main Street
Hamilton, TX. 76531
Emergency: 911 / 254-386-8128
Admin Only: 254-386-3805
Fax: 254-386-3894
hpd@htxpd.com

Classification	Number of Arrests
ASSAULT	1
DUI	2
HEALTH/SAFETY	2
WARRANT	1
Total Arrests: 6	

Department Incident Activity Report

Date Reported: 12/01/2019 - 12/31/2019 | Show Subclasses: True



Hamilton Police Department
 204 East Main Street
 Hamilton, TX. 76531
 Emergency: 911 / 254-386-8128
 Admin Only: 254-386-3805
 Fax: 254-386-3894
 hpd@htxpd.com

Classification	Events Rptd	Unfounded	Actual	Clr Arrest	Clr Exception	Clr Juveniles	Total Clr	Percent Clr
ABANDONED	1		1				1	100.0
Bicycle	1		1				1	100.0
AGENCY ASSIST	1		1				1	100.0
Assist Other Agency	1		1				1	100.0
ALARM	1		1				1	100.0
Business Alarm	1		1				1	100.0
ANIMAL PROBLEM	5		5				5	100.0
Animal Ordinance Violation	1		1				1	100.0
Estray	4		4				4	100.0
ASSAULT	2		2	1			1	50.0
Simple Assault	2		2	1			1	50.0
DAMAGED PROPERTY	6		6				2	33.3
Criminal Mischief	1		1				0	0.0
Damaged Property, Business	1		1				0	0.0
Damaged Property, Private	2		2				0	0.0
Damaged Property, Public	1		1				1	100.0
Graffiti	1		1				1	100.0
DUI	2		2	2			2	100.0
Alcohol	2		2	2			2	100.0
FRAUD	1		1				1	100.0
Fraud, False Statement	1		1				1	100.0
HEALTH/SAFETY	2		2	2			2	100.0
Drugs, Health Or Safety	1		1	1			1	100.0
Health Or Safety Other	1		1	1			1	100.0
MISCELLANEOUS	14		14				9	64.3
Miscellaneous Incidents	12		12				7	58.3
Ordinance	2		2				2	100.0
ORDINANCE VIOLATION	4		4				4	100.0
Ordinance Violation	4		4				4	100.0
PROPERTY	2		2				1	50.0
Found Property	2		2				1	50.0
PROSTITUTION	1		1				0	0.0
Keeping House Ill Fame	1		1				0	0.0
PUBLIC SERVICE	1		1				1	100.0
Other Public Service	1		1				1	100.0
SECURITY CHECK	2		2	1			2	100.0

Personal Security/Welfare Check	2		2	1			2	100.0
SUSPICIOUS	2		2				2	100.0
Suspicious Activity	2		2				2	100.0
THEFT	1		1				0	0.0
Theft Other	1		1				0	0.0
TRAFFIC (CRIMINAL VIOLATION)	3		3				3	100.0
Criminal Traffic Violation	3		3				3	100.0
TRAFFIC ACCIDENT	6		6				6	100.0
Traffic Accident, Private Prop Damg	2		2				2	100.0
Traffic Accident, Vehicle Damage	4		4				4	100.0
TRESPASSING	3		3				1	33.3
Trespassing, Private Property	3		3				1	33.3
WARRANT	1		1	1			1	100.0
Out Of County-Misdemeanor	1		1	1			1	100.0
Event Totals	61	0	61	7	0	0	46	75.4

Citation Report

Date Reported: 12/01/2019 - 12/31/2019



Hamilton Police Department

204 East Main Street
Hamilton, TX. 76531
Emergency: 911 / 254-386-8128
Admin Only: 254-386-3805
Fax: 254-386-3894
hpd@htxpd.com

Citation No	Date Cited	Cited By	Violation
C9356	12/27/2019	STUBBS, JAY E	22.01(A)(3) - ASSAULT BY CONTACT (CRIMINAL VIOL)
C9822	12/16/2019	SILVA, RENE	481.125 HSC - POSS DRUG PARAPHERNALIA (CRIMINAL VIOL)
C9794	12/01/2019	ROSENTHAL, DAVID	545.053 - Unsafe Pass (TRAFFIC VIOL-STATUTE)
W9798	12/01/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9797	12/01/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9915	12/02/2019	TENBOER, DEVIN LARRY	
W9796	12/01/2019	ROSENTHAL, DAVID	547.321 - Headlamps Required (TRAFFIC VIOL-STATUTE)
W9795	12/01/2019	ROSENTHAL, DAVID	547.321 - Head Lamps Required (TRAFFIC VIOL-STATUTE)
C9918	12/03/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9919	12/03/2019	BULLARD, TIFFANY	545.423 - Cut Across Driveway/Parking Lot/Business at Intersection (TRAFFIC VIOL-STATUTE)
C9920	12/03/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9916	12/03/2019	TENBOER, DEVIN LARRY	545.151 - Disregarded Stop Sign (TRAFFIC VIOL-STATUTE)
W9917	12/03/2019	TENBOER, DEVIN LARRY	545.151 - Disregarded Stop Sign (TRAFFIC VIOL-STATUTE)
C9921	12/04/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9924	12/04/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9925	12/04/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9922	12/04/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9923	12/04/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9926	12/04/2019	TENBOER, DEVIN LARRY	502.404 - Operation of Vehicle without License Plate (TRAFFIC VIOL-STATUTE)
C2406	12/09/2019	STUBBS, JAY E	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9828	12/08/2019	SILVA, RENE	
C9827	12/08/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9825	12/06/2019	SILVA, RENE	545.053 - Unsafe Pass (TRAFFIC VIOL-STATUTE)

W2407	12/09/2019	STUBBS, JAY E	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W2408	12/09/2019	STUBBS, JAY E	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W2409	12/09/2019	STUBBS, JAY E	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9826	12/08/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9824	12/06/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9552	12/09/2019	SCHRAUB, BRANDON	106.13 - PERM MINOR TO POSS/CONSUME ALCOH BEV (CRIMINAL VIOL)
C9928	12/10/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9929	12/09/2019	TENBOER, DEVIN LARRY	545.151 - Disregarded Stop Sign (TRAFFIC VIOL-STATUTE)
W9932	12/10/2019	SCHRAUB, BRANDON	547.324 - Turn Signal Lamps Required (TRAFFIC VIOL-STATUTE)
W9931	12/09/2019	TENBOER, DEVIN LARRY	502.407 - Operation of Vehicle with Expired License Plate (TRAFFIC VIOL-STATUTE)
W9927	12/09/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9930	12/09/2019	TENBOER, DEVIN LARRY	545.151 - Disregarded Stop Sign (TRAFFIC VIOL-STATUTE)
C9553	12/10/2019	SCHRAUB, BRANDON	502.407 - Operation of Vehicle with Expired License Plate (TRAFFIC VIOL-STATUTE)
C9556	12/10/2019	SCHRAUB, BRANDON	521.021 - Driver License Required (No DL) (TRAFFIC VIOL-STATUTE)
C9934	12/09/2019	TENBOER, DEVIN LARRY	SEC. 6-113 - RUNNING AT LARGE PROHIBITED (ORDINANCE VIOLATION)
C9933	12/10/2019	TENBOER, DEVIN LARRY	544.007 - Disregared Red Light (Traffic Signal) (TRAFFIC VIOL-STATUTE)
C9935	12/11/2019	TENBOER, DEVIN LARRY	521.021 - Driver License Required (No DL) (TRAFFIC VIOL-STATUTE)
W9555	12/10/2019	SCHRAUB, BRANDON	545.104 - Failed to Signal Turn (TRAFFIC VIOL-STATUTE)
W9554	12/10/2019	SCHRAUB, BRANDON	504.945 - WRONG, FICT, ALTERED, OR OBSCURED LP (TRAFFIC VIOL-STATUTE)
W9937	12/11/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9938	12/11/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9939	12/11/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9829	12/13/2019	SILVA, RENE	SEC. 6-113 - RUNNING AT LARGE PROHIBITED (ORDINANCE VIOLATION)
C9940	12/12/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9941	12/12/2019	TENBOER, DEVIN LARRY	545.151 - Disregarded Stop Sign (TRAFFIC VIOL-STATUTE)
W9863	12/12/2019	STUBBS, JAY E	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9862	12/11/2019	STUBBS, JAY E	547.322 - Defective License Plate Light (TRAFFIC VIOL-STATUTE)

W9802	12/15/2019	ROSENTHAL, DAVID	547.321 - Headlamps Required (TRAFFIC VIOL-STATUTE)
W9801	12/15/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9800	12/13/2019	ROSENTHAL, DAVID	547.321 - Headlamps Required (TRAFFIC VIOL-STATUTE)
W9799	12/13/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9942	12/16/2019	TENBOER, DEVIN LARRY	SEC. 6-113 - RUNNING AT LARGE PROHIBITED (ORDINANCE VIOLATION)
C9946	12/17/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9943	12/16/2019	TENBOER, DEVIN LARRY	545.351 - Fail To Control Speed (TRAFFIC VIOL-STATUTE)
W9944	12/17/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9945	12/17/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9947	12/17/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9803	12/18/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9805	12/19/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9804	12/19/2019	ROSENTHAL, DAVID	547.321 - Headlamps Required (TRAFFIC VIOL-STATUTE)
C9955	12/24/2019	TENBOER, DEVIN LARRY	545.062 - Following Too Closely (TRAFFIC VIOL-STATUTE)
C9948	12/18/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9949	12/18/2019	TENBOER, DEVIN LARRY	502.407 - Operation of Vehicle with Expired License Plate (TRAFFIC VIOL-STATUTE)
C9866	12/21/2019	STUBBS, JAY E	502.407 - Operation of Vehicle with Expired License Plate (TRAFFIC VIOL-STATUTE)
C9867	12/21/2019	STUBBS, JAY E	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9952	12/23/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9953	12/24/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9954	12/24/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9950	12/23/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9951	12/23/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9837	12/22/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9834	12/22/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9835	12/22/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9836	12/22/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9830	12/21/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)

W9831	12/21/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9832	12/21/2019	SILVA, RENE	547.321 - Head Lamps Required (TRAFFIC VIOL-STATUTE)
W9833	12/22/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9868	12/21/2019	STUBBS, JAY E	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9865	12/21/2019	STUBBS, JAY E	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9864	12/21/2019	STUBBS, JAY E	547.322 - Tail Lamps Required (TRAFFIC VIOL-STATUTE)
W7762	12/21/2019	ELLIOTT, JAMES	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9956	12/26/2019	TENBOER, DEVIN LARRY	502.407 - Operation of Vehicle with Expired License Plate (TRAFFIC VIOL-STATUTE)
C9847	12/29/2019	SILVA, RENE	826.022(c) - VIOL RABIES VACCINATION REQUIREMENT W/PREV CON (CRIMINAL VIOL)
C9842	12/28/2019	SILVA, RENE	545.151 - Disregarded Stop Sign (TRAFFIC VIOL-STATUTE)
C9843	12/28/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9844	12/28/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9845	12/28/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9846	12/28/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9838	12/27/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9957	12/26/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9958	12/26/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9809	12/28/2019	ROSENTHAL, DAVID	502.407 - Operation of Vehicle with Expired License Plate (TRAFFIC VIOL-STATUTE)
W9962	12/28/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9961	12/28/2019	ROSENTHAL, DAVID	547.321 - Head Lamps Required (TRAFFIC VIOL-STATUTE)
W9960	12/28/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C9808	12/27/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9807	12/24/2019	ROSENTHAL, DAVID	547.321 - Head Lamps Required (TRAFFIC VIOL-STATUTE)
C9806	12/24/2019	ROSENTHAL, DAVID	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9839	12/21/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9840	12/27/2019	SILVA, RENE	545.053 - Unsafe Pass (TRAFFIC VIOL-STATUTE)
W9841	12/27/2019	SILVA, RENE	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
C10010	12/31/2019	TENBOER, DEVIN LARRY	545.151 - Disregarded Stop Sign (TRAFFIC VIOL-STATUTE)

C9870	12/30/2019	STUBBS, JAY E	547.322 - Tail Lamps Required (TRAFFIC VIOL-STATUTE)
C9959	12/30/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9871	12/30/2019	STUBBS, JAY E	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9869	12/30/2019	TENBOER, DEVIN LARRY	547.321 - Headlamps Required (TRAFFIC VIOL-STATUTE)
W10012	12/31/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W10011	12/31/2019	TENBOER, DEVIN LARRY	545.351 - Speed Over Limit (Speeding) (TRAFFIC VIOL-STATUTE)
W9963	12/29/2019	ROSENTHAL, DAVID	601.191 - Failed to Maintain Financial Responsibility (No Liab. Ins.) (CRIMINAL VIOL)
Total: 113			

Hamilton Police Department

Chief of Police – Anthony Yocham

204 East Main Street Hamilton TX 76531

Phone: 254.386.3810 Fax: 254.386.3894

chief@htxpd.com



Monthly Intake Report

December 2019:

191087: Gabapentin	26 pills
191087: Amoxicillic Cap	8 pills
191097: Methamphetamine	0.001 g
191086: Methamphetamine	0.089 g

Total intake for December 2019:

Marijuana--- 0

Unknown/dangerous drugs/pills— 34 pills

Cocaine—0

Methamphetamine— 0.09 g

Heroin—0

Firearms----0

Money---0


Lt. Dustin Smallridge

December 2019 Evidence Report

Guns:

<u>CASE #</u>	<u>TAG #</u>	<u>MAKE</u>	<u>LOCATION</u>
---------------	--------------	-------------	-----------------

Money:

<u>CASE #</u>	<u>TAG #</u>	<u>AMOUNT</u>	<u>LOCATION</u>
---------------	--------------	---------------	-----------------

Drugs/Narcotics:

<u>CASE #</u>	<u>TAG #</u>	<u>TYPE</u>	<u>AMOUNT</u>	<u>LOCATION</u>
191087		Gabapentin	26 pills	temp store
191087		Amoxicillic Cap	8 pills	temp store
191097		Methamphetamine	0.001 g	temp store
191086		Methamphetamine	0.089 g	temp store

CITY OF HAMILTON

POLICE DEPARTMENT

Animal Control Monthly Report

Month Dec Year 2019

Number of calls 14
Number of Reports taken 0
Animal bites investigated 0
Animals impounded (dogs & cats) 10
Animals reclaimed by owners 2
Animals adopted 0
Current shelter population 8
Animal Control citations issued 4
In Person 4
Certified Mail 0
Animal Control warnings issued 5



ANIMAL CONTROL OFFICER

Hamilton Police Department

Chief of Police – Anthony Yocham
204 East Main Street Hamilton TX 76531
Phone: 254.386.3810 Fax: 254.386.3894
chief@htxpd.com



Cases Filed in December 2019

District Attorney:

190532---Engage in Organized Criminal Activity
190532---Engage in Organized Criminal Activity
190978---Sexual Assault of Child
191086---Possession of Controlled Substance PG1 u/1g

Total: 4

County Attorney:

190813---Possession of Marijuana
181753---Duty on Striking Unattended Vehicle
191019---Driving while License Invalid
191054---Criminal Trespass
191059---Criminal Mischief o/\$100 u/\$750
191038---Violate Protective Order
191080---Violate Protective Order
191087---Possession of Dangerous Drug
190771---Driving While Intoxicated

Total: 9

Total Case Filed in December 2019: 13


Lt Dustin Smallridge

DECEMBER 2019

MUNICIPAL COURT REPORT

State \$6702.19

Collection Fees MVBA \$135.63

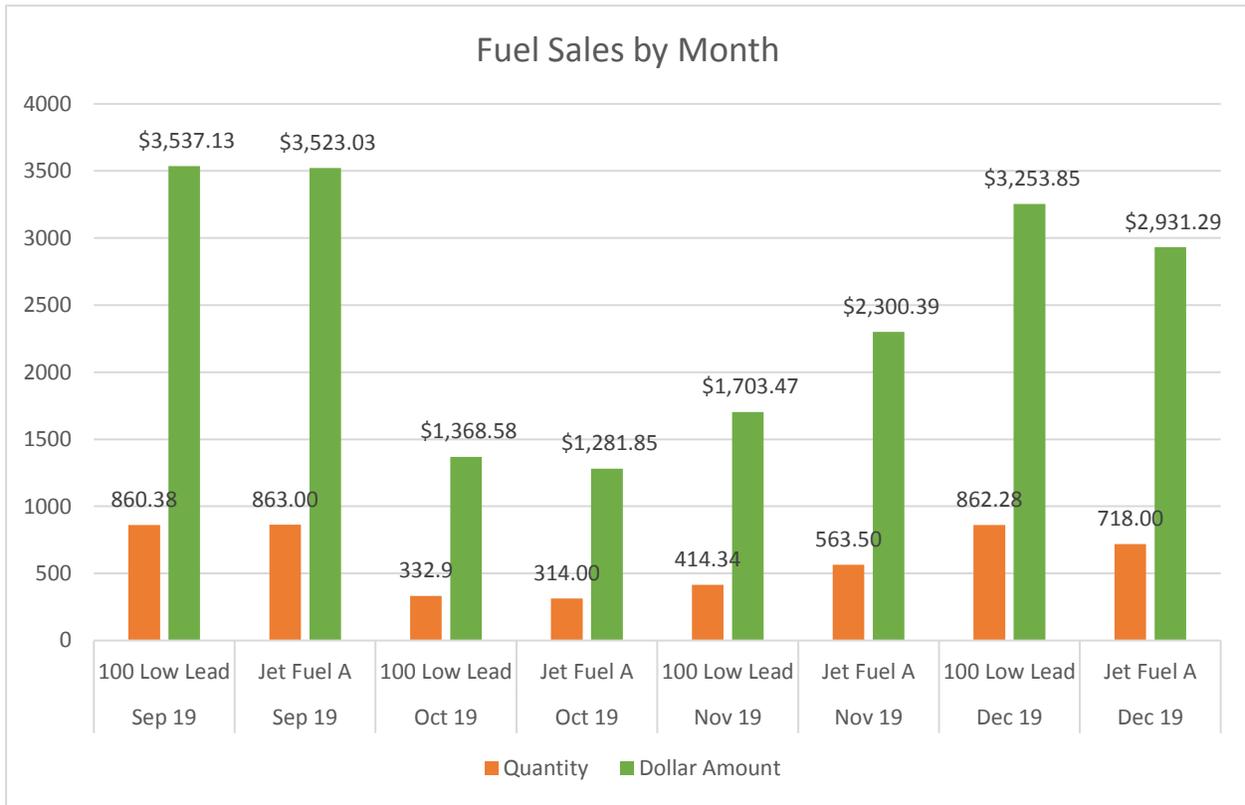
City \$7965.95

OMNI \$0.00

CITATIONS/CHARGES FILED IN MUNICIPAL COURT DECEMBER 2019.

Permit Weeds Rubbish	1
Speeding over limit	36
Driving without valid DL	7
Dog Allowed to Run at Large	7
Drive Left of Center/Not Passing	1
Passing No Passing Zone	2
Possession of Drug Paraphernalia	1
Unsafe Speed	2
Follow too Closely	2
Cut Across Pk Lot to Turn	1
Assault by Threat	1
Peddling w/o Permit	1
Speeding School Zone 8-14 over	3
Expired MVR	5
Disregard Stop Sign	2
Fail to Yield at Stop in Intersection	1
Failure to Appear	10
Fail Maintain Financial Responsibility	3
Minor in Possession of AB	1
Fail to Control Speed	1
No Rabies Vaccination	2
No City Dog Tag Issued	2
Dangerous Dog Hearing	2
TOTAL	94

DECEMBER 2019



	AVFuel	Private	Total	Total Gallons	
100LL	\$ 3,253.85	\$ -	\$ 3,253.85	862.28	
Jet A	\$ 2,931.29	\$ -	\$ 2,931.29	718.00	
		Total	\$ 6,185.14		
CURRENT PRICE			\$ 110.17	100LL CC Fees	
100LL - 3.87/gallon			\$ 97.95	JETA CC Fees	
JET A - 4.21/gallon					
<u>Spent in the current month</u>					
TRANS AERO	\$ -	JetA	No Arrangement		
2002	\$ -	100LL	PREPAYED		
2001	\$ -	100LL	PREPAYED		
0.00		Private 100LL Gallons Pre-Sold			
	718.00	JET A gallons AVFuel			
862.28		100LL Gallons AV Fuel			
	0.00	Private JetA Gallons Sold			
		Private 100LL Gallons Sold - PREPAYED, DON'T INCLUDE IN CURRENT MONTH			
862.28	718.00	TOTAL Gallons			

DECEMBER 2019

