



**AGENDA
CITY COUNCIL
WORK SESSION
REGULAR MEETING
JULY 15, 2021
6:30 PM**

The Joshua City Council will hold a Work Session at 6:30 pm and a Regular Meeting immediately following the Work Session in the Council Chambers at the Joshua City Hall, located at 101 S. Main St., Joshua, Texas, on July 15, 2021. This meeting is subject to the open meeting laws of the State of Texas.

Individuals may attend the meeting in person or access the meeting via videoconference or telephone conference call.

Join Zoom Meeting:

<https://us02web.zoom.us/j/81539707306?pwd=MitLdjNyR2pEeEkxUnNzS0ZCVDhqZz09>

Meeting ID: 815 3970 7306 Passcode: 341194 or dial 1-346/248-7799

A member of the public who would like to submit a question on any item listed on this agenda may do so via the following options:

- Online: An online speaker card is located on the City's website (cityofjoshuatx.us) on the Agenda/Minutes/Recordings page. Speaker cards received by 5:00 pm on the day of the meeting will be read during the meeting by the City Secretary.
- By phone: Please call 817/558-7447 ext. 2003 by 5:00 pm on the day of the meeting and provide your name, address, and question. The City Secretary will read your question in the order they are received.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

B. PLEDGE OF ALLEGIANCE

1. United States of America
2. Texas Flag

C. INVOCATION

D. BUDGET WORKSHOP

1. Discuss the FY 2021-2022 Budget. (Staff Resource: M. Peacock)
2. Discuss the 2021 Budget and Tax Rate Adoption Rate Calendar. (Staff Resource: A. Holloway)

E. WORK SESSION

1. Review and discuss questions related to the budget report and financial statement for June 2021. (Staff Resource: M. Peacock)
2. Discuss a Park Naming Policy. (M. Peacock)
3. Discuss a request for a school zone to be placed near the Joshua Christian Academy. (M. Peacock)
4. Questions regarding Regular Session agenda items.

F. PUBLIC FORUM, PRESENTATIONS, AND RECOGNITION:

The City Council invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the City Council is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the City's existing policy, or directing the person making the inquiry to visit with City Staff about the issue. Therefore, no Council deliberation is permitted. Each person will have 3 minutes to speak.

G. CONSENT AGENDA

1. Consider approval of minutes from the City Council Meeting held on June 17, 2021. (Staff Resource: A. Holloway)

H. REGULAR AGENDA

1. Discuss, consider, and possible action on an Ordinance designating the Tax Assessor-Collector of Johnson County as the person to perform the required calculation of the relevant tax rates and preparation of notices for publication. (Staff Resource: A. Holloway)
2. Discuss, consider, and possible action on a resolution amending the personnel policy. (Staff Resource: A. Bransom)
3. Discuss, consider, and possible action on board appointments. (Staff Resource: A. Holloway)

I. STAFF REPORT

June 2021

1. Police Department Report
2. Fire Department Report
3. Municipal Court Report
4. Public Works Report
5. Development Services Report
6. City Secretary Report

J. FUTURE AGENDA ITEMS/REQUESTS BY COUNCILMEMBERS TO BE ON THE NEXT AGENDA

Councilmembers shall not comment upon, deliberate, or discuss any item that is not on the agenda. Councilmembers shall not make routine inquiries about operations or project status on an item that is not posted. However, any Councilmember may state an issue and request to place the item on a future agenda.

K. ADJOURNMENT

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including 551.071 (private consultation with the attorney for the City); 551.072 (discussing purchase, exchange, lease or value of real property); 551.074 (discussing personnel or to hear complaints against personnel); and 551.087 (discussing economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

Pursuant to Section 551.127, Texas Government Code, one or more Councilmembers may attend this meeting remotely using videoconferencing technology. The video and audio feed of the videoconferencing equipment can be viewed and heard by the public at the address posted above as the location of the meeting. A quorum will be physically present at the posted meeting location of City Hall.

In compliance with the Americans with Disabilities Act, the City of Joshua will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the City Secretary's office at 817/558-7447.

CERTIFICATE:

I hereby certify that the above agenda was posted on or before the 9th day of July 2021 by 12:00 pm on the official bulletin board at Joshua City Hall, 101 S. Main, Joshua, Texas.

Alice Holloway
City Secretary

City of Joshua, TX

FY 2021-2022 Annual Budget & Tax Rate

Planning & Adoption Calendar

(per updated state regulations as of Jan. 1, 2020)

Statutory Date*:	As soon as practicable or scheduled date:	Activity
	July 15	1st Budget Workshop during Regular Monthly City Council Meeting
July 25	July 26	Deadline for Chief Appraiser to deliver certified appraisal roll (or certified estimate) to assessor.
Aug 1	Aug 2	Calculation of "No-New-Revenue" and "Voter-Approval" rates by tax assessor.
Aug 7	Aug 9	Deadline for tax assessor to submit no-new-revenue and voter-approval tax rates to the city.
Aug 17	Aug 13	Deadline for city manager to file the proposed budget with the city secretary's office.
N/A	Aug 19	2nd Budget Workshop; City Council meeting to discuss proposed tax rate; if the proposed tax rate will exceed the "Voter-Approval" or "No-New-Revenue" rate (whichever is lower), take a record vote and schedule public hearing.
N/A	Sept 5	Notice of Public Hearing on Budget published in newspaper (at least 10 days before public hearing). Notice of Public Hearing on Tax Rate published on website (at least 7 days before public hearing) and in the newspaper (at least 5 days before the public hearing).
Sept 14	Sept 9	72-hr notice for Regular City Council meeting at which the public hearing will be held and the budget and tax rate will be adopted.
Sept 29	Sept 16	Public Hearing on Budget and Tax Rate; City Council adopts budget and tax rate.

City of Joshua
Financial Statement
As of June 30, 2021

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100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Tax Revenue	122,903.91	92,438.29	30,465.62	3,378,399.17	3,922,535.00	86.13%	544,135.83
Charges for Services	42,299.46	40,150.77	2,148.69	376,070.44	482,000.00	78.02%	105,929.56
Licenses, Permits & Fees	51,581.17	38,219.28	13,361.89	645,608.96	488,815.00	132.08%	(156,793.96)
Grants & Contributions	90.00	41.65	48.35	346,082.00	500.00	69216.40%	(345,582.00)
Intergovernmental Revenues	0.00	9,693.67	(9,693.67)	3,332.30	116,370.00	2.86%	113,037.70
Investment Earnings	13.31	273.22	(259.91)	59.57	3,280.00	1.82%	3,220.43
Miscellaneous	682.08	6,766.45	(6,084.37)	118,955.48	81,230.00	146.44%	(37,725.48)
Transfers In	0.00	59,178.75	(59,178.75)	0.00	266,715.00	0.00%	266,715.00
Revenue Totals	217,569.93	246,762.08	(29,192.15)	4,868,507.92	5,361,445.00	90.81%	492,937.08
Expense Summary							
Debt Service	0.00	2,600.00	(2,600.00)	2,650.00	4,000.00	66.25%	1,350.00
Contract & Professional Services	75,445.82	66,525.55	8,920.27	634,407.90	877,130.00	72.33%	242,722.10
Utilities	15,421.22	33,524.66	(18,103.44)	144,314.28	242,360.00	59.55%	98,045.72
Community Events	0.00	12,500.00	(12,500.00)	3,364.58	25,000.00	13.46%	21,635.42
Miscellaneous	4,376.39	6,665.98	(2,289.59)	141,564.72	147,660.00	95.87%	6,095.28
Personnel	283,357.69	193,300.77	90,056.92	1,794,708.68	2,572,378.00	69.77%	777,669.32
Transfers Out	0.00	0.00	0.00	0.00	1,101,000.00	0.00%	1,101,000.00
Supplies	40,353.09	26,004.58	14,348.51	219,711.99	314,380.00	69.89%	94,668.01
Repair & Maintenance	44,968.56	29,361.64	15,606.92	214,617.55	328,397.00	65.35%	113,779.45
Capital Outlay	0.00	7,579.67	(7,579.67)	150,067.80	259,255.00	57.88%	109,187.20
Expense Totals	463,922.77	378,062.85	85,859.92	3,305,407.50	5,871,560.00	56.30%	2,566,152.50

City of Joshua
Financial Statement
As of June 30, 2021

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100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Tax Revenue							
100-4000 GF Property Tax	27,957.13	14,859.46	13,097.67	2,483,730.83	2,653,475.00	93.60%	169,744.17
100-4001 GF Property Tax Penalty	2,288.84	1,275.00	1,013.84	10,896.87	15,300.00	71.22%	4,403.13
100-4002 GF Prop Tax Interest Income	1,306.60	0.00	1,306.60	7,314.69	0.00	0.00%	(7,314.69)
100-4003 City Sales Taxes	85,383.56	71,965.78	13,417.78	704,308.19	863,935.00	81.52%	159,626.81
100-4005 Mixed Beverage Tax	734.99	499.80	235.19	7,020.29	6,000.00	117.00%	(1,020.29)
100-4006 Franchise Taxes	5,232.79	3,838.25	1,394.54	165,128.30	383,825.00	43.02%	218,696.70
Tax Revenue Totals	122,903.91	92,438.29	30,465.62	3,378,399.17	3,922,535.00	86.13%	544,135.83
Charges for Services							
100-4008 ESD Contract Fee	12,997.28	12,994.80	2.48	116,983.68	156,000.00	74.99%	39,016.32
100-4008 ESD Incentive	962.50	416.67	545.83	6,284.16	5,000.00	125.68%	(1,284.16)
100-4102 Rabies Vouchers	0.00	83.30	(83.30)	855.00	1,000.00	85.50%	145.00
100-4108 Trash Collection Service Charges	28,339.68	26,656.00	1,683.68	251,947.60	320,000.00	78.73%	68,052.40
Charges for Services Totals	42,299.46	40,150.77	2,148.69	376,070.44	482,000.00	78.02%	105,929.56
Licenses, Permits & Fees							
100-4100 Permits/Fees	19,197.97	26,239.50	(7,041.53)	524,163.84	315,000.00	166.40%	(209,163.84)
100-4101 Fines/Court Fees	12,007.23	10,412.50	1,594.73	87,213.51	125,000.00	69.77%	37,786.49
100-4105 Gas Well Fees	18,400.00	0.00	18,400.00	18,400.00	30,000.00	61.33%	11,600.00
100-4109 Utility Penalties	0.00	466.48	(466.48)	1,129.91	5,600.00	20.18%	4,470.09
100-4110 Utility Admin Fee	1,132.08	1,100.80	31.28	10,048.55	13,215.00	76.04%	3,166.45
100-4115 Local Truancy and Prevention	657.65	0.00	657.65	3,800.68	0.00	0.00%	(3,800.68)
100-4116 Municipal Jury Fund	13.14	0.00	13.14	75.90	0.00	0.00%	(75.90)
100-4117 Time Payment Reimbursement	173.10	0.00	173.10	776.57	0.00	0.00%	(776.57)
Licenses, Permits & Fees Totals	51,581.17	38,219.28	13,361.89	645,608.96	488,815.00	132.08%	(156,793.96)

City of Joshua
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100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Grants & Contributions							
100-4203 General Fund Donations	90.00	41.65	48.35	3,410.00	500.00	682.00%	(2,910.00)
100-4407 CARES Funding	0.00	0.00	0.00	342,672.00	0.00	0.00%	(342,672.00)
Grants & Contributions Totals	90.00	41.65	48.35	346,082.00	500.00	69216.40%	(345,582.00)
Intergovernmental Revenues							
100-4401 Fire Department Grants	0.00	9,568.67	(9,568.67)	2,000.00	114,870.00	1.74%	112,870.00
100-4404 LEOSE/Continuing Education	0.00	125.00	(125.00)	1,332.30	1,500.00	88.82%	167.70
Intergovernmental Revenues Totals	0.00	9,693.67	(9,693.67)	3,332.30	116,370.00	2.86%	113,037.70
Investment Earnings							
100-4600 Interest Income	13.31	273.22	(259.91)	59.57	3,280.00	1.82%	3,220.43
Investment Earnings Totals	13.31	273.22	(259.91)	59.57	3,280.00	1.82%	3,220.43
Miscellaneous							
100-4901 Misc. Revenue	682.08	6,766.45	(6,084.37)	118,955.48	81,230.00	146.44%	(37,725.48)
Miscellaneous Totals	682.08	6,766.45	(6,084.37)	118,955.48	81,230.00	146.44%	(37,725.48)
Transfers In							
100-4917 Transfer from Type A EDC	0.00	0.00	0.00	0.00	30,000.00	0.00%	30,000.00
100-4918 Transfer from Type B EDC	0.00	59,178.75	(59,178.75)	0.00	236,715.00	0.00%	236,715.00
Transfers In Totals	0.00	59,178.75	(59,178.75)	0.00	266,715.00	0.00%	266,715.00
Revenue Totals	217,569.93	246,762.08	(29,192.15)	4,868,507.92	5,361,445.00	90.81%	492,937.08

City of Joshua
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100 - General Fund Police Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Contract & Professional Services	18,040.14	1,066.24	16,973.90	93,246.08	113,800.00	81.94%	20,553.92
Capital Outlay	0.00	0.00	0.00	16,155.60	16,205.00	99.70%	49.40
Utilities	1,375.09	1,940.89	(565.80)	11,888.97	23,300.00	51.03%	11,411.03
Miscellaneous	0.00	33.33	(33.33)	10,772.36	400.00	2693.09%	(10,372.36)
Personnel	124,559.56	75,599.42	48,960.14	698,013.51	997,275.00	69.99%	299,261.49
Supplies	2,398.12	1,795.34	602.78	14,457.18	21,550.00	67.09%	7,092.82
Repair & Maintenance	12,298.43	4,873.75	7,424.68	44,993.24	58,500.00	76.91%	13,506.76
Police Department Totals	<u>158,671.34</u>	<u>85,308.97</u>	<u>73,362.37</u>	<u>889,526.94</u>	<u>1,231,030.00</u>	<u>72.26%</u>	<u>341,503.06</u>

100 - General Fund Public Works	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Personnel	23,101.01	20,559.03	2,541.98	192,520.90	277,075.00	69.48%	84,554.10
Supplies	27,907.44	14,365.50	13,541.94	118,440.21	172,455.00	68.68%	54,014.79
Repair & Maintenance	6,853.79	6,372.48	481.31	43,190.98	76,500.00	56.46%	33,309.02
Contract & Professional Services	510.81	1,686.82	(1,176.01)	4,156.11	20,250.00	20.52%	16,093.89
Capital Outlay	0.00	0.00	0.00	116,876.58	152,065.00	76.86%	35,188.42
Utilities	411.73	566.44	(154.71)	4,442.26	6,800.00	65.33%	2,357.74
Miscellaneous	0.00	0.00	0.00	1,088.80	0.00	0.00%	(1,088.80)
Public Works Totals	<u>58,784.78</u>	<u>43,550.27</u>	<u>15,234.51</u>	<u>480,715.84</u>	<u>705,145.00</u>	<u>68.17%</u>	<u>224,429.16</u>

100 - General Fund Municipal Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Personnel	6,696.22	4,644.22	2,052.00	45,462.50	60,810.00	74.76%	15,347.50
Supplies	31.38	154.10	(122.72)	1,047.54	1,850.00	56.62%	802.46
Repair & Maintenance	225.19	166.60	58.59	1,477.35	2,000.00	73.87%	522.65

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Contract & Professional Services	2,794.09	2,969.27	(175.18)	25,340.41	35,635.00	71.11%	10,294.59
Miscellaneous	0.00	83.30	(83.30)	1,642.39	1,000.00	164.24%	(642.39)
Municipal Court Totals	<u>9,746.88</u>	<u>8,017.49</u>	<u>1,729.39</u>	<u>74,970.19</u>	<u>101,295.00</u>	<u>74.01%</u>	<u>26,324.81</u>

100 - General Fund Development Services	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Personnel	18,020.46	16,676.55	1,343.91	144,717.67	215,770.00	67.07%	71,052.33
Supplies	296.83	324.87	(28.04)	5,280.88	3,900.00	135.41%	(1,380.88)
Repair & Maintenance	44.13	166.60	(122.47)	587.96	2,000.00	29.40%	1,412.04
Contract & Professional Services	8,557.49	15,960.06	(7,402.57)	139,894.14	191,525.00	73.04%	51,630.86
Capital Outlay	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
Utilities	86.30	88.29	(1.99)	690.19	1,060.00	65.11%	369.81
Miscellaneous	0.00	41.67	(41.67)	5,181.78	500.00	1036.36%	(4,681.78)
Development Services Totals	<u>27,005.21</u>	<u>33,674.71</u>	<u>(6,669.50)</u>	<u>296,352.62</u>	<u>419,755.00</u>	<u>70.60%</u>	<u>123,402.38</u>

100 - General Fund Animal Control	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Personnel	10,802.98	8,181.64	2,621.34	78,056.39	109,345.00	71.39%	31,288.61
Supplies	1,177.56	864.22	313.34	6,096.02	10,375.00	58.76%	4,278.98
Repair & Maintenance	7,442.11	2,665.60	4,776.51	19,800.67	32,000.00	61.88%	12,199.33
Contract & Professional Services	631.86	849.78	(217.92)	5,881.85	10,200.00	57.67%	4,318.15
Utilities	947.25	1,307.81	(360.56)	8,871.67	15,700.00	56.51%	6,828.33
Miscellaneous	0.00	0.00	0.00	654.24	0.00	0.00%	(654.24)
Animal Control Totals	<u>21,001.76</u>	<u>13,869.05</u>	<u>7,132.71</u>	<u>119,360.84</u>	<u>177,620.00</u>	<u>67.20%</u>	<u>58,259.16</u>

100 - General Fund General Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
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City of Joshua
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Contract & Professional Services	13,626.03	14,831.46	(1,205.43)	76,550.75	102,300.00	74.83%	25,749.25
Debt Service	0.00	2,600.00	(2,600.00)	2,650.00	4,000.00	66.25%	1,350.00
Miscellaneous	0.00	1,250.00	(1,250.00)	67,183.81	71,055.00	94.55%	3,871.19
Transfers Out	0.00	0.00	0.00	0.00	1,101,000.00	0.00%	1,101,000.00
Personnel	63.66	0.00	63.66	4,022.68	4,000.00	100.57%	(22.68)
General Non-Departmental Totals	<u>13,689.69</u>	<u>18,681.46</u>	<u>(4,991.77)</u>	<u>150,407.24</u>	<u>1,282,355.00</u>	<u>11.73%</u>	<u>1,131,947.76</u>

100 - General Fund Mayor & Council	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Personnel	0.00	1,000.00	(1,000.00)	34.32	2,000.00	1.72%	1,965.68
Supplies	<u>99.90</u>	<u>87.50</u>	<u>12.40</u>	<u>746.93</u>	<u>1,050.00</u>	<u>71.14%</u>	<u>303.07</u>
Mayor & Council Totals	<u>99.90</u>	<u>1,087.50</u>	<u>(987.60)</u>	<u>781.25</u>	<u>3,050.00</u>	<u>25.61%</u>	<u>2,268.75</u>

100 - General Fund Fire Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Repair & Maintenance	9,294.88	6,139.61	3,155.27	53,823.80	73,705.00	73.03%	19,881.20
Contract & Professional Services	1,136.66	1,970.46	(833.80)	16,893.53	23,655.00	71.42%	6,761.47
Utilities	2,647.94	2,865.52	(217.58)	22,912.08	34,400.00	66.60%	11,487.92
Miscellaneous	87.09	1,277.82	(1,190.73)	14,297.61	15,340.00	93.20%	1,042.39
Personnel	47,687.29	33,391.14	14,296.15	263,257.40	440,335.00	59.79%	177,077.60
Supplies	<u>3,368.07</u>	<u>5,530.68</u>	<u>(2,162.61)</u>	<u>20,988.88</u>	<u>62,100.00</u>	<u>33.80%</u>	<u>41,111.12</u>
Fire Department Totals	<u>64,221.93</u>	<u>51,175.23</u>	<u>13,046.70</u>	<u>392,173.30</u>	<u>649,535.00</u>	<u>60.38%</u>	<u>257,361.70</u>

100 - General Fund Park Maintenance	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Personnel	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Supplies	<u>2,479.78</u>	<u>1,137.05</u>	<u>1,342.73</u>	<u>12,104.83</u>	<u>13,650.00</u>	<u>88.68%</u>	<u>1,545.17</u>

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Utilities	3,772.05	20,627.24	(16,855.19)	24,407.28	87,530.00	27.88%	63,122.72
Repair & Maintenance	1,795.98	1,603.57	192.41	10,942.83	19,250.00	56.85%	8,307.17
Contract & Professional Services	9.60	24.99	(15.39)	21.60	300.00	7.20%	278.40
Capital Outlay	0.00	7,163.00	(7,163.00)	17,035.62	85,985.00	19.81%	68,949.38
Park Maintenance Totals	8,057.41	30,555.85	(22,498.44)	64,512.16	206,715.00	31.21%	142,202.84

100 - General Fund Community Service	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Utilities	4,030.01	3,415.30	614.71	51,300.27	41,000.00	125.12%	(10,300.27)
Community Events	0.00	12,500.00	(12,500.00)	3,364.58	25,000.00	13.46%	21,635.42
Miscellaneous	4,077.81	3,021.58	1,056.23	35,321.39	47,865.00	73.79%	12,543.61
Contract & Professional Services	26,833.05	26,666.67	166.38	227,219.26	320,000.00	71.01%	92,780.74
Community Service Totals	34,940.87	45,603.55	(10,662.68)	317,205.50	433,865.00	73.11%	116,659.50

100 - General Fund Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Personnel	52,426.51	33,248.77	19,177.74	368,623.31	465,768.00	79.14%	97,144.69
Supplies	2,594.01	1,745.32	848.69	40,549.52	27,450.00	147.72%	(13,099.52)
Repair & Maintenance	7,014.05	7,373.43	(359.38)	39,800.72	64,442.00	61.76%	24,641.28
Contract & Professional Services	3,306.09	499.80	2,806.29	45,204.17	59,465.00	76.02%	14,260.83
Utilities	2,150.85	2,713.17	(562.32)	19,801.56	32,570.00	60.80%	12,768.44
Miscellaneous	211.49	958.28	(746.79)	5,422.34	11,500.00	47.15%	6,077.66
Administration Totals	67,703.00	46,538.77	21,164.23	519,401.62	661,195.00	78.55%	141,793.38

100 - General Fund Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Debt Service	0.00	0.00	0.00	0.00	0.00	0.00%	0.00

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Non-Departmental Totals

0.00	0.00	0.00	0.00	0.00	0.00%	0.00
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Expense Totals

463,922.77	378,062.85	85,859.92	3,305,407.50	5,871,560.00	56.30%	2,566,152.50
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100 - General Fund Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-00-5500 Bond Issuance Costs	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Non-Departmental Totals	0.00	0.00	0.00	0.00	0.00	0.00%	0.00

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100 - General Fund Community Service	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-01-5404 CS Solid Waste Services	26,833.05	26,666.67	166.38	227,219.26	320,000.00	71.01%	92,780.74
100-01-5711 CS Street Lights	4,030.01	3,415.30	614.71	51,300.27	41,000.00	125.12%	(10,300.27)
100-01-5800 CS Holiday Events	0.00	12,500.00	(12,500.00)	3,364.58	25,000.00	13.46%	21,635.42
100-01-5900 CS Library Operating	1,775.00	1,772.08	2.92	17,750.00	21,265.00	83.47%	3,515.00
100-01-5902 CS Cle-Tran	0.00	0.00	0.00	0.00	6,600.00	0.00%	6,600.00
100-01-5903 CS Clean-Up And Recycling	0.00	0.00	0.00	3,643.90	5,000.00	72.88%	1,356.10
100-01-5905 CS Quarterly City Newsletter	2,302.81	1,249.50	1,053.31	13,927.49	15,000.00	92.85%	1,072.51
Community Service Totals	<u>34,940.87</u>	<u>45,603.55</u>	<u>(10,662.68)</u>	<u>317,205.50</u>	<u>433,865.00</u>	<u>73.11%</u>	<u>116,659.50</u>

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100 - General Fund General Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-02-5160 ND Dues & Subscriptions	63.66	0.00	63.66	4,022.68	4,000.00	100.57%	(22.68)
100-02-5402 ND Legal Services	2,920.62	4,165.00	(1,244.38)	35,867.52	50,000.00	71.74%	14,132.48
100-02-5403 ND Ordinance Codification	0.00	516.46	(516.46)	3,545.00	6,200.00	57.18%	2,655.00
100-02-5420 ND Central Appraisal District	10,705.41	10,150.00	555.41	32,116.23	40,600.00	79.10%	8,483.77
100-02-5421 ND County Assessor -	0.00	0.00	0.00	5,022.00	5,500.00	91.31%	478.00
100-02-5500 ND Debt Service & Reports	0.00	2,600.00	(2,600.00)	2,650.00	4,000.00	66.25%	1,350.00
100-02-5940 ND Liability Insurance	0.00	0.00	0.00	18,936.00	25,650.00	73.82%	6,714.00
100-02-5941 ND Property Insurance	0.00	0.00	0.00	20,964.75	30,405.00	68.95%	9,440.25
100-02-5942 ND Unrestricted Reserves	0.00	1,250.00	(1,250.00)	14,863.17	15,000.00	99.09%	136.83
100-02-5943 ND Technology	0.00	0.00	0.00	670.00	0.00	0.00%	(670.00)
100-02-5945 ND COVID-19	0.00	0.00	0.00	11,749.89	0.00	0.00%	(11,749.89)
100-02-5979 Transfer To Capital	0.00	0.00	0.00	0.00	1,101,000.00	0.00%	1,101,000.00
General Non-Departmental Totals	13,689.69	18,681.46	(4,991.77)	150,407.24	1,282,355.00	11.73%	1,131,947.76

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100 - General Fund Mayor & Council	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-03-5150 M/C Training & Travel	0.00	1,000.00	(1,000.00)	34.32	2,000.00	1.72%	1,965.68
100-03-5220 M/C Office Supplies	99.90	4.17	95.73	361.65	50.00	723.30%	(311.65)
100-03-5262 M/C Events & Awards	0.00	83.33	(83.33)	385.28	1,000.00	38.53%	614.72
Mayor & Council Totals	99.90	1,087.50	(987.60)	781.25	3,050.00	25.61%	2,268.75

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100 - General Fund Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-04-5110 AD Salaries	42,832.62	24,153.81	18,678.81	309,390.53	363,988.00	85.00%	54,597.47
100-04-5112 AD Worker's Comp	0.00	0.00	0.00	784.11	1,140.00	68.78%	355.89
100-04-5117 AD Longevity Pay	0.00	0.00	0.00	2,012.00	2,015.00	99.85%	3.00
100-04-5120 AD Payroll Taxes	597.63	539.45	58.18	4,571.64	7,015.00	65.17%	2,443.36
100-04-5130 AD Benefits	5,967.84	4,877.21	1,090.63	29,903.24	58,550.00	51.07%	28,646.76
100-04-5140 AD TMRS	2,514.03	1,911.73	602.30	18,274.60	24,860.00	73.51%	6,585.40
100-04-5150 AD Training & Travel	370.39	1,500.00	(1,129.61)	885.39	5,000.00	17.71%	4,114.61
100-04-5160 AD Dues & Memberships	144.00	249.90	(105.90)	2,601.80	3,000.00	86.73%	398.20
100-04-5161 AD Surety Bonds	0.00	16.67	(16.67)	200.00	200.00	100.00%	0.00
100-04-5212 AD Reference Materials	0.00	41.65	(41.65)	270.64	500.00	54.13%	229.36
100-04-5220 AD Office Supplies	443.03	345.69	97.34	4,418.06	4,150.00	106.46%	(268.06)
100-04-5221 AD Printing	0.00	118.70	(118.70)	582.11	1,425.00	40.85%	842.89
100-04-5222 AD Postage	90.59	147.85	(57.26)	984.16	1,775.00	55.45%	790.84
100-04-5240 AD Election Expenses	58.50	0.00	58.50	22,027.11	9,000.00	244.75%	(13,027.11)
100-04-5250 AD Office Equip & Furniture	2,001.89	1,091.43	910.46	12,267.44	10,600.00	115.73%	(1,667.44)
100-04-5330 AD Building R & M	5,932.75	6,476.29	(543.54)	32,455.18	53,672.00	60.47%	21,216.82
100-04-5350 AD Office Equipment R & M	1,081.30	897.14	184.16	7,345.54	10,770.00	68.20%	3,424.46
100-04-5402 AD IT Services	556.09	499.80	56.29	3,318.62	6,000.00	55.31%	2,681.38
100-04-5403 AD Accounting & Audit	0.00	0.00	0.00	20,700.00	26,000.00	79.62%	5,300.00
100-04-5404 AD Contract Services	0.00	0.00	0.00	4,234.50	6,200.00	68.30%	1,965.50
100-04-5410 AD Software Maintenance	2,750.00	0.00	2,750.00	11,637.50	21,265.00	54.73%	9,627.50
100-04-5710 AD Utilities	1,966.31	2,499.00	(532.69)	18,469.05	30,000.00	61.56%	11,530.95
100-04-5750 AD Mobile Technology	184.54	214.17	(29.63)	1,332.51	2,570.00	51.85%	1,237.49
100-04-5909 AD Miscellaneous	94.99	124.95	(29.96)	677.04	1,500.00	45.14%	822.96
100-04-5931 AD Publishing Legal Notices	116.50	833.33	(716.83)	3,388.50	10,000.00	33.89%	6,611.50
100-04-5932 AD Engineering Service	0.00	0.00	0.00	5,239.00	0.00	0.00%	(5,239.00)

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100 - General Fund Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-04-5933 AD Planning	0.00	0.00	0.00	74.55	0.00	0.00%	(74.55)
100-04-5945 AD COVID-19	0.00	0.00	0.00	1,356.80	0.00	0.00%	(1,356.80)
Administration Totals	67,703.00	46,538.77	21,164.23	519,401.62	661,195.00	78.55%	141,793.38

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100 - General Fund Police Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-05-5110 PD Salaries	99,297.51	60,108.50	39,189.01	564,331.80	781,645.00	72.20%	217,313.20
100-05-5111 PD Overtime	8,239.87	2,083.33	6,156.54	22,165.73	25,000.00	88.66%	2,834.27
100-05-5112 PD Worker's Comp	0.00	0.00	0.00	9,680.04	19,950.00	48.52%	10,269.96
100-05-5117 PD Longevity Pay	0.00	0.00	0.00	3,120.00	3,120.00	100.00%	0.00
100-05-5120 PD Payroll Taxes	2,187.69	1,069.29	1,118.40	11,482.61	13,905.00	82.58%	2,422.39
100-05-5130 PD Benefits	7,863.12	7,664.43	198.69	49,861.15	92,010.00	54.19%	42,148.85
100-05-5140 PD TMRS	5,951.37	3,649.28	2,302.09	32,817.36	47,455.00	69.15%	14,637.64
100-05-5150 PD Training & Travel	995.00	1,016.26	(21.26)	3,185.89	12,200.00	26.11%	9,014.11
100-05-5160 PD Dues/Memberships	0.00	0.00	0.00	1,231.00	1,390.00	88.56%	159.00
100-05-5161 PD Surety Bonds	0.00	8.33	(8.33)	100.00	100.00	100.00%	0.00
100-05-5180 PD Citizens Police Academy	25.00	0.00	25.00	37.93	500.00	7.59%	462.07
100-05-5213 PD Uniforms	372.73	433.16	(60.43)	2,800.27	5,200.00	53.85%	2,399.73
100-05-5215 PD Law Enforcement	105.45	316.54	(211.09)	2,661.34	3,800.00	70.04%	1,138.66
100-05-5217 PD Criminal Investigation	626.00	333.20	292.80	4,405.91	4,000.00	110.15%	(405.91)
100-05-5218 PD Awards	0.00	12.50	(12.50)	7.98	150.00	5.32%	142.02
100-05-5219 PD Public Relations	0.00	12.50	(12.50)	0.00	150.00	0.00%	150.00
100-05-5220 PD Office Supplies	410.86	229.17	181.69	1,903.96	2,750.00	69.23%	846.04
100-05-5222 PD Postage	39.83	41.67	(1.84)	449.73	500.00	89.95%	50.27
100-05-5250 PD Equipment & Furniture	843.25	166.60	676.65	1,978.85	2,000.00	98.94%	21.15
100-05-5260 PD Vests/Safety Equipment	0.00	250.00	(250.00)	249.14	3,000.00	8.30%	2,750.86
100-05-5310 PD Fuel, Oil & Service	4,259.21	1,666.67	2,592.54	15,869.47	20,000.00	79.35%	4,130.53
100-05-5310 PD Vehicle R & M	538.53	1,041.25	(502.72)	7,011.02	12,500.00	56.09%	5,488.98
100-05-5320 PD Equipment R & M	165.33	83.33	82.00	1,196.15	1,000.00	119.62%	(196.15)
100-05-5330 PD Building R & M	7,335.36	2,082.50	5,252.86	20,916.60	25,000.00	83.67%	4,083.40
100-05-5351 PD Copier/Support	620.05	541.45	78.60	4,680.05	6,500.00	72.00%	1,819.95
100-05-5402 PD IT Services	732.09	524.79	207.30	4,380.81	6,300.00	69.54%	1,919.19

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100 - General Fund Police Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-05-5404 PD Contract Services	1,125.00	0.00	1,125.00	63,409.52	71,000.00	89.31%	7,590.48
100-05-5408 PD Reporting System	15,563.00	0.00	15,563.00	20,775.70	30,000.00	69.25%	9,224.30
100-05-5601 PD Capital Outlay <\$5,000	0.00	0.00	0.00	6,554.78	6,600.00	99.31%	45.22
100-05-5611 PD Principal Payments	0.00	(85.71)	85.71	8,000.00	8,000.00	100.00%	0.00
100-05-5612 PD Interest Expense	0.00	85.71	(85.71)	1,600.82	1,605.00	99.74%	4.18
100-05-5710 PD Utilities	936.04	1,249.50	(313.46)	8,607.47	15,000.00	57.38%	6,392.53
100-05-5750 PD Mobile Technology	439.05	691.39	(252.34)	3,281.50	8,300.00	39.54%	5,018.50
100-05-5909 PD Miscellaneous	0.00	33.33	(33.33)	199.42	400.00	49.86%	200.58
100-05-5945 PD COVID-19	0.00	0.00	0.00	10,572.94	0.00	0.00%	(10,572.94)
Police Department Totals	<u>158,671.34</u>	<u>85,308.97</u>	<u>73,362.37</u>	<u>889,526.94</u>	<u>1,231,030.00</u>	<u>72.26%</u>	<u>341,503.06</u>

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100 - General Fund Public Works	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-06-5110 PW Salaries	18,391.13	16,084.78	2,306.35	149,345.26	209,165.00	71.40%	59,819.74
100-06-5111 PW Overtime	263.73	149.94	113.79	4,267.37	1,800.00	237.08%	(2,467.37)
100-06-5112 PW Worker's Comp	0.00	0.00	0.00	5,662.66	11,880.00	47.67%	6,217.34
100-06-5117 PW Longevity Pay	0.00	0.00	0.00	1,056.00	1,060.00	99.62%	4.00
100-06-5120 PW Payroll Taxes	284.13	302.98	(18.85)	2,603.43	3,940.00	66.08%	1,336.57
100-06-5130 PW Benefits	3,060.75	3,065.85	(5.10)	20,228.18	36,805.00	54.96%	16,576.82
100-06-5140 PW TMRS	1,101.27	955.48	145.79	9,283.00	12,425.00	74.71%	3,142.00
100-06-5150 PW Training & Travel	0.00	0.00	0.00	75.00	0.00	0.00%	(75.00)
100-06-5213 PW Uniforms	623.43	499.80	123.63	5,246.99	6,000.00	87.45%	753.01
100-06-5220 PW Office Supplies	0.00	24.99	(24.99)	219.81	300.00	73.27%	80.19
100-06-5261 PW Equipment Rental	0.00	83.30	(83.30)	140.87	1,000.00	14.09%	859.13
100-06-5270 PW Street Supplies &	27,284.01	13,757.41	13,526.60	112,832.54	165,155.00	68.32%	52,322.46
100-06-5310 PW Fuel, Oil & Service	999.49	1,249.50	(250.01)	9,091.94	15,000.00	60.61%	5,908.06
100-06-5310 PW Vehicle R & M	509.65	1,082.90	(573.25)	6,700.20	13,000.00	51.54%	6,299.80
100-06-5320 PW Equipment R & M	4,627.87	2,415.70	2,212.17	14,675.50	29,000.00	50.61%	14,324.50
100-06-5330 PW Building R & M	165.90	1,082.90	(917.00)	2,777.09	13,000.00	21.36%	10,222.91
100-06-5331 PW Sign R & M	215.00	483.14	(268.14)	9,250.40	5,800.00	159.49%	(3,450.40)
100-06-5332 PW Minor Tools	335.88	41.67	294.21	335.88	500.00	67.18%	164.12
100-06-5350 PW Office Equipment R & M	0.00	16.67	(16.67)	359.97	200.00	179.99%	(159.97)
100-06-5402 PW IT Services	510.81	170.76	340.05	1,317.13	2,050.00	64.25%	732.87
100-06-5404 PW Contract Service	0.00	1,516.06	(1,516.06)	2,838.98	18,200.00	15.60%	15,361.02
100-06-5600 PW Capital Outlay >\$5,000	0.00	0.00	0.00	13,000.00	19,885.00	65.38%	6,885.00
100-06-5601 PW Capital Outlay <\$5,000	0.00	0.00	0.00	0.00	28,300.00	0.00%	28,300.00
100-06-5611 PW Principal Payments	0.00	(17.86)	17.86	90,689.97	90,690.00	100.00%	0.03
100-06-5612 PW Interest Expense	0.00	17.86	(17.86)	13,186.61	13,190.00	99.97%	3.39
100-06-5710 PW Building Utilities	273.25	416.50	(143.25)	3,472.90	5,000.00	69.46%	1,527.10

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100 - General Fund Public Works	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-06-5750 PW Mobile Technology	138.48	149.94	(11.46)	969.36	1,800.00	53.85%	830.64
100-06-5945 PW COVID-19	0.00	0.00	0.00	1,088.80	0.00	0.00%	(1,088.80)
Public Works Totals	58,784.78	43,550.27	15,234.51	480,715.84	705,145.00	68.17%	224,429.16

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100 - General Fund Municipal Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-07-5110 MC Salaries	5,484.01	3,654.67	1,829.34	35,870.47	47,525.00	75.48%	11,654.53
100-07-5111 MC Overtime	137.08	50.00	87.08	616.86	600.00	102.81%	(16.86)
100-07-5112 MC Worker's Comp	0.00	0.00	0.00	146.40	120.00	122.00%	(26.40)
100-07-5117 MC Longevity Pay	0.00	0.00	0.00	900.00	900.00	100.00%	0.00
100-07-5120 MC Payroll Taxes	133.59	65.74	67.85	920.61	855.00	107.67%	(65.61)
100-07-5130 MC Benefits	612.15	469.39	142.76	4,486.25	5,635.00	79.61%	1,148.75
100-07-5140 MC TMRS	329.39	221.08	108.31	2,266.91	2,875.00	78.85%	608.09
100-07-5150 MC Training & Travel	0.00	166.67	(166.67)	100.00	2,000.00	5.00%	1,900.00
100-07-5160 MC Dues & Memberships	0.00	0.00	0.00	55.00	100.00	55.00%	45.00
100-07-5161 MC Surety Bonds	0.00	16.67	(16.67)	100.00	200.00	50.00%	100.00
100-07-5220 MC Office Supplies	0.00	16.66	(16.66)	88.29	200.00	44.15%	111.71
100-07-5221 MC Printing	0.00	54.14	(54.14)	547.31	650.00	84.20%	102.69
100-07-5222 MC Postage	31.38	83.30	(51.92)	411.94	1,000.00	41.19%	588.06
100-07-5350 MC Office Equipment R & M	225.19	166.60	58.59	1,477.35	2,000.00	73.87%	522.65
100-07-5401 MC IT Service	94.09	102.87	(8.78)	814.41	1,235.00	65.94%	420.59
100-07-5402 MC Legal Services	500.00	499.80	0.20	1,500.00	6,000.00	25.00%	4,500.00
100-07-5404 MC Judge Contract Services	2,200.00	2,200.00	0.00	22,018.00	26,400.00	83.40%	4,382.00
100-07-5410 MC Warrant Collection Fee	0.00	166.60	(166.60)	1,008.00	2,000.00	50.40%	992.00
100-07-5910 MC Warrant Entry Fees	0.00	83.30	(83.30)	202.84	1,000.00	20.28%	797.16
100-07-5945 MC COVID-19	0.00	0.00	0.00	1,439.55	0.00	0.00%	(1,439.55)
Municipal Court Totals	9,746.88	8,017.49	1,729.39	74,970.19	101,295.00	74.01%	26,324.81

City of Joshua
Financial Statement
As of June 30, 2021

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100 - General Fund Development Services	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-08-5110 DS Salaries	15,650.40	13,137.21	2,513.19	119,316.25	170,835.00	69.84%	51,518.75
100-08-5111 DS Overtime	0.00	41.67	(41.67)	284.73	500.00	56.95%	215.27
100-08-5112 DS Worker's Comp	0.00	0.00	0.00	506.37	745.00	67.97%	238.63
100-08-5117 DS Longevity Pay	0.00	0.00	0.00	688.00	690.00	99.71%	2.00
100-08-5120 DS Payroll Taxes	171.48	236.46	(64.98)	1,414.88	3,075.00	46.01%	1,660.12
100-08-5130 DS Benefits	1,281.48	2,044.18	(762.70)	14,844.28	24,540.00	60.49%	9,695.72
100-08-5140 DS TMRS	917.10	775.53	141.57	7,295.66	10,085.00	72.34%	2,789.34
100-08-5150 DS Training & Travel	0.00	399.84	(399.84)	167.50	4,800.00	3.49%	4,632.50
100-08-5160 DS Dues & Memberships	0.00	24.99	(24.99)	0.00	300.00	0.00%	300.00
100-08-5161 DS Surety Bonds	0.00	16.67	(16.67)	200.00	200.00	100.00%	0.00
100-08-5213 DS Uniforms	0.00	41.65	(41.65)	0.00	500.00	0.00%	500.00
100-08-5220 DS Office Supplies	89.49	74.97	14.52	238.87	900.00	26.54%	661.13
100-08-5221 DS Printing	0.00	58.31	(58.31)	988.92	700.00	141.27%	(288.92)
100-08-5222 DS Postage	90.67	33.32	57.35	274.56	400.00	68.64%	125.44
100-08-5250 DS Office Equip & Furniture	116.67	116.62	0.05	3,778.53	1,400.00	269.90%	(2,378.53)
100-08-5310 DS Fuel, Oil & Service	44.13	124.95	(80.82)	462.40	1,500.00	30.83%	1,037.60
100-08-5310 DS Vehicle R & M	0.00	41.65	(41.65)	125.56	500.00	25.11%	374.44
100-08-5402 DS IT Services	118.49	107.04	11.45	956.76	1,285.00	74.46%	328.24
100-08-5403 DS Permits Software	0.00	551.02	(551.02)	6,615.00	6,615.00	100.00%	0.00
100-08-5404 DS Contract Services	340.00	208.25	131.75	4,060.00	2,500.00	162.40%	(1,560.00)
100-08-5406 DS Nuisance Abatement	0.00	166.67	(166.67)	500.00	2,000.00	25.00%	1,500.00
100-08-5600 DS Capital Outlay >\$5,000	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
100-08-5750 DS Mobile Technology	86.30	88.29	(1.99)	690.19	1,060.00	65.11%	369.81
100-08-5910 DS Property Liens	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
100-08-5932 DS Engineering Service	5,556.50	8,030.83	(2,474.33)	80,918.88	96,370.00	83.97%	15,451.12
100-08-5933 DS Planning	2,542.50	4,396.25	(1,853.75)	20,843.50	52,755.00	39.51%	31,911.50

City of Joshua
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100 - General Fund Development Services	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-08-5934 DS Gas Well Inspections	0.00	2,500.00	(2,500.00)	26,000.00	30,000.00	86.67%	4,000.00
100-08-5945 DS COVID-19	0.00	0.00	0.00	5,181.78	0.00	0.00%	(5,181.78)
Development Services Totals	27,005.21	33,674.71	(6,669.50)	296,352.62	419,755.00	70.60%	123,402.38

City of Joshua
Financial Statement
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100 - General Fund Animal Control	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-09-5110 AC Salaries	8,949.81	6,192.75	2,757.06	61,526.56	80,530.00	76.40%	19,003.44
100-09-5111 AC Overtime	103.84	166.67	(62.83)	441.12	2,000.00	22.06%	1,558.88
100-09-5112 AC Worker's Comp	0.00	0.00	0.00	2,096.34	2,900.00	72.29%	803.66
100-09-5117 AC Longevity Pay	0.00	0.00	0.00	1,248.00	1,250.00	99.84%	2.00
100-09-5120 AC Payroll Taxes	194.47	126.88	67.59	1,085.12	1,650.00	65.76%	564.88
100-09-5130 AC Benefits	1,020.25	1,063.74	(43.49)	7,340.10	12,770.00	57.48%	5,429.90
100-09-5140 AC TMRS	534.61	362.96	171.65	3,769.15	4,720.00	79.85%	950.85
100-09-5150 AC Training & Travel	0.00	260.31	(260.31)	450.00	3,125.00	14.40%	2,675.00
100-09-5160 AC Dues & Memberships	0.00	8.33	(8.33)	100.00	100.00	100.00%	0.00
100-09-5161 AC Surety Bonds	0.00	0.00	0.00	0.00	300.00	0.00%	300.00
100-09-5213 AC Uniforms	334.50	87.46	247.04	753.48	1,050.00	71.76%	296.52
100-09-5220 AC Office Supplies	0.00	62.47	(62.47)	662.28	750.00	88.30%	87.72
100-09-5222 AC Postage	135.15	45.81	89.34	593.05	550.00	107.83%	(43.05)
100-09-5250 AC Office Equip & Furniture	0.00	16.66	(16.66)	143.99	200.00	72.00%	56.01
100-09-5280 AC Micro Chips	0.00	133.28	(133.28)	795.00	1,600.00	49.69%	805.00
100-09-5282 AC Medical Supplies	697.91	485.22	212.69	3,048.22	5,825.00	52.33%	2,776.78
100-09-5284 AC Rabies Vouchers	10.00	33.32	(23.32)	100.00	400.00	25.00%	300.00
100-09-5310 AC Fuel, Oil & Service	294.08	166.60	127.48	965.61	2,000.00	48.28%	1,034.39
100-09-5310 AC Vehicle R & M	0.00	666.40	(666.40)	665.16	8,000.00	8.31%	7,334.84
100-09-5330 AC Animal Food	663.75	249.90	413.85	2,349.46	3,000.00	78.32%	650.54
100-09-5330 AC Building R & M	6,484.28	1,582.70	4,901.58	15,820.44	19,000.00	83.27%	3,179.56
100-09-5402 AC IT Services	372.29	349.86	22.43	2,864.61	4,200.00	68.21%	1,335.39
100-09-5404 AC Contract Services	259.57	208.25	51.32	1,906.37	2,500.00	76.25%	593.63
100-09-5408 AC Professional Services	0.00	291.67	(291.67)	1,110.87	3,500.00	31.74%	2,389.13
100-09-5710 AC Utilities	878.01	1,207.85	(329.84)	8,179.27	14,500.00	56.41%	6,320.73
100-09-5750 AC Mobile Technology	69.24	99.96	(30.72)	692.40	1,200.00	57.70%	507.60

City of Joshua
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As of June 30, 2021

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100 - General Fund Animal Control	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-09-5945 AC COVID-19	0.00	0.00	0.00	654.24	0.00	0.00%	(654.24)
Animal Control Totals	21,001.76	13,869.05	7,132.71	119,360.84	177,620.00	67.20%	58,259.16

City of Joshua
Financial Statement
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100 - General Fund Fire Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-10-5110 FD Salaries	37,581.66	24,759.15	12,822.51	195,302.52	309,100.00	63.18%	113,797.48
100-10-5111 FD Overtime	702.00	0.00	702.00	2,577.60	0.00	0.00%	(2,577.60)
100-10-5112 FD Worker's Comp	0.00	0.00	0.00	8,098.38	18,485.00	43.81%	10,386.62
100-10-5117 FD Longevity Pay	0.00	0.00	0.00	404.00	405.00	99.75%	1.00
100-10-5120 FD Payroll Taxes	578.61	394.88	183.73	2,973.74	5,135.00	57.91%	2,161.26
100-10-5130 FD Benefits	2,771.60	2,554.81	216.79	10,016.12	30,670.00	32.66%	20,653.88
100-10-5140 FD TMRS	2,249.50	1,327.29	922.21	11,628.38	17,260.00	67.37%	5,631.62
100-10-5150 FD Training & Travel	154.99	1,261.99	(1,107.00)	4,077.07	15,150.00	26.91%	11,072.93
100-10-5160 FD Dues & Memberships	1,921.00	510.62	1,410.38	4,108.24	6,130.00	67.02%	2,021.76
100-10-5180 FD Incentive	1,622.93	2,332.40	(709.47)	16,138.35	28,000.00	57.64%	11,861.65
100-10-5181 FD Staff Immunizations &	105.00	250.00	(145.00)	3,025.00	3,000.00	100.83%	(25.00)
100-10-5182 FD Insurance (VFIS)	0.00	0.00	0.00	4,908.00	7,000.00	70.11%	2,092.00
100-10-5183 FD ESD Incentive	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
100-10-5213 FD Uniforms	1,721.15	499.80	1,221.35	7,426.62	6,000.00	123.78%	(1,426.62)
100-10-5218 FD Awards	443.69	125.00	318.69	882.69	1,500.00	58.85%	617.31
100-10-5220 FD Office Supplies	21.65	124.95	(103.30)	1,025.43	1,500.00	68.36%	474.57
100-10-5222 FD Postage	137.78	8.33	129.45	322.96	100.00	322.96%	(222.96)
100-10-5264 FD Radios & Mics	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
100-10-5285 FD Code Enforcement	619.31	857.14	(237.83)	1,619.31	6,000.00	26.99%	4,380.69
100-10-5290 FD Fire Fighting Supplies	167.50	1,059.36	(891.86)	3,246.11	10,000.00	32.46%	6,753.89
100-10-5291 FD EMS Supplies	256.99	190.47	66.52	6,465.76	5,000.00	129.32%	(1,465.76)
100-10-5293 FD Personal Protective Equip	0.00	2,415.70	(2,415.70)	0.00	29,000.00	0.00%	29,000.00
100-10-5296 FD Fire Prevention Program	0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
100-10-5310 FD Fuel, Oil & Service	1,918.34	749.70	1,168.64	6,156.28	9,000.00	68.40%	2,843.72
100-10-5310 FD Vehicle R & M	5,316.55	2,082.50	3,234.05	18,506.99	25,000.00	74.03%	6,493.01
100-10-5320 FD Equipment R & M	310.12	1,544.79	(1,234.67)	11,119.05	18,545.00	59.96%	7,425.95

City of Joshua
Financial Statement
As of June 30, 2021

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100 - General Fund Fire Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-10-5330 FD Building R & M	1,134.39	1,071.65	62.74	11,994.56	12,865.00	93.23%	870.44
100-10-5350 FD Office Equipment R & M	615.48	690.97	(75.49)	6,046.92	8,295.00	72.90%	2,248.08
100-10-5402 FD IT Services	591.66	416.50	175.16	4,244.53	5,000.00	84.89%	755.47
100-10-5404 FD Contract Services	545.00	1,553.96	(1,008.96)	12,649.00	18,655.00	67.80%	6,006.00
100-10-5710 FD Utilities	2,129.30	2,374.05	(244.75)	19,147.50	28,500.00	67.18%	9,352.50
100-10-5750 FD Mobile Technology	518.64	491.47	27.17	3,764.58	5,900.00	63.81%	2,135.42
100-10-5908 FD Emergency Management	34.80	1,236.17	(1,201.37)	13,957.74	14,840.00	94.05%	882.26
100-10-5909 FD Miscellaneous	52.29	41.65	10.64	339.87	500.00	67.97%	160.13
Fire Department Totals	64,221.93	51,175.23	13,046.70	392,173.30	649,535.00	60.38%	257,361.70

City of Joshua
Financial Statement
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100 - General Fund Park Maintenance	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-11-5110 PK Salaries	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
100-11-5112 PK Worker's Comp	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
100-11-5213 PK Uniforms	87.45	124.95	(37.50)	1,401.66	1,500.00	93.44%	98.34
100-11-5220 PK Office Supplies	0.00	12.50	(12.50)	40.93	150.00	27.29%	109.07
100-11-5270 PK Park Supplies & Materials	2,392.33	999.60	1,392.73	10,662.24	12,000.00	88.85%	1,337.76
100-11-5275 PK Field Supplies & Materials	0.00	333.20	(333.20)	0.00	4,000.00	0.00%	4,000.00
100-11-5310 PK Fuel, Oil & Service	525.33	208.25	317.08	1,311.79	2,500.00	52.47%	1,188.21
100-11-5310 PK Vehicle R & M	0.00	83.30	(83.30)	55.52	1,000.00	5.55%	944.48
100-11-5320 PK Equipment R & M	452.85	125.00	327.85	1,888.03	1,500.00	125.87%	(388.03)
100-11-5330 PK Building R & M	660.50	499.80	160.70	923.86	6,000.00	15.40%	5,076.14
100-11-5331 PK Minor Tools	0.00	20.82	(20.82)	0.00	250.00	0.00%	250.00
100-11-5335 PK Dept Building R & M	157.30	83.30	74.00	944.12	1,000.00	94.41%	55.88
100-11-5340 PK Irrigation R & M	0.00	249.90	(249.90)	5,819.51	3,000.00	193.98%	(2,819.51)
100-11-5402 PK IT Services	9.60	24.99	(15.39)	21.60	300.00	7.20%	278.40
100-11-5600 PK Capital Outlay >\$5,000	0.00	6,030.50	(6,030.50)	17,035.62	72,395.00	23.53%	55,359.38
100-11-5601 PK Capital Outlay <\$5,000	0.00	1,132.50	(1,132.50)	0.00	13,590.00	0.00%	13,590.00
100-11-5710 PK Dept Utilities	334.49	499.80	(165.31)	2,951.53	6,000.00	49.19%	3,048.47
100-11-5715 PK Park Utilities	3,437.56	20,000.00	(16,562.44)	21,117.79	80,000.00	26.40%	58,882.21
100-11-5720 PK Gas	0.00	49.98	(49.98)	0.00	600.00	0.00%	600.00
100-11-5750 PK Mobile Technology	0.00	77.46	(77.46)	337.96	930.00	36.34%	592.04
Park Maintenance Totals	8,057.41	30,555.85	(22,498.44)	64,512.16	206,715.00	31.21%	142,202.84
Expense Totals	463,922.77	378,062.85	85,859.92	3,305,407.50	5,871,560.00	56.30%	2,566,152.50



**MINUTES
CITY COUNCIL
REGULAR MEETING
JUNE 17, 2021
6:30 PM**

City Council Present: Joe Hollarn, Mayor; Rick DePriest, Place 1; Mike Kidd, Place 2; Angela Nichols, Place 3; Merle Breitenstein, Place 4; Robert Fleming, Place 5; and Scott Kimble, Place 6.

City Council Absent: NA

City Staff Present: Mike Peacock, City Manager; Amber Bransom, Asst. City Manager; Shaun Short, Police Chief; Terry Welch, City Attorney; and Alice Holloway, City Secretary.

Individuals may attend the Joshua City Council meeting in person or access the meeting via videoconference or telephone conference call.

Join Zoom Meeting:

<https://us02web.zoom.us/j/89005460083?pwd=MU5pb3ZWUHpGenptNW1GNkZoWmZsUT09>

Meeting ID: 890 0546 0083 Passcode: 831144 or dial 1/346-248-7799

A member of the public who would like to submit a question on any item listed on this agenda may do so via the following options:

- Online: An online speaker card may be found on the City's website (cityofjoshuatx.us) on the Agenda/Minutes/Recordings page. Speaker cards received by 5:00 PM on the day of the meeting will be read during the meeting in the order received by the City Secretary.
- By phone: Please call 817/558-7447 ext. 2003 by 5:00 PM on the day of the meeting and provide your name, address, and question. The City Secretary will read your question in the order they are received.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Hollarn announced a quorum present and called the meeting to order at 6:30 pm.

B. PLEDGE OF ALLEGIANCE

1. United States of America
2. Texas Flag

Councilmember Breitenstein led the Pledge to the flags.

C. INVOCATION

Chris Copeland, Pastor of True Life Church, led the invocation.

D. WORK SESSION

1. Review and discuss questions related to the budget report and financial statement for May 2021.
(Staff Resource: M. Peacock)

Councilmember Fleming questioned if part of the public works personnel cost was coming out of the EDC budget. City Manager Peacock answered yes.

Councilmember Kimble asked when the miscellaneous account will be corrected. City Manager Peacock stated that the miscellaneous account will be negative until a budget amendment is completed.

2. Review and discuss Planning & Zoning Ordinance Section 5.5.4 Accessory Building Regulations-swimming pool setback requirements. (Staff Resource: A. Maldonado)

Mr. Daron LeMaster, LeMaster Pools, stated that he has a customer wanting him to install a pool, but our setback requirements are much stricter than in other cities. He said he would like to know if there is a reason or if it has always just been that way. Mayor Hollarn stated he believes it has just been that way for many years.

Mayor Hollarn and City Council directed staff to prepare an ordinance updating the setback requirements.

3. Review and discuss Code of Ordinance Section 13.04.031-R regarding procedures for littering of grass clippings. (M. Peacock)

Mayor Hollarn stated that he requested this item to be on the agenda for discussion.

Councilmember Kimble asked if the City is removing clippings from the street when they mow. City Manager Peacock stated no, staff does not rack and bag grass after cutting. Councilmember Kimble said that we could not force our citizens to do something that we as a City are not doing.

City Manager Peacock stated that we would move forward with a proactive approach, meaning talking to staff, local landscape businesses and placing information in the newsletter.

4. Review and discuss questions related to the proposed changes to the Employee Policy. (Staff Resource: A. Bransom)

Asst. City Manager Bransom stated that proposed changes are to the following sections:

- Better defines current policy, splits out police and fire schedules, and establishes a 14-day pay cycle for the Fire Department.
- Longevity Pay- The new policy has a recognition section. Mayor Hollarn stated he would like to leave the longevity pay amount up to be discussed during each budget approval process.
- Holiday Leave- added two additional holidays- personal day and veterans day. Mayor Hollarn stated that he had a problem with a difference in holiday leave between exempt and non-exempt employees.

Asst. City Manager Bransom stated that she believes exempt employees should be awarded for the extra hours they work. City Attorney Welch noted that some cities give their exempt employees "exempt time." It is a use or lose time that is earned yearly. Mayor Hollarn stated that he would agree to exempt time. Mayor Hollarn asked Asst. City Manager Bransom to get with the city attorney for wording.

- Employment evaluation- the new policy requires two evaluations per year. The evaluation is performance-based but not decided by the budget.
- Councilmember Fleming stated he was concerned with the wording regarding lunch breaks. He said that it reads that employees should not expect a lunch break. Councilmember Kimble noted that he understands Councilmember Fleming's concerns. City Attorney Welch stated that he would help with the language to use in the Lunch Break section.

5. Questions regarding Regular Session agenda items.

No discussion on this item (5).

E. PUBLIC FORUM, PRESENTATIONS, AND RECOGNITION:

The City Council invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the City Council is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the City's existing policy, or directing the person making the inquiry to visit with City Staff about the issue. No Council deliberation is permitted. Each person will have 3 minutes to speak.

1. Proclamation recognizing Miss Joshua Outstanding Teen

Mayor Hollarn presented a proclamation to Alexxia Carter, Miss Joshua Outstanding Teen, recognizing her hard work and dedication to young women in this community and throughout the state.

F. CONSENT AGENDA

1. Consider approval of minutes from the City Council Meetings held on May 10, 2021, and May 20, 2021. (Staff Resource: A. Holloway)

Councilmember Kimble moved to approve the minutes from the May 10, 2021, and May 20, 2021 meeting. Councilmember Kidd seconded the motion. The motion passed unanimously.

2. Consider an Interlocal Agreement with Region 8 Education Service Center to provide cooperative purchasing service. (Staff Resource: M. Peacock)

Councilmember Kimble requested that this item be separated from the Consent Agenda.

Councilmember Kimble asked City Manager Peacock if there is a cost associated with the agreement. City Manager Peacock stated that there was no cost involved.

Councilmember Kidd moved to approve an Interlocal Agreement with Region 8 Education Service Center to provide cooperative purchasing. Councilmember DePriest seconded the motion. The motion passed unanimously.

G. REGULAR AGENDA

1. Discuss, consider, and possible action on the appointment of Mayor Pro Tem. (Staff Resource: A. Holloway)

Councilmember Breitenstein moved to appoint Councilmember Kimble as Mayor Pro Tem. Councilmember Fleming seconded the motion. The motion passed unanimously.

2. Public hearing on a request to rezone a 0.593 acre of land known as Lt. 1, Blk.1, East Hills Addition in the J.H. Cooper Survey, Abstract No. 145, County of Johnson, Texas located at 402 Conveyor Drive to change from (C-1) Restricted Commercial District to the (R2) Two Family Residential District to allow for the construction of a duplex after the property is subdivided. (Staff Resource: A. Maldonado)

- Staff Presentation
- Owner's Presentation
- Those in Favor
- Those Against
- Owner's Rebuttal

Mayor Hollarn opened the public hearing on a request to rezone a 0.593 acre of land known as Lt. 1, Blk.1, East Hills Addition in the J.H. Cooper Survey, Abstract No. 145, County of Johnson, Texas located at 402 Conveyor Drive to change from (C-1) Restricted Commercial District to the (R2) Two Family Residential District to allow for the construction of a duplex after the property is subdivided at 7:12 pm.

Staff Presentation – Development Services Director Maldonado read the following statement:

The property was originally platted as Lot 1, Block 1 East Hills Addition. The Future Land Use Map shows this area as a Low-Density Residential area. The property currently has a house facing Conveyor Drive. The subdivision of this lot will require the existing house to meet all setbacks, including the rear yard setback.

This property is zoned C-1, Restricted Commercial.

The proposed development of this property is to allow for the property to be subdivided for the construction of a duplex.

This development will be required to submit engineered construction plans and be required to replat; the City has agreed that these matters may be part of the construction and platting review process.

The proposed request complies with the Future Land Use Plan. Therefore, the Planning & Zoning Commission has made a recommendation for approval on June 7, 2021.

Owner's Presentation - None

Those in Favor - None

Those Against - None

Owner's Rebuttal – None

After no more public comments, Mayor Hollarn closed the public hearing at 7:13 pm.

3. Discuss, consider, and possible action on an Ordinance rezoning a 0.593 acre of land known as Lt. 1, Blk.1, East Hills Addition in the J.H. Cooper Survey, Abstract No. 145, County of Johnson, Texas located at 402 Conveyor Drive to change from (C-1) Restricted Commercial District to the (R2) Two Family Residential District to allow for the construction of a duplex after the property is subdivided. (Staff Resource: A. Maldonado)

Councilmember Fleming moved to approve an Ordinance rezoning a 0.593 acre of land known as Lt. 1, Blk.1, East Hills Addition in the J.H. Cooper Survey, Abstract No. 145, County of Johnson, Texas located at 402 Conveyor Drive to change from (C-1) Restricted Commercial District to the (R2) Two Family Residential District to allow for the construction of a duplex after the property is subdivided. Councilmember Kidd seconded the motion. The motion passed unanimously.

4. Discuss, consider, and give direction regarding a request from Mountain Valley Country Club to reduce the speed limit to 20 mph on Clubhouse Drive. (Staff Resource: M. Peacock)

Councilmember Kimble requested to meet in an executive session for private consultation with the city attorney.

Mayor Hollarn announced that the City Council would recess into Executive Session at 7:15 pm.

Mayor Hollarn reconvened the meeting into a regular session at 7:18 pm.

City Manager Peacock stated that he had a traffic count report that reported the average speed for 85 percent of vehicles was 32 mph. In addition, he stated that before the change, the average was 31 mph.

The following citizens spoke in favor of reducing the speed limit to 20 mph on Clubhouse Drive.

- Toni Fuller – Ms. Fuller stated it is getting hazardous. She said she doesn't know if changing the speed limit back will help, but the area needs patrol in the area.
- Terri Flynn – Ms. Flynn stated that she almost got hit twice. She said many kids ride their carts in the area, and she is afraid that someone will get hurt. She suggested that blinking signs or speed bumps be installed.
- Tom Donaldson- Mr. Donaldson said he looked at the study, but the golf carts crossing the street are not considered. He stated that someone is going to get hurt. He suggested that speed bumps be installed.

Mayor Hollarn asked City Manager Peacock if we have signs that can be installed. City Manager Peacock state that we do, and he will have them installed. In addition, he stated that he would request extra patrol by the police department.

No action taking on this item.

5. Discuss, consider, and possible action on an Administrative Service Agreement between ICMA Retirement Corporation and City of Joshua adopting a 457b plan to be offered to City employees. (Staff Resource: A. Bransom)

Councilmember Kimble moved to approve an Administrative Service Agreement between ICMA Retirement Corporation and City of Joshua adopting a 457b plan to be offered to City employees and authorize the City Manager to sign necessary documents. Councilmember Fleming seconded the motion. The motion passed unanimously.

6. Discuss, consider, and possible action on a resolution adopting a new purchasing policy. (Staff Resource: A. Bransom)

Councilmember Breitenstein moved to approve a resolution adopting a new purchasing policy. Councilmember Nichols seconded the motion. The motion passed unanimously.

7. Discuss, consider, and possible action on a resolution amending the personnel policy. (Staff Resource: A. Bransom)

After discussion, staff was directed to make changes as discussed during the work session and bring the policies back to the city council for consideration.

8. Discuss, consider, and possible action on implementing Citi Purchasing Cards (P-Cards). (Staff Resource: A. Bransom)

Councilmember Kidd moved to authorize city staff to implement the use of Citi Purchasing Cards. Councilmember Kimble seconded the motion. The motion passed unanimously.

9. Discuss, consider, and possible action on board appointments. (Staff Resource: A. Holloway)

Councilmember Breitenstein moved to appoint Aleshia Hayes to the Type A EDC Corporation. Councilmember Kidd seconded the motion. The motion passed. Councilmember Kimble abstained.

H. STAFF REPORT

May 2021

1. Police Department Report
2. Fire Department Report
3. Municipal Court Report
4. Public Works Report
5. Development Services Report
6. City Secretary Report

K. FUTURE AGENDA ITEMS/REQUESTS BY COUNCILMEMBERS TO BE ON THE NEXT AGENDA

Councilmembers shall not comment upon, deliberate, or discuss any item that is not on the agenda. Councilmembers shall not make routine inquiries about operations or project status on an item that is not posted. Any Councilmember may, however, state an issue and a request that this issue be placed on a future agenda.

Park Naming Policy
School zone request near Joshua Christian Academy

L. ADJOURNMENT

Mayor Hollarn adjourned the meeting at 8:38 PM.

Joe Hollarn, Mayor

ATTEST:

Alice Holloway, TRMC
City Secretary

Approved: July 157, 2021



City Council Agenda July 15, 2021

Agenda Item:H1

Ordinance

(Action Item)

Agenda Description:

1. Discuss, consider, and possible action on an Ordinance designating the Tax Assessor-Collector of Johnson County as the person to perform the required calculation of the relevant tax rates and preparation of notices for publication. (Staff Resource: A. Holloway)

Background Information:

After the passing of Senate Bill 2, each taxing unit's governing body is required to designate an officer or employee by August 1st, to calculate the no-new-revenue and the voter-approval tax rates for the taxing unit. In addition, as per Property Tax Code Section 26.04 (c), the designated person will also certify the accuracy of the Tax Rate Calculations worksheets.

Financial Information:

NA

City Contact and Recommendations:

Alice Holloway, City Secretary

Staff recommends approval of resolution.

Attachments:

- 1) Resolution

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF JOSHUA
DESIGNATING PERSON TO FULFILL DUTIES IMPOSED
BY TAX CODE CHAPTER 26**

WHEREAS, the 86th Texas Legislature in Regular Session, amended Tax Code § 26.04 which requires each governing body, as part of the tax rate adoption process to designate an officer or employee to do certain tasks, including the calculation of the relevant tax rates and the preparation of notices for publication; and

WHEREAS, the City of Joshua has designated by contract the Tax Assessor-Collector of the County of Johnson as the unit's Tax Assessor-Collector pursuant to Chapter 6 of the Texas Tax Code; and

WHEREAS, said Tax Assessor/Collector, pursuant to state statute, is required to maintain coursework on all aspects of property taxation including tax rate calculation and adoption;

NOW THEREFORE, BE IT ENACTED BY THE GOVERNING BODY OF THE CITY OF JOHUA THAT: Scott Porter, as Tax Assessor-Collector is hereby and herewith designated by the City as the person to perform the required calculation of the relevant tax rates and the preparation of notices for publication.

THIS ORDINANCE will take effect immediately for tax year 2021 forward until modified or repealed.

Dated this ____ day of _____, 2020.

Presiding Officer

Attested:

Secretary



City Council Agenda

July 15, 2021

Agenda Item: Personnel Policy Revisions

Agenda Description:

Discuss, consider, and take action on personnel policy revisions.

Background Information:

The City of Joshua Personnel Policy Manual underwent minor policy revisions in September 2020. No major updates have been completed since December 2018. Since 2018, there have been many law changes that greatly affect the way we govern our employees.

It is essential that we keep our personnel policy manual up to date as new rulings occur in order to properly educate employees on what is expected during daily activities as well as to clearly define rules and procedures.

*The attached policies have been adjusted as requested at the previous council meeting.

Financial Information:

Some of the polies proposed do have minor financial impacts. All others revisions are driven by changes in federal and state law.

City Contact and Recommendations:

Amber Bransom, Assistant City Manager
Staff recommends approval

Attachments:

- **Hours Worked** – Better defines current policy, splits out police and fire schedules, and establishes a 14-day pay cycle for the Fire Department.
- **Personal Appearance and Dress Code** – Changes allowable attire and addresses body art.
- **Separation from Employment** – New policy better defining notices of resignation.
- **Methods of Payment** – Modifies current policy and better defines direct deposit and employee responsibilities.
- **Timekeeping and Timesheets** – Better defines employee timekeeping responsibilities and defines payroll responsibilities and methods of payment. This policy change reduces the rounding method to a quarter hour instead of a half hour.

- **Rest and Meal Periods** – Better defines rest and meal periods.
- **Final Pay at Termination or Retirement** – better defines final pay upon separation.
- **Inclement Weather and Emergency Closing** – Better defines current policy.
- **Use of City Purchasing Card** – Establishes a policy for purchasing cards.
- **Holiday Leave** – Better defines use and provisions of holiday pay. Adds two additional days; (1) Personal day and Veterans Day. Also satisfies law change on available holidays for firefighters. Defines the value for civilian and sworn police and fire personnel.
- **Vacation Leave** – Better defines the current policy, gives exempt employees an additional five days of vacation annually.
- **Bereavement Leave** – Better defines current policy, changes the number of allowable annual days to five, and adds an additional layer of acceptable absences.
- **Military Leave** – better defines current policy and meets federal law requirements. Adds 15 days of paid time off annually for training or duty.
- **Modified Duty** – New Policy limiting how long an employee can be on light duty.
- **Administrative Leave with and without Pay** – Better defines administrative leave.
- **FMLA** (Family Medical Leave Act) – Better out lines procedure and expectations.

**CITY OF JOSHUA
RESOLUTION NO. 2021-12**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, ADOPTING THE CITY OF JOSHUA PURCHASING POLICY; REPEALING ALL PREVIOUS POLICIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City staff of the City of Joshua (the “City”) has recommended that the City adopt a revised purchasing policy aligning City Policy with the Local Government Code; and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve this policy attached hereto as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS THAT;

Section 1. The City Council of the City of Joshua, Texas, hereby adopts the Purchasing Policy set forth as Exhibit A.

Section 2. All Resolutions or parts thereof, previous purchasing policies, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 3. This Resolution shall take effect immediately from and after its passage by the City Council of the City of Joshua, Texas.

PASSED, APPROVED, AND ADOPTED, by the affirmative vote of the City Council of the City of Joshua, Texas, this the 15th day of July 2021.

Joe Hollarn, Mayor

ATTEST

Alice Holloway, City Secretary

APPROVED AS TO LEGAL FORM

Terry Welch, City Attorney

City of Joshua Personnel Policies and Procedures

Section 13: Working Hours

13.1 HOURS WORKED

Origination December 20, 2018

Revised July 15, 2021

The City's normal workweek begins on Saturday and ends on the following Friday. The workweek or work cycle may, however, vary from department to department. Department heads may establish working schedules to meet their specific needs; provided the standard schedule is for no more than 80 hours per work period for sworn employees of the police department, 106 hours per work period for sworn employees of the fire department, or 40 hours per work period for all other employees. Employees are expected to be at their workstations and ready to work at their scheduled start time.

A. REGULAR WORK HOURS/WORKWEEKS/WORKCYCLES

- **Fire Department** – All non-exempt fire suppression personnel work a 24-hour shift every third day, based on a 14-day, 106-hour work cycle.
- **Police Department** -All Sworn Police Department personnel have a 14-day work cycle in conformance with established Department operating policies, the FLSA, and applicable Texas law.
- **Other Employees** -The regular workday normally begins at 8:00 a.m. and ends at 5:00 p.m., although employees in some departments may have different work hours. Full-time, non-exempt employees normally work 40 hours in a seven-day workweek. Exempt employees are often required to work in excess of 40 hours.

B. ADJUSTMENT TO WORK HOURS

In order to assure the continuity of City services, it may be necessary for Department Heads, with the City Manager's approval, to establish other operating hours for their Departments. Work hours and work shifts must be arranged to provide continuous service to the public in certain departments, including Police, Fire/EMS, and Public Works. Employees are expected to cooperate when asked to work overtime or a different schedule. Any change to established work schedules must be authorized in writing and in advance by the appropriate supervisor.

C. TIME MANAGEMENT (NON-EXEMPT EMPLOYEES):

Time missed by non-exempt employees for a valid and approved reason (such as a doctor or dentist appointment) may be made up during the same workweek/cycle, i.e., "Time Managed," if all of the following are met:

1. The appropriate supervisor has given prior authorization to make up the missed time;
2. The time missed is made up in the same workweek (or work cycle);
3. The employee's total hours for that week do not exceed forty (or as applicable for certain Fire and Police shift personnel with different work cycles); and
4. The time is accurately recorded on the employee's time records. Supervisors are encouraged to use Time Management to minimize overtime.

City of Joshua Personnel Policies and Procedures Section 22:

Section 22: Personal Appearance and Dress Code

22.1 PERSONAL APPEARANCE AND DRESS CODE

Origination December 20, 2018

Revised July 15, 2021

GENERAL POLICY STATEMENT

The City of Joshua is a public “service” organization; most employees are in constant contact with the public, citizens, out-of-town guests, potential new residents, the business and professional community, etc. Employees are expected to dress in a manner that is appropriate to a business environment and their specific positions that will represent professionalism and pride in the City of Joshua and the citizens they serve. In accordance with department standards or work environment, employees shall maintain a neat, clean, pressed, and well-groomed appearance, including clothing that fits properly. This policy is not intended to preclude cultural or religious customs.

This dress policy applies to all employees of the City of Joshua including full-time, part-time, temporary, seasonal, and uniformed, and non-uniformed personnel. This policy is not designed to conflict with established uniform or safety codes of individual departments. Supervisors shall administer guidelines that are appropriate for their work units and counsel their employees when necessary.

A. PERSONAL HYGIENE AND GROOMING

Along with the professional dress, employees will maintain proper hygiene and grooming. Employees will not use products or perfume that, due to their fragrance, cause discomfort to others. Items that will not be allowed are disruptive/extreme hairstyles, unkempt or unclean hair, hair in a color or shade other than those that occur naturally, and baseball caps other than City issued or part of the employee’s uniform. Facial hair such as beards, mustaches, goatees, sideburns, etc. shall be kept clean and neatly trimmed.

B. JEWELRY AND BODY ART

Visible tattoos shall comply with the departmental policy as established by the departmental supervisor; however, no person employed by the City may visually display the following:

1. Tattoos, brands, or scarification anywhere on the body that are, indecent, or racist.
2. Tattoos, brands, or scarification of initials, acronyms, or numbers that represent criminal activity, extremist organizations, or gang activity.
3. Sexist, racist symbols, words/markings, or other symbols, words, or markings that commonly or are likely to elicit a strong negative reaction in the workplace or public or that are inconsistent with the City's values or community relations objectives.
4. Illustrations, references, symbols, acronyms, or the like that denigrate the United States or any subdivision of the government.
5. Tattoos, brands, or scarification which depicts the use or promotes the use of illegal drugs or drug paraphernalia, as prohibited by state law and/or federal law.

No tongue rings, brow rings, facial piercings, ear gauges, or visible belly-button rings are permitted. Persons who have facial piercings or ear gauges upon hire will be required to plug or cover these items during work hours. Department management will work with the employee to approve the appropriate cover for such items. Religious accommodations may be made for some form of body jewelry or piercing but will be discussed with department management and human resources should a religious accommodation be requested by the employee.

The City Manager or designee will make the final determination, in accordance with this policy, as to whether a tattoo, body art, or brand complies with this policy.

C. UNIFORMS

City employees may be required to wear uniforms in the performance of their duties as determined by the department head or City Manager. This may include jeans, shirts, caps, rain gear, all-weather jackets, and steel-toed boots. Special equipment as provided by the police and fire department will be issued according to department policy. Employees should consult departmental policies for any specifics regarding uniform requirements.

Steel-toed boots will be purchased as needed for the employees to a maximum determined by the department. Anything more than the department maximum shall be paid by the employee to the vendor at the time of purchase. If an employee resigns or is terminated before the completion of their probationary period, the employee shall reimburse the City for the boots through a payroll deduction on his/her final paycheck.

Uniforms are the property of the City and all employees are responsible for proper care and use. An employee shall refrain from wearing any portion of the employee's uniform, which displays the City's logo, except when on duty or representing the City, or in route to or from such duty. An employee shall refrain from wearing any attire while off-duty that identifies the person as an employee of the City while engaging in conduct or activity that would discredit the City or the employee.

D. RETURN OF CLOTHING UPON SEPARATION OF EMPLOYMENT

A separating employee will return all City-issued articles before receiving their final paycheck. Any employee who willfully damages or destroys any part of a City-issued uniform must reimburse the City for those items damaged or destroyed. Employees are required to keep uniform articles clean and in good repair. A Department Head may authorize the person to retain certain items that do not contain City logos, are worn beyond use or are determined to have no value to the City.

E. ATTIRE STANDARDS

Generally, staff who work indoors or in an office are required to wear business casual dress, unless the formal business dress is more appropriate or provided an exemption by the City Manager.

Business professional or City-sanctioned work attire is preferred to present a professional appearance for meetings, special events, presentations, council meetings, or when representing the City on special occasions.

Casual Friday is the same as business casual except employees may wear jeans (well fitted with no holes, inappropriate markings) and well-kept sneakers. At all times employees are to be dressed professionally.

Appropriate underclothing/undergarments must be worn at all times and undergarments must not be visible to others.

Unusual circumstances, such as weather conditions, special work assignments, medical reasons, worksite conditions, and/or non-normal working hours and situations, may be sufficient reasons for the Department head to grant exceptions to the dress standards.

Examples of inappropriate attire:

- a) Shorts (except for shorts as part of a uniform)
- b) Low-rise or hip-hugger pants or jeans
- c) Sweatpants, leggings, or exercise wear
- d) T-shirts or Sweatshirts (holiday monogrammed, or silk-screened sweatshirts/T-shirts are allowed during the holiday season on Fridays)
- e) Tank tops or spaghetti strap of any variety
- f) Dresses, skirts, skorts, split skirts shorter than 4" above the knee
- g) Crop tops or clothing that exposes the midriff
- h) See-through or excessively tight clothing
- i) Capris shorter than mid-calf (hem should hit midway between knee and ankle)
- j) Low-cut, backless, shoulder-less dresses
- k) Stirrup-pants/leggings unless covered by a top
- l) Clothes that do not fit properly (too tight or too baggy)
- m) Clothing not in good condition (faded, frayed, having tears or holes)
- n) Sneakers (other than on Fridays), Flip Flops, floppy shoes of any kind, and Croc-like sandals
- o) Any clothing designs that could be perceived as offensive are prohibited at work

F. EXCEPTIONS TO THE DRESS CODE POLICY

The dress code guidelines will govern normal work situations; however, there may be instances where exceptions may be made such as moving, office reorganization, etc. Supervisors are responsible for ensuring their employees are not abusing the dress code or casual day policy for the City to maintain a professional and appropriate working environment and appearance. Casual dress shall be acceptable on Fridays as outlined below.

Jeans and tennis shoes are allowed on Fridays only and must be in good condition (see above).

City of Joshua Personnel Policies and Procedures

Section 27: Compensation

27.6 Separation from Employment

Origination July 15, 2021

Revised

Separations

A. RESIGNATION

A resignation is a voluntary act initiated by the employee to end employment with the City. The employee must submit a signed and dated letter of resignation to their Department Head at least two (2) weeks in advance, stating reasons for leaving.

If an employee does not provide advance notice or fails to work the remaining two (2) weeks, the employee will not be eligible for rehire unless otherwise approved by the City Manager. The employee also will not be eligible to receive a payout of accrued benefits, unless at the discretion of the Department Head and the City Manager a decision is made to pay all or a portion of accrued benefits to the employee in lieu of the two (2) week notice.

A resignation longer than ten (10) days must be approved by the City Manager. No resignation shall exceed thirty (30) days unless otherwise stated in an employment contract. All employees must be available to work during the notice period. Vacation days or holidays may not be taken during the two-week notice without prior written approval from the Department Head.

The department head is responsible for immediately notifying Human Resources of any resignation. Once a resignation has been submitted, it may be withdrawn only at the discretion of the Department Head or the City Manager.

The Department Head or City Manager may relieve an employee from duty before the expiration of the notice period without cause; however, the employee shall be compensated for accrued vacation unless terminated for cause. The City shall determine if the notice period is waived if the employee is still considered to have left in good standing depending on the circumstances.

B. RETIREMENT

An employee who intends to retire is requested to notify their supervisor, in writing, thirty (30) days before the date of retirement. This time frame ensures that all required retirement paperwork is submitted, received, and processed by TMRS and the City to ensure a smooth transition into retirement.

C. DISMISSAL/TERMINATION

An employee may be dismissed at any time when, in the judgment of the Department Head and the City Manager, the quality and performance of their work does not merit continuation of employment, the employee is unable to perform the essential functions of the position or their conduct violates City, state, local or federal policies or procedures.

Employees requiring accommodations due to medical necessity are required to request such accommodations and provide Human Resources with adequate documentation to determine the needed accommodations. Employees shall have an affirmative duty to report to Human Resources or their Supervisor any physical limitations impacting the ability to perform essential functions of their job. An employee's supervisor may immediately suspend an employee pending dismissal actions by the Department Head or City Manager.

The Department Head is responsible for the implementation of dismissals. To appeal a dismissal, an employee must follow the steps of the grievance policy.

D. JOB ABANDONMENT

Employees who fail to report to work or to contact their supervisor for two (2) consecutive workdays shall be considered to have voluntarily resigned effective at the end of their normal shift on the second day; with or without a written resignation. The employee will not be eligible for re-employment.

E. REDUCTION-IN-FORCE/REORGANIZATION

An employee may be separated from City service when it is deemed necessary because of shortage of funds or work, the abolition of the position, or other material change in the duties of the organization, or for other reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.

F. DEATH

If a City employee dies, their designated beneficiary will be paid all earned pay and payable benefits, less any amount owed to the City by the employee.

G. DISABILITY

An employee will be separated when, for physical or mental reasons, they cannot perform the essential functions of their position or any of the essential functions of a position after accommodation has been offered, if applicable. Voluntary separations based on reasons of disability must be substantiated by medical evidence if the disability may be a factor or condition of a retirement plan covering the employee.

AUTOMATIC TERMINATION POLICY

Under no circumstances, except for exceptions allowed under state and local rules, may an employee be absent from the workplace for more than one year. If an employee is unable, fails, or has not returned to work from an authorized leave of absence, for whatever reason, at the end of one year from the first day they leave began, their employment will automatically terminate. An employee will be considered unable to return to work if they cannot perform the essential functions of the job, with or without reasonable accommodation.

Brief appearances at work during a long-term absence will not prevent the City from terminating the employee under this policy if it is determined to be in the City's best interest. Likewise, any employee who reports to work (e.g., in a light-duty capacity) but is unable to perform the duties of his or her actual position for one year will be terminated.

City of Joshua Personnel Policies and Procedures

Section 27: Compensation

27.2 METHODS OF PAYMENT

Origination December 20, 2018

Revised July 15, 2021

A. METHODS OF PAYMENT

A pay cycle is completed every two (2) weeks with payday the following Wednesday. (The payday designation can change at the discretion of the City Manager and/or City Council). If a payday falls on a holiday, paychecks will be issued the last workday prior to the holiday. All pay stubs will be distributed to the email address designated by the employee. Employees should check their paycheck and paycheck stub to assure that the hours pay rate, and deductions are correct. Paychecks will only be released to employees. Exceptions may be made with proper written authorization.

The City requires employees to enroll and elect to have their paychecks deposited into a financial institution(s) of their choice. Regular pay stubs will not be issued other than on the days set except as necessary resulting from holidays.

No salary advances or loans against future salary will be made to any employee for any reason.

B. RECOVERY OF INACCURATE PAY OR BENEFITS

It is the employee's responsibility to review their payroll information and deductions for accuracy. If an employee is overpaid, given more leave benefits than they are due, or receives any other benefit or compensation to which they are not entitled, whether due to error for any reason, an employee's misrepresentation, the misapplication of a policy, or an error in processing, the employee is expected to notify his or her timekeeper and/or the Finance Department. The City will take steps to recover the benefits or compensation. Likewise, any form of payroll deduction that results in an underpayment should be reported, as well.

Employees are expected to repay the City upon notification of an overpayment error. Generally, employees are given the same amount of time to complete repayment to the City as the time during which the error or overpayment was made, unless otherwise provided for by the agreement. For example, if an employee was overpaid for three pay periods, the employee would have three pay periods from the date of notification to complete repayment. Employees will not be allowed to repay the City over multiple pay periods if such payments would cross over into another calendar year.

Attempts will be made to establish an agreed method to recover over payments. Failure to agree on a method may result in an appropriate action initiated by the City to correct the

issue, such as payroll deductions or reductions in pay rate. If such deductions would reduce the employee's pay below the minimum wage, the department should consult with the Human Resources Department. An employee's failure to cooperate in the recovery process could result in disciplinary action up to and including termination.

City of Joshua Personnel Policies and Procedures

Section 27: Compensation

27.3 TIMEKEEPING AND TIMESHEETS

Origination December 17, 2018

Revised July 15, 2021

All non-exempt employees shall prepare an accurate record of all hours worked, to be submitted to the Finance department, on the established schedule.

A. NON-EXEMPT EMPLOYEES

A non-exempt employee is required to record his exact hours of work by completing a timesheet for each pay period. The dates worked and the hours worked each day must accurately reflect the actual time worked. An employee who fails to accurately record work time, including time, worked but not authorized by the appropriate supervisor, or who falsifies time records is subject to disciplinary action, up to and including termination. An employee may also be subjected to criminal sanctions.

For payroll purposes, all time will be rounded to the nearest quarter hour utilizing the seven-minute rule. If an employee works at least seven full minutes, but less than eight, the number will be rounded down to the nearest fifteen minutes. More than eight minutes will be rounded up to the nearest quarter hour. An employee must not complete and/or make changes to any other person's time card except his own unless specifically authorized by the appropriate manager and/or by Payroll or Human Resources. The employee must also be notified of the entries or changes made.

Examples of inappropriate practices in recording work time, which are violations of this policy and the Fair Labor Standards Act, include, but are not limited to:

1. Not recording work performed during a meal period;
2. Not recording work performed at home;
3. Arriving "early" and working or staying "late" and working, and not recording the time worked;
4. Not recording overtime;
5. Leaving early on a day in one workweek and reporting early, staying late or working during meal periods as "makeup" in another workweek;
6. Maintaining dual time records, such as one set for pay purposes and another set for actual time worked;
7. Recording leave hours (vacation and sick) as hours worked; and
8. Recording hours worked as leave hours.

The above examples include actions by either the employee and/or the supervisor/manager permitting these actions to occur. "Doctoring" or otherwise falsifying time records clearly violates the FLSA and City policy and will subject the responsible person or persons to appropriate disciplinary action. Beyond all possible legal and policy complications, falsified

time records violate the City's need for equity in its pay and benefit practices among employees in any department.

B. APPROVALS

All time cards must be approved by the appropriate supervisor or a designated supervisor/manager within the employee's chain of command in a timely manner and in accordance with requirements and deadlines established by Payroll.

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Section 27: Compensation

27.4 REST AND MEAL PERIODS

Origination December 20, 2018
Revised July 15, 2021

The Fair Labor Standards Act (FLSA) does not require that an employer provide its employees with time off for rest breaks, coffee breaks, meal periods, or for any other such purpose. However, if the employer does provide breaks of this type, there are regulations governing the determination of whether the break time is compensable hours worked. The scheduling of employee lunch periods and rest periods will be determined by the Department Head or their designee to facilitate serving the public and permitting efficient department operations.

A. REST PERIODS

Rest periods are a privilege, not a right, and should not interfere with proper performance of work responsibilities and schedules. If workflow permits and if authorized by their immediate supervisors, employees may take two 15-minute rest periods each workday. Rest periods cannot be used at the beginning or end of the workday to shorten the workday. Employees will be compensated for authorized rest periods.

B. MEAL PERIODS

Lunch periods may be offered for full-time employees. The department head or their designee can determine whether a lunch period will be offered, in addition to scheduling and deciding the duration of lunch periods. Non-sworn employees will not be compensated for lunch periods when they are completely relieved from duty unless authorized by the department head or designee. An exception is made for sworn employees of the fire and police departments, the standard workday does not include approved meal periods. Meal periods for non-sworn employees are time off without pay.

As a general rule, designated lunch periods cannot be used as time worked in order to shorten the workday. However, supervisors may authorize employees to work through all or part of their lunch periods in order to accommodate leaving work earlier than normal. Such permission should be requested and granted in writing. Working through the required meal period without written approval from the employee's supervisor may be grounds for disciplinary action, up to and including termination.

Departments may consult with the Human Resources Department for assistance in administering rest and lunch period policies.

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Section 27: Compensation

27.12 FINAL PAY AT TERMINATION OR RETIREMENT

Origination December 20, 2018
Revised July 15, 2021

Final pay for hours worked in a pay period before termination is direct deposited into the employee's primary designated account on the payday after the termination is processed.

Employees who terminate and work less than 50 percent of the month that the separation occurred in do not earn/accrue vacation during that final pay period.

If a pay rate change occurs during the pay period in which the employee terminates, the employee is paid their terminal leave pay (including appropriate leave balances) at the payrate in place on the date of their separation.

Non-exempt employees are paid for accrued compensatory time at termination regardless of the reason for the termination. Exempt employees who are involuntarily terminated or resign in lieu of termination may be paid for accrued vacation time at the discretion of the City Manager or their designee in exchange for a release of claims. Employees who are terminated before the expiration of their initial probation (including an extension of initial probation) are not paid for unused accrued vacation leave. The payment of any applicable accrued hours will be made via the employee's direct deposit information on file at the time of separation.

The City can collect any money from the employee's final pay that is owed to the City for benefits, overpayment, and/or for any tools or equipment the department (or City) provided that are primarily for the benefit or convenience of the City. Uniforms, keys, vehicles and other City-owned equipment must be returned in good condition to the employee's Supervisor prior to the separation. If a terminating City employee fails to return City-owned equipment or property to the City before their final paycheck is issued, the value of the property or equipment will be deducted from the final pay, with the balance of the final check to be paid after the employee returns the equipment or property to the City.

If the pay for the hours worked on the final paycheck is reduced to below the minimum wage, the Finance Department needs to be consulted to ensure that FLSA regulations are not violated.

City of Joshua Personnel Policies and Procedures

Section 27: Compensation

27.14 INCLEMENT WEATHER AND EMERGENCY CLOSING

Origination December 20, 2018

Revised July 15, 2021

In inclement weather or disaster, it may be necessary to limit City services. In these situations, the City Manager will make the determination and issue a declaration. Personnel essential to services that must be carried out during inclement weather or disasters may be required to report to work at these times. Departments are required to identify essential personnel as needed in their department.

A. UNABLE TO REPORT TO WORK WHEN OFFICES ARE OPEN

If the City has not been officially closed, employees who are unable to report to work due to inclement weather must contact their supervisor in accordance with personnel policies and departmental procedures. An employee who fails to report or contact his supervisor may be subject to disciplinary action, up to and including termination.

An employee must use accrued compensatory and vacation leave. If an employee has no paid leave available, the employee may be granted authorized leave without pay, or holiday time. If an employee has no paid leave available, the employee may be granted authorized leave without pay.

B. COMPENSATION FOR INCLEMENT WEATHER ABSENCES

If the City Manager closes a facility due to inclement weather, an employee scheduled to work at the facility will be paid his normal shift pay during the hours the facility is officially closed.

In the event of a delayed opening or early closure designated by the City Manager, full-time non-exempt employees will be paid for the hours scheduled to work that day.

C. EMERGENCY SERVICES

Employees designated by their Department head to provide emergency services will report to work as provided by their department rules during an official weather or emergency closing of business. An emergency services employee, other than police and fire essential personnel, who work during business hours on an official weather or emergency closing will be paid time and one-half (1½) of his normal pay regardless of hours worked already during the week.

D. COMMUNICATION

Employees are responsible for checking for inclement weather closures on the city's website and Facebook page.

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Section 28: Travel

28.6 USE OF CITY PURCHASING CARD

Origination July 15, 2021
Revised

Cardholders are responsible for and accountable to the City of Joshua for all purchases made with the purchasing card and they must adhere to all policies regarding its use. All purchasing card purchases should be for official City business only. It is the responsibility of the employee to ensure that no sales tax is charged on any purchases. The City is exempt and is not required to pay sales taxes. If the employee fails to have the sales tax removed upon initial purchase it is their responsibility to have it corrected.

Any employee who fails to use the purchasing card properly or abuses the use of the purchasing card shall be subject to disciplinary action as listed below, up to and including immediate termination.

The City will aggressively seek restitution for any inappropriate purchases made with the card. All cases of misuse or abuse of the purchasing card will be documented by the Finance Department and forwarded to the City Manager, Human Resources Department, and the Department Head.

A. MISUSE

The following types of card misuse will be reported in writing to the Department Head and Human Resources and subject to penalties referenced below. These are examples and do not constitute a complete listing:

1. Violation of purchasing policies
2. Use of card for personal purchases, including alcoholic beverages
3. Use of card by individuals other than the cardholder
4. Use of card to avoid or evade single or monthly transaction limits
5. Use of card to purchase non-allowable items
6. Splitting transactions at the point of sale in order to evade the single transaction limit
7. A consistent pattern of losing or misplacing receipts and/or failure to provide itemized receipts.
8. Consistently failing to remove sales tax prior to purchase.

B. DISCIPLINARY PROCEDURES

If a single incident of abuse is severe enough, regardless of the amount, the Department Head and Human Resources may skip all of the below steps and immediately suspend the card permanently or immediately terminate the employee.

1. First Offense: The cardholder will receive a verbal warning. The verbal warning shall be issued by the Department Head and/or designee. The Purchasing Card Program Administrator will notify in writing the Department Head and Human Resources of the

abuse.

2. Second Offense: The cardholder will receive a written reprimand and be required to attend purchasing card training. The written reprimand shall be issued by the Department supervisor and/or designee. The Purchasing Card Program Administrator will notify in writing the Department Head and Human Resources of the abuse.
3. Third Offense: The cardholder will have their purchasing card suspended for one (1) full billing cycle. The Purchasing Card Program Administrator will suspend the purchasing card and notify in writing the Department Head and Human Resources of the suspension of the purchasing card.
4. If another offense occurs after the card is reinstated, the card shall be canceled or suspended up to one (1) year.
5. If abuse continues, further disciplinary action will be taken up to and including termination.

City of Joshua Personnel Policies and Procedures

Section 29: Leave Benefits

29.2 VACATION LEAVE

Origination December 20, 2018

Revised July 15, 2021

A. FULL-TIME EMPLOYEES

All regular full-time employees shall be entitled to accrue vacation leave for each complete month of active service with the City. The accrual rate will be based on length of service with the City and number of hours worked per regular workweek. This leave is earned in twenty-six (26) separate increments distributed equally over the twenty-six (26) pay periods each year.

Regular employees and sworn police accrue vacation based on 8 or 9-hour days and certified fire accrue vacation based on a 12-hour shift day. Employees being transferred, promoted, or demoted to a different position shall retain their accrued vacation balance. The accrual rate will change to the accrual rate of the new position.

Up to 60 months (0-5 years of service)	Days Per Year	Hours Per Month	Maximum Vacation Accrual Hours/Days
40-Hour Employees	10 days	6.67 hours	160 hours/20 days
40-Hour Sworn Police	10 days	6.67 hours	160 hours/20 days
24-Hour Certified Fire	5 shifts	10 hours	240/10 shifts

61-108 months (6-9) years of service)	Days Per Year	Hours Per Month	Maximum Vacation Accrual Hours/Days
40-Hour Employees	15 days	10 hours	240 hours/30 days
40-Hour Sworn Police	15 days	10 hours	240 hours/30 days
24-Hour Certified Fire	7 shifts	14 hours	336/14 shifts

120 + months (10+ years of service)	Days Per Year	Hours Per Month	Maximum Vacation Accrual Hours/Days
40-Hour Employees	20 days	13.33 hours	320 hours/40 days
40-Hour Sworn Police	20 days	13.33 hours	320 hours/40 days
24-Hour Certified Fire	10 shifts	20 hours	480/20 shifts

The maximum allowable accrual of vacation leave will be two (2) times the annual accrual. The actual number of accrued vacation hours permitted will depend on the number of vacation hours each employee earns per year.

Failure to use any hours over the allowable annual accrual will result in the loss of accrued vacation leave. This is generally referred to as the “use it or lose it” rule.

B. FULL-TIME EXEMPT EMPLOYEES – EXEMPT LEAVE

In addition, exempt employees will be given forty (40) hours per year that may be used as personal time off. Hours will be added annually on January 1. For those hired after January 1, twenty (20) hours will be added on July 1. Exempt leave is not compensable upon termination of employment and does not carry over annually. Any hours not utilized will be forfeited on December 31 each year.

C. VACATION ACCRUAL FOR PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES

Part-Time, temporary, and seasonal employees are not eligible to accrue vacation or receive vacation leave benefits.

D. VACATION ACCRUAL - PARTIAL PAY PERIOD ACCRUAL

An employee will not accrue vacation if they work less than one-half ($\frac{1}{2}$) of the pay period. This would apply to new hires, separations, administrative leave without pay, or unpaid FMLA.

E. VACATION ACCRUAL DURING UNPAID LEAVE OF ABSENCE

Vacation will not accrue during periods of unpaid leave that are for one half or more of the standard number of paid days, including unpaid FMLA.

F. SCHEDULING OF VACATION

Vacations must be scheduled in advance with supervisors or Department Heads who shall give due consideration to the needs of the requesting employee. Vacations can only be scheduled when the workload permits and the leave does not interfere with normal department operations and the needs of the City; however, every effort shall be made to accommodate individual requests.

Vacation days off will be limited to ten (10) consecutive days (2-weeks). All employees must give at least ninety (90) days' notice and must obtain written approval from their supervisor or Department Head. If the employee takes ten (10) consecutive days of vacation, said employee cannot take another five (5) or ten (10) day vacation for ninety (90) days after vacation has been completed. (exception: In an emergency situation or when used during FMLA). Fire suppression employees shall take no more than five (5) shifts worth of vacation time and may not take another five (5) shifts worth of vacation for ninety (90) days after vacation has been completed.

Employees are required to submit a leave request to the Finance Department and the leave must be approved by the supervisor or Department Head before the time can be taken off. Employees shall be charged vacation time off in half ($\frac{1}{2}$) hour increments unless an employee is short hours for a 40-hour work week. The employee can then request time be taken from their vacation hours in one (1) hour increments, but not less, in order to fulfill that 40-hour week. Vacation pay

will not be authorized during a leave of absence without pay or a disciplinary suspension.

The operational needs of the department may require supervisors to request that employees explain the circumstances of their requested leave, so the supervisor can decide whether to approve the leave request. If requested, failure to provide information or documents concerning the requested leave could result in the denial of the use of leave. Supervisors may rescind previously approved vacation leave because of work issues with coverage of shifts. The supervisor must consider the consequences to the employee of which the supervisor is aware (prepaid travel expenses, family issues, employee morale) compared to the operational needs of the department in deciding whether to deny or rescind requested leave.

Employees must have an adequate vacation leave balance available to use at the time of their requested time off. Employees cannot “borrow” from future leave accruals. When an employee is using vacation leave, all available leaves are accrued at the same rate as if the employee was at work.

At no time will vacation be advanced to employees.

G. VACATION DURING PROBATIONARY PERIOD

Vacation leave will not be authorized during the first six (6) months of employment for any employee. All employees, including Police and Fire under a 12-month probationary period, are eligible to take a vacation after six (6) months of employment. Exceptions to this policy must be approved in writing by the City Manager.

H. VACATION DURING EXTENDED PROBATIONARY PERIOD

Employees who are on extended initial probation may not use accrued vacation. Exceptions to this policy must be approved in advance by the City Manager.

I. HOLIDAYS DURING VACATION

Official City holidays occurring during an employee's vacation shall not be charged to vacation leave.

J. ILLNESS DURING VACATION

Employees who become hospitalized or incapacitated due to injury or illness during the period of their vacation leave may request that their vacation be temporarily terminated, and their time be charged to sick leave. Department Heads and supervisors may require satisfactory proof of illness.

K. VACATION PAYOUT

Upon separation from City service, a full-time regular employee will be paid for no more than four (4) weeks of unused vacation leave. Payment shall be made for up to the allowable amount payable of unused vacation leave upon separation in good standing, retirement, or death of the employee, provided that the employee has completed their initial or extended probationary period with the City, has not been discharged as a result of criminal or civil misconduct involving City property, personnel, or official position, and has provided proper notice.

Terminating employees must leave in good standing, having given a two-week notice, in order to

receive payment for any unused vacation time for which they may be eligible. Those that are involuntarily terminated will not be paid out any of their remaining vacation leave.

Regular full-time employees are eligible to sell back a maximum of forty (40) hours of accrued vacation time (this does not include exempt leave for exempt employees) once each calendar year provided the employee will maintain at least forty (40) hours of accrued vacation time after selling forty (40) hours.

L. REHIRE

Individuals desiring re-employment in good standing (voluntary separation having given a two weeks' notice and are deemed admissible for rehire) may be rehired if a vacant position is available. If the individual decides to resign again after obtaining eligibility to receive vacation leave, the total amount of vacation payout regardless of the number of separations with the City shall not exceed forty (40) hours.

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Section 29: Leave Benefits

29.5 BEREAVEMENT LEAVE

Origination December 20, 2018
Revised July 15, 2021

The City provides employees hired in regular full-time positions with paid bereavement leave. Other employees may be granted unpaid time off if approved by their supervisor. The intended purpose is to allow an employee time off to attend to the immediate needs resulting from a death of their family or their spouse's family.

A. ELIGIBILITY AND DOCUMENTATION

Department Heads may authorize up to five (5) days of bereavement leave to attend the funeral and make necessary arrangements due to the death of their current spouse, child, parent, former guardian, sibling, step-parent or child, step-brother or sister, grandparent, or grandchild. To be eligible for bereavement leave, employee must generally attend funeral of the deceased.

Employees are allowed three (3) days off from regular scheduled duty with regular pay in the event of death of the employees' brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, or first cousin. To be eligible for bereavement leave, employee must generally attend funeral of the deceased relative.

Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City, provided such absence from duty will not interfere with normal operations of the City.

The City may require proof of death, funeral, and/or family relationship in support of bereavement leave.

B. BEREAVEMENT LEAVE APPROVAL AND PAY

Employees who wish to take bereavement leave must notify their department supervisor immediately. Authorization is not automatic. Employees must make sure they have the necessary authorization before taking leave. All bereavement leave time taken must be recorded in the City's payroll system.

C. ADDITIONAL LEAVE

If additional time off is requested and approved or if time off is needed for a death not covered by this policy, employees may use accrued compensatory and vacation leave. If no compensatory or vacation time is available, the department head may approve use of leave without pay or sick leave.

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29.7 MILITARY LEAVE

Origination December 20, 2018
Revised July 15, 2021

The City of Joshua complies with all state and national laws relating to employees in reserve or active military service and does not discriminate against employees who serve in the military. The City strongly supports its employees who serve in state and national military units and recognizes that the skills, leadership, discipline, and teamwork experience acquired during military service can enhance their service to the City and its citizens. Accordingly, the City provides a number of military leave benefits, including paid leave.

A. ELIGIBILITY

This policy covers regular full-time and part-time employees who serve in the uniformed services in a voluntary or involuntary basis, including active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty. However, temporary, seasonal, and other employees who have brief or non-recurrent positions with the City and who have no reasonable expectation that their City employment will continue indefinitely or for a significant period of time are generally not eligible for paid military leave beyond the fifteen (15) days of annual paid military leave, reemployment rights, or any other military leave benefits under this policy. Temporary employees will be given authorized leave without pay for this purpose.

B. NOTICE TO THE CITY

Employees who will miss work due to military service must provide Human Resources and their supervisor with as much advance notice as possible. Absent unusual circumstances such notice must be given to the City no later than twenty-four (24) hours after the employee receives the military orders. To be eligible for paid military leave, employees must submit their written military orders setting forth the purpose of the leave and, if known, its duration.

C. PAID LEAVE

Most employees are eligible for paid military leave, as follows:

- i. **Annual Paid Military Leave - Full Pay for Up to 15 Days.** All eligible employees will be paid for military absences of up to fifteen (15) work days per fiscal year (October 1 through September 30). Shift employees may be transitioned to a 40-hour workweek during military absences in accordance with applicable state law. This paid leave may be used for National Guard or U.S. armed forces reserves training or duty ordered or approved by proper military authority. The fifteen (15) paid leave days may be consecutive or intermittent throughout the year.
- ii. **Supplemental Paid Military Leave - Partial Pay for Up to one hundred eighty (180) Days.** If a regular full-time employee's authorized military duty extends beyond the

fifteen (15) days of annual paid military leave in a fiscal year because of war or a national or state emergency, upon written request by the employee, the City may, at the City Manager's discretion, pay the employee the difference between the employee's current regular City base pay and his/her military pay, for up to a maximum of one hundred eighty (180) calendar days. This additional compensation will be limited to employees who: have successfully completed their initial new hire probationary period; are in good standing as determined by the City; are not on administrative leave pending disciplinary action; and who have timely submitted satisfactory military pay verification to Human Resources. This partial pay benefit will normally be authorized only once during as employee's tenure with the City.

- iii. **Employee's Own Paid Leave Accruals.** Employees who are not eligible for paid military leave or who have exhausted all available paid military leave may, at their option, use their vacation, compensatory, and holiday balances, if any, to cover their absence from work.

D. UNPAID LEAVE

Employees are granted all military leave to which they are legally entitled. After an employee has exhausted all available paid military leave (including any paid leave accruals the employee chooses to use to cover a military absence), the employee will be placed on leave without pay for up to 5 years (or longer under certain conditions).

E. OTHER BENEFITS

The City will continue to provide employees on paid military leave with most City benefits:

- i. **Group Insurance.** While on paid military leave (or any unpaid military leave of 30 or fewer days), the City will continue to pay its portion of the employee's monthly premium for group health insurance along with any City-provided basic life insurance, if any. When military leave is unpaid, employees may elect to continue their group health coverage under COBRA for up to twenty-four (24) months following separation of employment or the expiration of reemployment rights, whichever event occurs first, for themselves and their eligible dependents. (Employees must pay 102% of the applicable premium to cover the cost of elective continuation coverage under the City's group health plan.) Upon return to employment following military service, the City will provide group health insurance coverage immediately, even if a waiting period is normally required for new or returning employees. In addition, returning employees will not be subjected to exclusions from group health coverage unless the exclusions apply to injuries or conditions arising out of military service covered by the military's health plan.
- ii. **Accrual of Paid Time Off & Other Benefits.** While on paid military leave employees continue to accrue vacation, sick leave and other benefits provided to other similarly situated employees on paid leave. While on unpaid military leave, employees are generally ineligible for most City-provided benefits. For example, benefit accruals, such as vacation and sick leave, do not accrue while an employee is on unpaid leave, including unpaid military leave. Benefit accruals will resume when the employee returns to active employment. Employees returning to work following military leave are treated as though

they were continuously employed for purposes of determining benefits based on length of service, such as vacation accrual and longevity pay.

- iii. **TMRS.** Typically, an employee's active duty military service is counted as covered service for purposes of eligibility, vesting, and benefit accrual. To qualify for service credit, employees must: return to work for the City within ninety (90) days after discharge; receive an honorable discharge; and timely complete the necessary application. In order to receive monetary credit, an employee has the lesser of 5 years or 3 times the period of military service to make up missed contributions. If employees make up their missed contributions, the City will make up any matching contributions. This is only a summary of provisions governing TMRS eligibility, benefits, and contributions. Please contact Human Resources or TMRS for more information.

F. RETURN TO WORK FOLLOWING LEAVE

- i. **Reemployment Rights.** Employees returning from military service will normally be re-employed in their previous or a similar position. Federal law requires that employees returning from military leave be rehired in the position they would have had if they had been continuously employed. Since most City jobs and promotions are not awarded based on seniority, it is impossible to know what job employees might have had if they had been continuously employed. This means most employees returning from military leave will typically be restored to the job they had at the time they left for leave. The City will make reasonable efforts to enable returning employees to refresh or upgrade their job skills.
- ii. **Deadline to Notify HR of Intent to Return to Work.** Deadlines for employees to return to work and/or notify Human Resources of their intent to return to work depend upon how long their military service lasted:
 - a. If less than thirty-one (31) days, employees have one business day following their return home after completion of service to report for their next scheduled work period.
 - b. If between thirty-one (31) days and one hundred eighty (180) days, employees have fourteen (14) days following their release from service to apply for reemployment.
 - c. If more than one hundred eighty (180) days, employees have ninety (90) days following their release from service to apply for reemployment.

These deadlines may be extended for two (2) years or more for employees who suffer a service-related illness/injury that prevents them from applying for reemployment or when circumstances beyond their control make reporting within the time limits impossible or unreasonable. While employees will be granted the time periods set out above to report back to work/apply for reemployment, the City's supplemental paid military leave benefits will only be paid for time periods of actual military service.

- iii. **Required Documentation.** Employees returning from military leave must provide Human Resources with documentation as to the length and character of their military service. Also, evidence of discharge or release under honorable conditions is required if leave exceeded thirty-one (31) calendar days.

- iv. **Reemployment Entitlements.** Employees who serve in the military more than six (6) months will not be discharged without cause during the one (1) year period after reemployment. Employees who serve between one (1) and six (6) months will not be discharged without cause for six (6) months following reemployment. Employees who serve thirty (30) days or less are given no protection under federal law from discharge without cause.
- v. **Changed Circumstances.** If the City's circumstances have changed to such an extent that it would be impossible or unreasonable to reemploy an employee, the City has no legal obligation to reemploy that employee following their return from military leave. For example, a reduction-in-force that eliminates the position held by an employee returning from leave excuses the City from its obligation to reemploy the employee. In addition, the City is not required to make efforts to assist returning employees in becoming qualified for reemployment or to make accommodations for employees who suffered service-related disabilities when such efforts or accommodations would impose an undue hardship on the City.
- vi. **Time Limits.** There is a five (5) year limit (with some exceptions) on the cumulative length of time a person may serve in the military and remain eligible for reemployment with the City.

G. COMPLIANCE WITH USERRA

If any part of this policy conflicts with the Uniformed Services Employment and Reemployment Act (USERRA) or other applicable law, then this policy will be modified to ensure it follows the law.

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29.8 MODIFIED DUTY

Origination July 15, 2021

Revised

The City may make modified/light duty assignments available to employees with an illness, injury, or medical condition who are unable to perform their regular job duties. The decision to offer an employee a light duty assignment is made at the City Manager's sole discretion or their designee. A light duty assignment may be in the employee's own or another department in the City. In making light duty assignments, the City will normally give priority to employees whose injury or illness is work-related.

Factors considered by the City in making its decision include, but are not limited to:

- The nature of the employee's illness, injury, or medical condition;
- The medical release provided in support of light duty and restrictions, if any;
- The risk that a light duty assignment may result in aggravation of the employee's condition;
- The type of light duty work available;
- The length of time necessary for the light duty assignment;
- The length of the employee's employment with the City;
- The employee's performance and disciplinary history; and
- Whether the condition occurred on or off duty.

A. RESTRICTIONS AND RELEASE FROM LIGHT DUTY

Employees who are released for and given a light duty assignment may not perform work duties in violation of their medical release. Violation of the terms/restrictions of the medical release by the employee while on light duty assignment will subject the employee to possible disciplinary action and loss of the light duty assignment.

Light duty will not extend beyond twelve (12) work weeks from the date of release to light duty by the employee's treating physician. Employees still unable to return to regular duty after that time must re-qualify for limited duty through evaluation by their treating physician and a recommendation from the Department Head and Human Resources to the City Manager. Only the City Manager may approve an extension of a light duty assignment.

An employee who is released for and offered light duty by the City while on Workers' Compensation but who elects not to accept such an assignment, will be ineligible to use any accrued sick leave benefits and salary continuation benefits under the City's Workers' Compensation Policy, but may still be entitled to unpaid leave under the City's FMLA policy.

An employee who is released for and offered light duty by the City for any other illness/injury but who elects not to accept such an assignment, will be ineligible to use any accrued sick leave benefits, but may still be entitled to unpaid leave under the City's FMLA policy. The only

exception would be if no light duty assignment could be found or if approved by the City Manager.

During a light duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that the 24-hour shift employees, as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8 or 9-hour workday, Monday through Friday, for the duration of their light duty assignment.

All light duty requests and assignments will be reviewed by and coordinated through the Human Resources. Human Resources will work with the employee's department in making its decision. Before returning to regular job duties following a light duty assignment, the employee must coordinate their return through the Human Resources.

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29.9 ADMINISTRATIVE LEAVE WITH AND WITHOUT PAY

Origination December 20, 2021
Revised July 15, 2021

The City Manager may grant up to four (4) weeks of Administrative leave (with or without pay) when such leave is in the best interest of the City of Joshua. Examples (not an exhaustive list) of use of such leave would be to allow senior management time to investigate a matter of employee conduct or to allow an employee time to resolve a matter of significant personal business.

A Department Head who wishes to request administrative leave with or without pay should make a written request to the City Manager's office stipulating the amount of leave requested and the reasons for the request.

It is the responsibility of the Department Head and City Manager's office to advise Human Resources when administrative leave has been granted and the related circumstance. The Human Resources Department will assure related documentation is made and the Finance Director is notified, if necessary.

During an approved unpaid leave of absence, the City will continue to pay its usual contributions toward an employee's benefits; however, the employee is responsible for paying any benefit premiums that would normally be deducted from their pay check. Arrangements should be made with Human Resources for paying such premiums prior to the employee's leave.

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29.11 FAMILY AND MEDICAL LEAVE ACT (FMLA) Origination December 3, 2018 Revised July 15, 2021

This policy establishes the provision of unpaid time away from work for medical and family reasons in accordance with the guidelines set forth in the Family and Medical Leave Act of 1993 (FMLA).

A. EMPLOYEE ELIGIBILITY

To be eligible for FMLA leave, an employee must have worked for the City:

1. For at least twelve (12) months (the 12-month period may include time previously worked for the City of Joshua so long as the time worked was no more than seven (7) years ago)
2. For at least one thousand two hundred fifty (1,250) hours during the twelve (12) months preceding the start of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

B. LEAVE ENTITLEMENT

Eligible employees may take FMLA leave for one or more of the following reasons:

1. For the birth or placement of a child for adoption or foster care; must be taken within one (1) year of birth or placement of the child.

Intermittent leave may be allowed if it meets the criteria listed below:

2. To care for a spouse, child, or parent with a serious health condition.
3. When the employee is unable to perform the functions of his/her position because of his/her own serious health condition.
4. Because of a qualifying exigency based upon USERRA Laws, due to a family member leaving for military deployment out of the country.
5. Qualifying exigency leave to care for covered military personnel injured in the line of duty and requiring care from designated next of kin. Next of kin means the nearest blood relative designated as such by the covered service member.

The qualifying exigency must be one of the following:

- a. short-notice deployment
- b. military events and activities
- c. childcare and school activities

- d. financial and legal arrangements
- e. counseling
- f. rest and recuperation
- g. post-deployment activities, and
- h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on the timing and duration of the leave.

C. DEFINITIONS

Child. A biological, adopted, foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (in place of a parent). The child must be under eighteen (18) years of age, or eighteen (18) or older and incapable of self-care because of a mental or physical disability.

Parent. The biological, adoptive, step or foster parent, or any individual who stood in loco parentis to an employee when the employee was a child; this does not include a parent-in-law.

Serious Health Condition. An illness, injury, impairment or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or a residential medical care facility.
2. Any period of incapacity requiring absence from work, school, or other daily activities, of more than three (3) calendar days, or two (2) or more shifts for Fire suppression employees, that also involves continuing treatment by a healthcare provider.
3. Two or more in-person visits to a healthcare provider for treatment within thirty (30) days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven (7) days of the first day of incapacity; or
4. At least one in-person visit to a health care provider for treatment within seven (7) days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the healthcare provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
5. Prenatal care.

D. EMPLOYEE'S NOTICE REQUIREMENTS

In order for the City to accommodate an employee's workload during their absence, an employee seeking to take FMLA leave must provide both their Department Head and Human Resources Department with at least thirty (30) days' advance notice when the leave is foreseeable. If the leave is not foreseeable, an employee is expected to provide both their Department Head and the Human Resources Department with as much advance notice as possible, following the City's and their department's usual and customary call-in procedures for reporting unscheduled

absences. In the event of medical leave for planned medical treatment for the employee or for the employee's spouse, child or parent, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt unduly the City's operations. An employee shall keep the Human Resources Department informed about their condition or status and provide an anticipated return date supported by pertinent documentation. If the employee does not provide the employer with enough information to know that the leave may be covered by the FMLA, the leave may not be protected.

All supervisors must immediately notify both their Department Head and the Human Resources Department if they have reason to believe an employee's absence is due to an FMLA covered reason. (Note: Under FMLA, an employee requesting paid or unpaid leave for an absence covered by the FMLA is not required to expressly mention FMLA. If the employee states a reason that qualifies for FMLA leave, the employee will likely have met the FMLA's notice requirements.)

E. MEDICAL CERTIFICATION AND OTHER REQUIRED DOCUMENTATION

1. The City of Joshua has up to five (5) days to request a certification. An employee must provide the Human Resources Department with a medical certification from their healthcare provider within fifteen (15) days of the request for leave, supporting the need for FMLA leave due to a serious health condition affecting the employee or the employee's spouse, child or parent. The certification must set forth the beginning and expected ending date(s) of the leave. In the case of intermittent leave, the certification must also provide the dates and duration of the treatments necessitating the intermittent leave.
2. The employee is responsible for both the cost of getting the certification from a health care provider and for making sure that the certification is provided to the Human Resources Department within fifteen (15) days.
3. An employee must also provide periodic reports during FMLA leave as to their status, an intent to return to work, and may be required to submit a "fitness-for-duty" certification detailing any restrictions before the employee can return to work. The Department Head is responsible for determining if those restrictions can be accommodated. If the release does indicate restrictions, further releases are required until all restrictions are removed. The employee must check in with their supervisor or Human Resources at least once every two weeks while on restrictions. If the employee discovers that the amount of leave originally anticipated is no longer necessary, the employee must provide the City with reasonable notice (two (2) business days) of the changed circumstances if foreseeable. In some cases, the City may require a second or third medical opinion (at the City's expense) and periodic recertification of the serious health condition. If an employee fails to provide any required certification within fifteen (15) days, from the request, the City may deny leave until the certification is provided. If an employee elects to take FMLA in order to care for a family member, the employee may be required to provide reasonable documentation confirming a family relationship and/or their medical needs.
4. Certification cannot be requested for leave to bond with a newborn or a child placed for

adoption or foster care. However, you may be required to submit documentation or statement of family relationship to the individual for whom the employee will be caring. This documentation may take the form of a child's birth certificate, a court document or a simple statement. Any official documents submitted for this purpose will be returned to the employee.

5. The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every thirty (30) days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition.

F. LEAVE TIME

Employees are eligible for Family and Medical Leave for an aggregate total of up to twelve (12) workweeks in a twelve (12) month period. To determine eligibility for leave, the City uses a rolling 12-month period measured backward from the date of any FMLA last taken. When Calculating family leave balances within any twelve (12) month rolling period, only leave expressly authorized as family/medical leave shall be deducted from the twelve (12) weeks of leave entitlement to determine the applicable family/medical leave balance. Routine vacation, sick, compensatory or other similar paid leave taken during such twelve (12) month period shall not be deducted from the family/medical leave balance. Vacation, sick, compensatory or other similar paid leave which is expressly taken in connection with family/medical leave shall be deducted from the family/medical leave balance.

1. Intermittent Leave. An eligible employee may take FMLA on an intermittent or reduced schedule basis only if deemed "medically necessary," or otherwise approved by their Department Head.
For the birth, adoption or foster care of a child, the city and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.
When intermittent leave is needed, the employee must try to schedule the leave so as not to unduly disrupt the Department's or City's operations. The City may temporarily transfer the employee to an alternative position (with equivalent pay and benefits) in order to better accommodate an employee's intermittent or reduced leave schedule.
2. All allowable paid leave MUST be depleted prior to taking the requested leave as unpaid leave for any of the aforementioned circumstances. Sick time must be depleted first, then compensatory time, vacation, and holiday before any other available banks are accessed before an employee may go on unpaid status.
3. While out on FMLA, an employee will only accrue leave if they are eligible for pay based on the minimum monthly standard (half the month). Part-time employees must

have worked or been paid for 40 hours, full-time (2080) employees must have worked or been paid for 80 hours and fire suppression employees (2912) must have worked or been paid for 112 hours in that month.

4. Paid leave is defined as having enough accrued time available to receive compensation. Unpaid leave is defined as no time is available and no compensation is received. Holidays will be paid in accordance with the Holiday policy. Employees on paid FMLA leave will be paid for the holiday. Employees on unpaid leave are not eligible for holiday pay
5. FMLA time runs concurrently with all paid leave and with Worker's Compensation.
6. The birth of a healthy child where the spouse is also healthy allows the employee father or employee adoptive parent to use up to ten (10) days of sick leave. For a 2080-hour employee, this will be ten (10) eight (8) hour days for a total of eighty (80) hours. For a fire suppression employee (2912), this will be ten (10) twelve (12) hour days for a total of one hundred twenty (120) hours. The rest of the time used by the employee father or employee adoptive parent must be accrued vacation, compensatory time, or holiday pay. If a serious health condition of the spouse or the baby is involved, accrued sick leave may be used by the employee father or adoptive parents with proper documentation.
7. If both spouses are employed by the City of Joshua, the combined leave shall not exceed 480 hours (12 work weeks) or 1040 hours (26 work weeks), as applicable.
8. The least amount of time that can be used for calculation of leave is fifteen (15) minute increments.
9. When a holiday falls during a week in which an employee is taking the full week of FMLA, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.
10. Light Duty. Time spent on light duty does not count against the employee's FMLA time.
11. An employee who is released for and offered light duty by the City, who elects not to accept such an assignment, will be ineligible for paid sick leave benefits, salary continuation under worker's compensation, any other leave benefit, or long-term disability but may still be entitled to unpaid leave under the City's Family Medical Leave Act Policy.
12. Caregiver Leave. Under the National Defense Authorization Act (NDAA), an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty is entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period to care for the service member.

Under the NDAA, eligible employees are entitled to up to twelve (12) workweeks of leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active military duty or has been notified of an impending call to active duty status, in support of a contingency operation.

G. BENEFITS

1. **Insurance.** During any period of FMLA, the City will continue to pay its portion, if any, of any group health insurance coverage for the employee on the same terms as if the employee had continued to work. If an employee works more than fifteen (15) days in a month, longevity and certification pay will be paid for that month. Where applicable, the employee must pay their share of health insurance premiums while on FMLA leave by no later than the following Monday of the regularly scheduled pay date. The City may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA unless the employee is unable to return due to a serious health condition or something beyond the employee's control. Medical certification is required under such circumstances.

The employee's use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave, nor will seniority be affected. However, benefit accruals, such as vacation, holiday, and sick leave, will be suspended during any unpaid leave.

2. **TMRS.** If an employee is on unpaid leave, they may not contribute to TMRS. However, if an employee is receiving worker's compensation, the employee may arrange to have those months of leave be covered and have contributions made to the system. Contributions to TMRS may be made on a voluntary basis through a special arrangement with the City while an employee is on a leave without pay status. The city will match the employee's contribution, at the current rate, only if the employee chooses to contribute while on worker's compensation. It is the employee's responsibility to initiate such an arrangement by timely contacting Human Resources and completing the necessary paperwork.
3. Upon return from FMLA, an employee will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions. Ordinarily, an employee will be restored to the same position the employee held prior to FMLA with the same pay and benefits, assuming the position remains available. However, there is no guarantee an employee will return to the same position.

H. OTHER PROVISIONS

1. Under no circumstances may an employee on FMLA, sick leave, disability leave, or Workers' Compensation leave engage in outside employment unless expressly authorized in writing in advance by the Department Head and the City Manager. A copy of the written approval must be sent to the Human Resources Department.
2. The FMLA does not affect any federal or state law prohibiting discrimination. This policy is intended to explain benefits available to eligible employees under the FMLA. It

is not intended to create any rights to leave beyond those created by FMLA. If additional information is needed on FMLA, please contact the Human Resources Department. When an employee gives notice of the need for FMLA leave, the employee will be given additional information as to his or her rights and responsibilities under the FMLA and the city's policies to which they must adhere.

I. SEPARATION

A regular employee who continues to be unable to perform the essential functions of the job for which they were hired may be terminated after all Family and Medical Leave is exhausted and/or after six (6) months of incapacity, if it is shown that:

1. The employee is unable to return to their position and perform the essential functions of the job, with or without reasonable accommodation.
2. The employee is unable to transfer to another position within the City and perform the essential functions of the job with or without reasonable accommodation.

The six (6) month period shall be measured cumulatively and consecutively during a twelve (12) month period measured backward from the date of any FMLA Leave last taken.

J. FRAUDULENT CLAIMS

An employee who fraudulently claims family/medical leave is not protected by the FMLA's job restoration or maintenance of health benefits provisions and may be subject to disciplinary action, up to and including termination.

City of Joshua Personnel Policies and Procedures

Section 29: Leave Benefits

29.1 Holiday Leave

Origination December 18, 2018

Revised July 15, 2021

Paid holidays are extended to every regular, full-time employee. All other employees are extended the official holiday, without pay. All holidays will be reviewed on an annual basis by the City Manager and City Council. The following holidays will be observed:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Personal Holiday* (1)

*In compliance with the Texas Government Code Section 142.0013, covered firefighters shall receive a holiday designated as September 11 in lieu of the personal holiday.

Employee Type	Annual Accrual
Full-Time Non-Exempt (80 hours)	80 hours
Fire Suppression	120 hours

A. PROVISIONS

The following provisions shall apply to holiday use:

1. When a holiday falls on a Saturday, non-essential city offices are to be closed on the preceding Friday. When a holiday falls on a Sunday, non-essential city offices are to be closed on the following Monday.
2. To maintain continuous service to the citizens of Joshua, employees may be scheduled to work on a holiday.
3. If an official holiday falls within a regular employee's scheduled vacation, the employee will be granted the holiday and not charged for a day of vacation.
4. Personal holiday. All personal holidays will be forfeited on December 31st each year if not used during the prior calendar year.

B. NON-EXEMPT FULL-TIME EMPLOYEES

Non-exempt regular full-time employees who are required to work on an official city-paid holiday will be paid normal wages for the hours worked on the holiday and straight time for holiday hours worked.

C. FULL TIME SWORN POLICE PERSONNEL

All sworn full-time police personnel who are required to work on an official city-paid holiday will be paid holiday pay (9 hours) plus normal wages for the hours worked on the holiday.

D. FULL-TIME FIRE SUPPRESSION PERSONNEL

All sworn full-time fire personnel who are required to work on an official city-paid holiday will be paid normal wages for the hours worked on the holiday and straight time for holiday hours worked.

E. PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES

Part-time, temporary, and seasonal employees will be paid their regular rates if required to work on a holiday. No holiday pay is authorized for temporary, seasonal, or labor pool employees who do not work on the holiday.

F. EXEMPT EMPLOYEES

Exempt employees who observe (that is, do not work on) a holiday that falls on a regularly scheduled workday is paid straight time for those holiday hours

G. RELIGIOUS HOLIDAYS

Employees desiring to observe religious, federal, or state holidays not coinciding with official holidays of the City may be granted time off without pay or may be authorized to use accrued vacation or compensatory time with the approval of their supervisor or Department Head.

H. LOSS OF HOLIDAY PAY

An employee will not receive pay for a holiday if the employee is:

1. Terminating employment with the City, and the last day as a paid employee is the workday before a paid holiday;
2. on leave of absence or absent, without pay, the workday before or following the paid holiday; or
3. absent without approved leave on a holiday when the employee is scheduled to work.

I. FAILURE TO SCHEDULE AND USE HOLIDAYS

Holidays do not accumulate or carry over from year to year. Failure to use holidays will result in loss of the holiday benefit.

J. PAYMENT UPON SEPARATION

Upon separation, an employee is not eligible for payment of any unused holiday time.

Employees whose last day of work/date of termination is the day before an observed holiday do not receive pay for the holiday. New employees who begin employment on the day after a holiday do not receive pay for the holiday.

Unapproved absences on the day before or after an observed holiday should be handled through the City's disciplinary process if there is a pattern of such absences or there is a reason to believe that the unapproved absence was intentional.

Mental Health Leave for Peace Officers
(Effective September 1, 2021)

Pursuant to Section 614.015 of the Texas Government Code, as amended, any peace officer for law enforcement agencies shall be provided Mental Health Leave in the event the peace officer experiences a traumatic event. The purpose of Mental Health Leave is to allow the peace officer time away from work to receive assistance in dealing with the traumatic event. For purpose of this policy, according to the American Psychiatric Association, *Diagnostic and Statistical Manual of Mental Disorders*, 5th Edition, a traumatic event is defined as exposure to actual or threatened death, serious injury, or sexual violence in one (or more) of the following ways: directly experiencing the traumatic event(s); witnessing, in person, the traumatic event(s) as it occurred to others; learning that the traumatic event(s) occurred to a close family member or close friend (in case of actual or threatened death of a family member or friend, the event(s) must have been violent or accidental); or experiencing repeated or extreme exposure to aversive details of the traumatic event(s).

When a City peace officer experiences trauma directly related to their job duties, the peace officer's department head, in consultation with the Director of Human Resources, may authorize Mental Health Leave in order to recover or begin the process of recovery and accessing needed resources for treatment. A peace officer immediately after an on-duty traumatic event, or a peace officer's supervisor who is aware of an on-duty traumatic event involving the peace officer, may request Mental Health Leave for the peace officer. Mental Health Leave may be granted for up to forty (40) hours per event. Any hours utilized for Mental Health Leave shall be calculated as regular hours worked and confidentiality about a peace officer's use of Mental Health Leave shall be maintained to the greatest extent possible. There shall be no deduction in salary or other compensation for Mental Health Leave.

**Paid Quarantine Leave for Fire Fighters, Peace Officers
and Emergency Medical Technicians
(Effective June 15, 2021)**

Pursuant to Section 180.008 of the Texas Local Government Code, as amended, Texas political subdivisions, including the City, shall provide paid quarantine leave for all Fire Fighters, Peace Officers and Emergency Medical Technicians, as defined by law, as well as certain employees of detention facilities (not applicable to the City). Quarantine leave shall be used to quarantine or isolate Fire Fighters, Peace Officers and Emergency Medical Technicians due to a possible or known exposure to a communicable disease while on duty.

Quarantine leave shall be provided after a Fire Fighter, Peace Officer or Emergency Medical Technician has had a possible or known exposure to a communicable disease while on duty. The Chief of Police or Fire Chief shall allow for the use of paid quarantine leave for the duration of quarantine, all as determined by the City's health authority.

Any employee on paid quarantine leave shall receive all employment benefits, including pension and health plan benefits, and there shall be no reduction in the employee's sick leave balance, vacation leave balance, holiday leave balance or other paid leave balance in connection with paid quarantine leave taken.

When applicable, employees who must quarantine may be eligible for reimbursement for reasonable costs related to the quarantine, including lodging, medical expenses, and transportation.



City Council Agenda July 15, 2021

Minute Resolution (Action Item)

Agenda Item: H3

~~Discuss, consider, and possible action on board appointment(s).~~
Agenda Description:

Background Information:

Nicholas Larson has applied to be appointed on a City board. Mr. Larson is interested in serving on one of the following:

- Type A
- Type B
- TIF

Out of the boards Mr. Larson is interested in, there is only one (1) position available, the Type B EDC Board.

Financial Information:

No cost is associated with the appointment.

City Contact and Recommendations:

Alice Holloway, City Secretary

Staff has no recommendation on this item.

Attachments:

1. Board Application



City of Joshua
101 S. Main Street, Joshua, TX 76058

City Secretary's Office
(817) 558-7447 / Fax (817) 641-7526

BOARD / COMMISSION APPLICATION FORM

Full Name: Nicholas M Larson

Address: 1061 Wildwood Dr, Joshua, TX 76058

Phone No. [REDACTED]

Email: nicholas@nlarsoncpa.com

Resident of the City, if yes, how many years? 0-1 years

Occupation: Accountant

Place of Employment: Averett Financial LLC

Employment Address: 6050 Southwest Blvd STE 200, Fort Worth, TX 76109

Voter Registration No.:

Date of Birth: [REDACTED]

Boards/Commission Chosen:

Type "A" Economic Development Corporation Board, Type "B" Economic Development Corporation Board, Tax Increment Finance (TIF)

If you are interested in more than one board, What board is your preference:

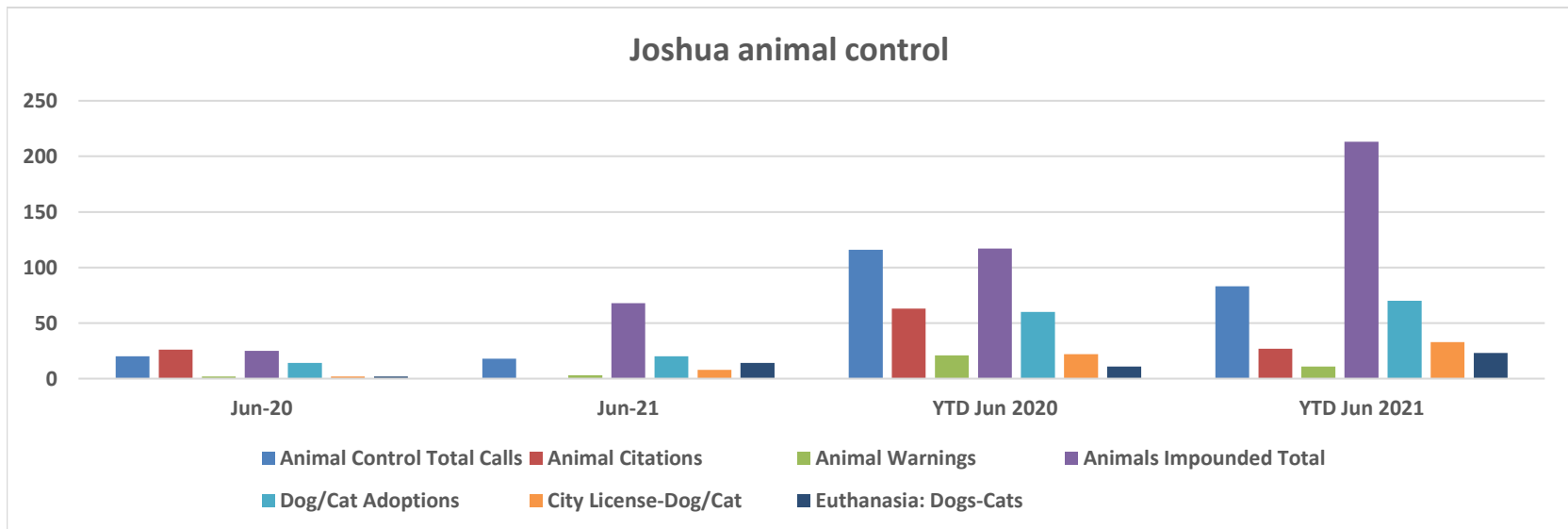
No preference

Name: Nicholas Larson

Date: 2021-06-23

JOSHUA ANIMAL CONTROL ACTIVITY STATISTICS

	Jun-20	Jun-21	YTD Jun 2020	YTD Jun 2021
Animal Control Total Calls	20	18	116	83
Animal Citations	26	0	63	27
Animal Warnings	2	3	21	11
Animals Impounded Total	25	68	117	213
Dog/Cat Adoptions	14	20	60	70
City License-Dog/Cat	2	8	22	33
Euthanasia: Dogs-Cats	2	14	11	23





June 2021

The department saw an uptick in activity in a year over year comparison likely attributable to a return to post Covid activities. Vehicles were a significant target of criminals in the city this month. One string of vehicle burglaries occurred in the neighborhoods around the city's downtown area. Suspects entered unlocked vehicles opening glove boxes and consoles looking for valuables. Especially concerning was that a total of three hand guns were stolen. We continue to try and identify two suspects seen on video during some of these night time crimes. Additionally, catalytic converters continue to be the target of thieves. The thefts mostly have occurred overnight at closed businesses where there is easy access to vehicles. Investigators have identified some suspect vehicles and we are sharing information with our partners across the county combat this crime.

In other significant criminal activity, we responded to an aggravated robbery that occurred at the US Post Office. A lone suspect entered, displayed a hand gun, demanded money orders and fled in an unknown direction. The US Postal Inspection Service adopted this case as part of a string of similar robberies that have occurred across the metroplex.

Eleven crash reports were completed during June. Six occurred on South Broadway, and two on North Broadway. Cooper/Main Street at S. Broadway, with three crashes, was the intersection of highest frequency. All the crashes at that intersection were attributed to a failure to yield on the permissive arrow.

Field Training continues for three of our new officers and all are progressing as expected. We will likely have two of the new officers working independently by the end of July and the third in early September. These new officers, when they begin to work independently, will increase our ability for some more proactive police activities. The department is also taking advantage of increasing training opportunities. This month all officers were divided by shift and participated in daylong, hands-on, Response to Resistance and Use of Force training. The training included the review of policy, suspect control techniques and tactics for high-risk incidents.

Patrol

Category	June 2021	June 2020	2021 year to date
Dispatched Calls	266	225	1527
Arrests	12	12	34
Crash Reports	11	5	52
Traffic Stops	320	177	1252
Citations	321	106	887
Outside LE Agency Assist	5	18	61
Reports	79	42	329

Investigations

Category	June 2021	June 2020	2021 year to date
Crimes Against Persons	7	3	36
Property Crime (Thefts, Damage)	20	6	77
Other (Drug or Alch/Missing/Deceased)	9	5	37
Total	36	14	150

Crime by Offense Type

Category	May 2021	May 2020	2021 year to date
Murder/Non-Negligent Homicide	0	0	1
Manslaughter by Negligence	0	0	0
Rape	2	0	3
Robbery	0	0	1
Assault	5	2	26
Burglary (bldg. and vehicle)	2	0	15
Larceny (theft, fraud)	8	5	42
Total	17	7	87

Training

Category	June 2021	2021 Year to Date
Computer Based	12	126
Classroom	67	179
Total	112	305

Community Outreach

Category	Date
Crime Stoppers	6/08/2021
YMCA Food Bank	6/10/2021
Crossroads Church Bible School	6/18/2021

Staffing

Category	Commissioned	Non-Commissioned
Positions	12.5	2.5
Vacancies	0	0

Promotions and Hiring

Officer Cox successfully completed the police academy and was sworn in as a peace officer for the city on June 10, 2021.

Complaints and Commendations

Category	May 2021	2021 Year to date
Commendations	2	5
Complaints	0	0

Police Fleet

Unit#-YR	Year/Make	Mileage	Service
81-07	2007/Chevy	133,405	Admin/Investigations
82-21	2021/Ford	4,562	Patrol
83-21	2021/Ford	1,992	Patrol
84-16	2016/Ford	71,170	Admin/Investigations
85-17	2017/Ford	77,993	Patrol
86-19	2019/Ford	59,216	Patrol
87-20	2020/Chevy	17,327	Patrol
88-20	2020/Chevy	15,962	Patrol



Joshua Fire Department Monthly Activity Report

June 2021

PERSONNEL & PROGRAMS

Participation hours are back up to 683 from 587 in May. This is an average of 48 hours per member. We are grateful for all of their dedication and participation.

The department hosted the first family night since before the COVID pandemic began. Several firefighters and their families participated in eating BBQ and a Cornhole contest. Firefighter Cody Owen won first prize., Sierra Clanton, Firefighter Justin Clanton's wife, won 2nd, and Lt. Luke Burgdorf came in 3rd. All winners selected from among the prizes that were given away. Another family night will be scheduled for the near future.



Every member of the department received a coffee mug with their name on it as a small thank you for service. The mugs were painstakingly made in-house with the assistance of Firefighter Ashley Parker and Admin Asst Andrea Metcalf. We have many talented individuals working for us!

Volunteer Candidate Kyle McCollum completed the 122 hour course of training to become a probationary firefighter. Kyle was recognized on June 30 with a Certificate of Completion and his Probie leather shield for his

EMERGENCY RESPONSE

The Incident Response report has been revised to more accurately reflect numbers of responses especially those that are adequately staffed. Adequately Staffed responses previously included EMS incidents, which does not reflect the true intent of tracking adequately staffed incidents. We are working on updating the previous month's comparisons.

JOSHUA FIRE DEPARTMENT				
EMERGENCY INCIDENT STATISTICS				
MONTH:	June			
CITY INCIDENTS		PREVIOUS MONTH	CURRENT MONTH	YTD
STRUCTURE FIRES		0	1	1
GRASS FIRES		0	0	0
VEHICLE FIRES		0	0	1
EMS		54	50	157
MVA		9	14	29
TOTAL INCIDENTS		63	65	188
COUNTY INCIDENTS				
STRUCTURE FIRES		1	0	1
GRASS FIRES		0	1	2
VEHICLE FIRES		0	0	1
EMS		20	24	59
MVA		0	1	6
TOTAL INCIDENTS		21	26	69
MUTUAL/AUTO AID				
M/A GIVEN		5	8	24
M/A RECEIVED		6	4	19
A/A RECEIVED		6	6	17
STAFFING LEVELS (STRUCTURE FIRE ONLY)				
ADEQUATE		3	3	6
INADEQUATE		1	1	2
MISSED INCIDENTS		0	0	0
RESPONSE TIMES				
JOSHUA		0	6:09	
COUNTY		0	8:47	

CODE COMPLIANCE

Code Compliance continues to focus on target hazards such as high grass, junk cars, and accumulated trash with emphasis on ensuring that the main thoroughfares, especially at the city limits, are in compliance. We understand that the recent rains have delayed mowing, but we are now increasing enforcement in those areas..

CODE COMPLIANCE - June 2021			
VIOLATIONS	MAY	JUNE	TOTALS
High Grass and Weeds	29	5	34
Junk and Debris (Nuisance)	4	1	5
Abandoned and Junked Vehicles	3	1	4
Fail To Obtain Trash Service	1	0	1
Unapproved Parking Surface	2	0	2
Junk/Inoperable Motor Vehicle	2	0	2
Delinquent Notice for Trash	0	10	10
Sign Violations	0	2	2
TOTALS	41	19	60
Past Due Trash Collected	\$2,852.18	\$2,891.38	\$5,743.56
Cases Closed	36	7	43
3 Delinquent Trash Service Cases Closed			
2 High Grass Cases Closed			
2 Sign Violation Cases Closed			

TRAINING

Training for June included live fire training at Johnson County ESD burn facility. Candidate training was completed. Fulltime personnel are in the process of completing the book portion of the Driver/Operator class that will give them certification from the Texas Commission on Fire Protection.

DATE	TOPIC	HOURS	ATTENDANCE
06/02	Hose Handling	3:30	9
06/07	Candidate Extrication	2:00	4
06/16	FD Organization, Emergency Vehicle driving	2:30	8
06/21	Candidate FF evolutions	3:00	3
06/23	General FF, Fit Tests Target Hazard ID	3:00	12
06/26	Live Fire Candidate Burns	11:30	8
06/28	Candidate Evaluations	2:00	2
06/30	EMS CE's Pregnancy Emergencies	3:00	9



EMERGENCY INCIDENTS

Structure Fire—Yvonne Drive

An early morning fire at a residence on Yvonne Dr, on June 16, resulted in losses to several vehicles and extensive heat and smoke damage to the structure. Crews from Joshua Fire and ESD Engine 83 arrived initially and were able to put a quick stop to the fire. The source of the fire was determined to be electrical and the origin was located in the semi-detached garage. Joshua was also assisted by Units from Burleson Fire Department and Keene and Alvarado fire departments.



City of Joshua
Municipal Court Council Report
From 6/1/2021 to 6/30/2021

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Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
311	4	2	0	15	332

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$13,664.51	\$4,983.20	\$8,698.57	\$564.08	\$672.99	\$28,583.35

Warrants

Issued	Served	Closed	Total
12	0	8	20

FTAs/VPTAs

FTAs	VPTAs	Total
2	9	11

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
68	0	57	18	42	185

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	0	0

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
64	0	64	128

City of Joshua
Parks & Recreation
Status Report
For the month of June 2021

Grounds Maintenance	City Park	Baseball Complex	City Facilities	Entry Way Signs
Mowing	65	24	54	
Weed Eating, Edging, Blowing	28	19	33	
Hedge & Tree Trimming				
Flower Beds/Landscaping				
Fertilizing/Over Seeding				
Irrigation				
Trash Removal	60	14	10	

Field Maintenance	Field One	Field Two	Field Three
Mowing	15	10	11
Weed Eating	4	4	3
Infield Edging			
Striping			
Infield Draging			
Infield Repair			
Fertilizing/Over Seeding			
Infield Watering			
Trash Removal	3	3	6

Building Maintenance	City Park	Baseball Complex	City Facilities
Custodail Duties	70		12
General Repairs	40		75
Toddler Playground			
Equipment Maintenance	20	20	25
Special Events			
Remodeling			105

City of Joshua
Parks & Recreation
Status Report
For the month of June 2021

Activity	Total Hours
Mowing	143
Weed Eating, Edging, Blowing	80
Hedge & Tree Trimming	
Flower Beds/Landscaping	
Fertilizing/Over Seeding	
Irrigation	
Trash Removal	84
Field Mowing	36
Field Weed Eating	11
Infield Edging	
Striping	
Infield Draging	
Infield Repair	
Fertilizing/Over Seeding	
Infield Watering	
Trash Removal	12
Custodail Duties	82
General Repairs	75
Toddler Playground	2
Equipment Maintenance	65
Special Events	
Remodeling	105
Total Man Hours	695

Public Works Monthly Team Status Report

For The Month Of June 2021

Completed Items

[illegible]

In Progress

Year Round	City Wide		Reconditioning drainage easements
Year Round	City Wide		Street sign repairs
Year Round	City Wide		Asphalt street repairs
Year Round	City Wide		Repair potholes with Duramaxx
Year Round	City Wide		Set out traffic counter and gather data
Year Round	Development		SW3P Inspections

Assigned But Not Yet Started

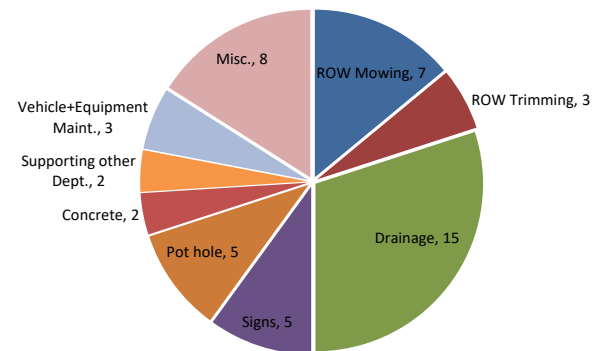
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City of Joshua
Public Works Monthly Activity Report
For the Month of June 2021

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Row Mowing														2	1									1	1			1		1		7
ROW Trimming								1																			1	1				3
Drainage		1	1							3	2					1	2	1			1	1	1							1		15
Signs	1	2		1				1																								5
Hot Asphalt																																0
Pot hole			1				1		1															1	1							5
Building Maint.																																0
Concrete																					1	1										2
Emergency Services																																0
Crack Seal																																0
Safety Meeting																																0
Supporting other Dept.									2																							2
Vehicle+Equipment Maint.								1										2														3
Misc.								1	1	1	1			1	2	1																8

Chart reflects one per daily occurrence

ROW Mowing	7
ROW Trimming	3
Drainage	15
Signs	5
Hot Asphalt	0
Pot hole	5
Building Maint.	0
Concrete	2
Emergency Services	0
Crack Seal	0
Safety Meeting/Classes	0
Supporting other Dept.	2
Vehicle+Equipment Maint.	3
Misc.	8



Building Inspection Report

June 2021

June	2021	2020	YTD 2021	YTD 2020
Building	89	36	347	204
Electrical	73	23	264	155
Plumbing	45	18	214	128
Mechanical	21	4	98	52
Re-Inspections	8	6	16	68
Certificate of Occupancy	0	4	8	10
Certificate of Occupancy Re-Inspection	0	0	0	0
Total # of Inspections	236	91	947	617
Plan Review	11	18	118	71

Building Permit Report

June 2021

June	2021	2020	YTD 2021	YTD 2020
Building	35	51	231	149
Electrical	15	18	106	68
Plumbing	10	28	103	94
Mechanical	8	14	76	42
Permanent Sign	4	3	9	8
Temporary Sign	1	1	10	7
Certificate of Occupancy	0	3	6	10
Swimming Pool	0	1	12	4
Sprinkler System	4	1	69	21
Solicitor	0	0	0	0
Contractor Registration	28	10	108	74
MHP Registration	0	0	3	0
Total # of Permits	105	130	733	477

New Businesses Report June 2021

New Businesses (Certificate of Occupancy Issued)	Address
none	
Future New Businesses (Applied for Certificate of Occupancy not completed)	Address
Los Galindo's Mexican Food	520 N Broadway, Ste D
New CO Issued for existing Business (New Owner, New Location, Name change, etc)	Address
none	

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UTILITY BILLING

Billing Period **Council Report**
6/1/2021 - 6/30/2021

Utility Bills Disbursed

	Count	Amount
First Bill, Preactivation Move In Date	2	\$39.24
First Bill	20	\$244.23
Preactivation Move In Date	18	\$303.28
Final Bill	15	\$105.17
Active	1848	\$32,968.32
Total	1903	\$33,660.24

Payments Received

	Count	Amount
Check	627	\$13,862.25
CreditCard	551	\$15,769.09
AchDraft	57	\$1,173.38
Cash	38	\$901.72
Other	9	\$226.24
MoneyOrder	3	\$75.68
Change	1	(\$89.77)
Total	1286	\$31,918.59

Service Orders Completed

	Count
Total	0

Service Categories

	Count	Amount
General	3804	\$2,830.20
Garbage/Recycling	3804	\$28,339.68
Total	0	\$31,169.88

Past Due Summary

Accounts to Penalize	Excluded Accounts	Subject to Penalty
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Total Penalized



City Secretary's Office

Monthly Report

June 2021

The City Secretary, or Municipal Clerk, is the oldest public servant role in recorded history. The earliest Clerks appeared around 5,000 B.C. with the invention of writing. Biblical reference to the Town Clerk is found in the Book of Acts chapter 19, verse 35. In ancient Greece, the Town Clerk read official documents publicly at the opening of each meeting and pronounced a curse upon anyone who sought to deceive the people. Although City Secretaries no longer pronounce curses at meetings (well, most of us don't), we are still the Keepers of the Archives as we record, maintain and safeguard the history of our City government. Every city in Texas is required to have a City Secretary as soon as it is formed. Although the duties are different for every city, there are core duties that all City Secretaries perform, some of which are required by the Texas Local Government Code. These duties include administering elections, managing records, coordinating public information requests, preparing agendas, recording minutes and facilitating City Council meetings, swearing-in municipal officers, and codifying ordinances approved by City Council.

Agenda Summary:

City Council Meeting Agenda Summary Items: prepared, certified, published, and processed.
Meeting

Minutes prepared and approved – May 10, 2021, and May 20, 2021.

The Mayor and City Council approved the following items in June 2021 and was processed immediately after the meeting:

- Interlocal Agreement with Region 8 Education Service Center to provide cooperative purchasing service.
- Appointment of Mayor Pro Tem – Councilmember Scott Kimble
- Ordinance rezoning a 0.593 acre of land known as Lt. 1, Blk.1, East Hills Addition in the J.H. Cooper Survey, Abstract No. 145, County of Johnson, Texas located at 402 Conveyor Drive to change from (C-1) Restricted Commercial District to the (R2) Two Family Residential District to allow for the construction of a duplex after the property is subdivided.
- Administrative Service Agreement between ICMA Retirement Corporation and City of Joshua adopting a 457b plan to be offered to City employees.
- Resolution adopting a new purchasing policy.
- Approval of the implementation of Citi Purchasing Cards (P-Cards).
- Type A Board Appointment – Aleshia Hayes

City Secretary attended the following meetings:

- June 1, 2021 – Zoning Board of Adjustment Meeting
- June 7, 2021 – Planning & Zoning Meeting
- June 15, 2021 – Meeting with City Manager
- June 17, 2021 – City Council Meeting
- June 23, 2021 – North Texas Municipal Clerk Association Meeting
- June 24, 2021 – Staff Meeting

Social Meeting

Total New Post on Facebook - 29

Total Post Reached- 17,318

Total Post Engagement- 6,862

Total New Page Followers- 56

Public Information Request:

Request Date	Requestor	Documents	Date Released	AG Letter	Cost / Electro	Notes
6/1/2021	Debbie Darwin	Lien Report	6/3/2021	N	E	
6/1/2021	Carole Bartholomew	Permit Reports	6/3/2021	N	\$ -	Emailed Link to Report
6/1/2021	LewisNexis	Accident Report	6/1/2021	N	\$ 6.00	
6/2/2021	Brenna Flynn	Police Reports	6/2/2021	N	E	
6/3/2021	Sandra Smith	Bid Reports	6/4/2021	N	E	
6/3/2021	Valeza De Vera	Code Violation & Utility Reports	6/8/2021	N	\$ -	No Documents
6/3/2021	Askia Bell	Code Violation Reports	6/8/2021	N	E	
6/4/2021	Shelly Clemons	Police Reports	6/4/2021	N	\$ -	No Documents
6/4/2021	Chris Parrott	Permit Reports	6/4/2021	N	\$ -	Emailed Link to Report
6/7/2021	Basri Sheiao	Police Reports	6/8/2021	N	E	
6/8/2021	Susan Johnson	Police Reports	6/15/2021	N	\$ -	No Documents
6/9/2021	FBI	Police Reports	6/9/2021	N	\$ -	No Documents
6/9/2021	Therea Lewis	Accident Report	6/9/2021	N	\$ 6.00	
6/10/2021	Partner Engineering	Environmental Reports	6/21/2021	N	E	
6/10/2021	Clyde Sewell	Interlocal Agreement	6/10/2021	N	E	
6/14/2021	Debbie Strength	Accident Report	6/14/2021	N	\$ 6.00	
6/14/2021	Deonna Linsky	Accident Report	6/14/2021	N	\$ 6.00	
6/14/2021	Isabel	Elected Official Home Address	6/15/2021	Y		Sent AG Letter
6/14/2021	Justin Sager	Construction Plans	6/28/2021	Y		Sent AG Letter
6/16/2021	Melba Rader	Police Report	6/23/2021	N	\$ 1.00	
6/21/2021	LewisNexis	Accident Report	6/21/2021	N	\$ -	No Documents
6/21/2021	LewisNexis	Accident Report	6/21/2021	N	\$ -	No Documents
6/21/2021	LewisNexis	Accident Report	6/21/2021	N	\$ -	No Documents
6/21/2021	LewisNexis	Accident Report	6/21/2021	N	\$ 6.00	
6/21/2021	LewisNexis	Accident Report	6/21/2021	N	\$ -	Sent letter needing more information
6/21/2021	Metro	Accident Report	6/21/2021	N	\$ -	No Documents
6/21/2021	Metro	Accident Report	6/21/2021	N	\$ -	No Documents
6/21/2021	Patrick Winn	Construction plans	6/28/2021	Y		Sent AG Letter
6/22/2021	Charlene Rosales	Code Violation Reports	6/23/2021	N	\$ -	No Documents
6/23/2021	Beth Hull	Police Report	6/24/2021	N	E	
6/24/2021	Lexitas	Accident Report	6/24/2021	N	\$ -	No Documents
6/24/2021	David Bowen	Construction Plans		Y		Sent AG Letter
6/24/2021	Faith Evans	Substandard Property Report	6/24/2021	N	\$ -	No Documents
6/24/2021	Faith Evans	Permit Report	6/24/2021	N	\$ -	No Documents
6/24/2021	Faith Evans	Fire Reports	6/28/2021	N	E	
6/24/2021	Faith Evans	Utility Report	6/24/2021	N	\$ -	No Documents
6/24/2021	Faith Evans	Code Violation Reports	6/24/2021	N	\$ -	No Documents
6/28/2021	Shari Borth	Fire Report	6/30/2021	N	E	
6/29/2021	Angela Grimes	Accident Report	6/22/2021	N	\$ 6.00	
6/30/2021	Trisha Chalkey	Police Report	6/30/2021	N	E	
6/30/2021	Metro	Fire Report	6/30/2021	N	E	
6/30/2021	Rosa Alvarado	Police Reports	6/30/2021	N	\$ -	No Documents

Census Monthly Reporting

Report of Building Permits for new residential structures – Three (3) Single Family Houses with a total valuation of \$731,810

Records Management

City Secretary has gathered 84 Agreements from different City departments. Each agreement has been scanned for easy access to everyone, labeled, and filed in red folders. All agreements/contracts are now stored in the City Secretary's Office.

Code of Ordinance

The Code of Ordinance Vault is updated, and Supplement No. 16 will be uploaded in July. The update is completed quarterly. Before 2020, it was updated yearly.

City Secretary's Budget

The administration is reviewing the possibilities of separating the City Secretary Budget from the Administration Budget. In the proposed budget, the following items have been requested:

- Training/Dues \$1,900 (no change from 2020)
- Board/Elected Official Training Day \$1,200.00
- Office Equipment (Thermal binding Machine) \$1,000
- Office Equipment (Commercial Shredder) for the use of all city hall \$1,300
- TrackBack Hosting (allow citizens to view complete ordinances online) one-time fee of \$4,250.
- Elections for 2022 \$6,000

Training / Certifications

City Secretary currently holds the following certifications:

- Texas Municipal Clerk Association: Texas Registered Municipal Clerk
- International Institute of Municipal Clerk: Certified Municipal Clerk
- International Institute of Municipal Clerk: Master Municipal Clerk
- International Municipal Clerks Association: Athenian Leadership Fellow
- University of North Texas: Paralegal

The recertification program (every 5 years) for the TMCA requires the City Secretary to maintain continuous membership throughout the recertification process and attend several seminars hosted by TMCCP and accumulate a minimum of 60 points of educational training.

The next seminar (budgeted item) will be on August 19th and 20th. The topic is Legislative Update. Upon return, a report will be completed regarding legislative changes and will be sent to all officials.

Election

Johnson County- Uniform Election Day – November 2, 2021

Johnson County- Primary Election – March 1, 2022

City of Joshua- Uniform Election Day- May 7, 2022, for the following places:

- Mayor

- Place 1
- Place 3

Special Projects

Council Chambers Audio/Video – The current I.T. Company was installing a new audio/video system. Because of several issues, they were asked to remove and return the items. City staff has met with two professional audio/video companies. Once quotes are received, the city secretary will discuss and ask for approval from the city manager.

Liens

City Secretary is in the process of reviewing active liens and confirming filings with the Johnson County Clerk's Office.

<i>Property Address</i>	<i>Total (w / Interest)</i>
900 Apple	\$ 767.32
203 Bentley Drive	\$ 241.32
1525 S Broadway	\$ 18,576.00
Caddo Road (126.827.00730)	\$ 529.45
Caddo Road (126.0827.01990)	\$ 908.50
115 Conveyor	\$ 317.74
221 Conveyor	\$ 3,915.51
801 County Road 909	\$ 826.86
County Road 913 (126.827.00740)	\$ 312.41
County Road 1023 (126.0173.02190)	\$ 290.99
415 Grayson Court	\$ 1,867.64
705 Henderson Street	\$ 466.07
Lakeview Dr. (126.3505.00360)	\$ 375.60
200 N Main	\$ 268.89
1400 N Main	\$ 478.29
808 S Main	\$ 565.56
102 Manson	\$ 473.24
136 Oakhill	\$ 4,009.19
806 Oak Lane Drive	\$ 293.47
812 Ridgeway Road	\$ 1,373.57
Stadium Drive (126.0636.01640)	\$ 942.71
1004 Yvonne Drive	\$ 456.79
523 4th Street	\$ 506.63
6th Street (126.0029.03440)	\$ 318.66
6th Street & Santa Fe	\$ 452.07
306 W 8th Street	\$ 1,740.95
201 E 14th Street	\$ 268.89
TOTAL OUTSTANDING PROPERTY LIENS WITH INTEREST	\$ 41,544.32