



**CITY COUNCIL REGULAR MEETING
MONDAY, AUGUST 7, 2023 – 5:30 P.M.
COUNCIL CHAMBERS, CITY HALL
910 S. FRIENDSWOOD DRIVE
FRIENDSWOOD, TEXAS 77546**

AGENDA

1. CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE – United States and State of Texas

4. COUNCIL COMMENTS AND REPORTS

Notice is hereby given in accordance with Section 551.0415 of the Texas Government Code, the City Council of the City of Friendswood may receive reports about items of community interest from City staff and/or a member of the City Council, but no action or possible action shall be taken or discussed concerning the subject of such report.

5. PUBLIC COMMENT

In order to comply with the provisions of the Texas Open Meetings Act, the City Council may not deliberate any item not listed on the agenda, as such, the City Council will listen to public comment and may (i) refer the item to City Management for further action or (ii) direct staff for the placement of said item on a future agenda. During public comment, the public shall comply with the Council's rules of decorum.

6. WORK SESSION TOPICS

A. Receive and discuss an update regarding Utility Impact Fees.

7. MUNICIPAL BUDGET FOR FISCAL YEAR 2023-24

- A. Receive and discuss a presentation regarding the City of Friendswood Proposed FY2023-24 Municipal Budget.
- B. Consider setting the public hearing regarding the City of Friendswood FY2023-24 Municipal Budget for August 28, 2023, at 5:30 p.m. in the Council Chamber, City Hall, 910 S. Friendswood Drive, Friendswood, Texas, 77546.
- C. Receive the 2023 appraisal rolls certified by the Galveston Central Appraisal District and the Harris County Appraisal District, the anticipated collection rate and the excess debt collections certified by the City's tax collector, and the no-new-revenue and voter-approval tax rates.
- D. Consider approving the proposed ad valorem tax rate for 2023 (Fiscal Year October 1, 2023 - September 30, 2024).
- E. Consider setting the public hearing regarding the ad valorem tax rate for 2023 on September 11, 2023, at 6:00 p.m. in the Council Chamber, City Hall, 910 S. Friendswood Drive, Friendswood, Texas, 77546.

- 8. APPENDIX C ZONING ORDINANCE AMENDMENTS REGARDING PERMITTED USE TABLE AMENDMENTS**
- A. Conduct a public hearing regarding a request for proposed amendments to Appendix C, Zoning Ordinance, Section 7.P.6. Permitted Use Table, (i) to update categories because of changes to the North American Industry Classification System (NAICS) reference book, (ii) to amend uses allowed in the commercial zoning districts, and (iii) to remove sub note (b).5. S1, which was inadvertently left off changes made with Ordinance 2022-01.
 - B. Consider an ordinance approving amendments to Appendix C, Zoning Ordinance, Section 7.P.6. Permitted Use Table, (i) to update categories because of changes to the North American Industry Classification System (NAICS) reference book, (ii) to amend uses allowed in the commercial zoning districts, and (iii) to remove sub note (b).5. S1, which was inadvertently left off changes made with Ordinance 2022-01.
- 9. CITY MANAGER'S REPORT**
- A. Receive an update regarding the Friendswood EMS receiving the American Heart Association's Mission: Lifeline Gold Achievement Award and the Target: Heart Attack Honor Roll Recognition.
 - B. Receive an update regarding the Friendswood Library Gala ticket sales.
 - C. Recognize Engineering Project Manager, Ivan Ortega for successfully achieving the Certified Public Infrastructure Inspector (CPII) earned through American Public Works Association (APWA).
 - D. Recognize City Secretary, Leticia Brysch on her acceptance to the 2024 Class of the Texas Women's Leadership Institute Program.
 - E. Receive an update regarding naming the Emergency Medical Services Chief.
 - F. Receive an update regarding the City of Friendswood being named among the top Safest Cities in Texas.
- 10. RECESS THE CITY COUNCIL MEETING**
- 11. RECONVENE THE CITY COUNCIL MEETING**
- 12. BUSINESS ITEM**
- A. Consider authorizing the monthly transfer of funds to the City of Friendswood Employee Benefit Trust contingent upon sufficient appropriations in the FY2023-24 City of Friendswood Budget.
 - B. Consider authorizing an Agreement for Public Improvement District and Tax Increment Reinvestment Zone Creation and Administrative Services with P3Works LLC.
 - C. Consider approving the formation of an Ad Hoc Committee related to City-wide parking issues.
- 13. PROPOSED RESOLUTIONS & ORDINANCES**
- A. Consider a resolution adopting an updated City of Friendswood Personnel Policy Manual and directing the City Manager to adopt Administrative Rules consistent with the Personnel Policy Manual.
 - B. Consider a resolution approving the City of Friendswood's Public Funds Management and Investment Policy.
 - C. Consider a resolution authorizing an Advance Funding Agreement for Bridge Replacement or Rehabilitation with the Texas Department of Transportation for the bridge at Dunbar

Estates Drive at Mary's Creek.

- D. Consider on first reading an ordinance repealing Chapter 54 "Offenses and Miscellaneous Provisions," Article II "Curfew for Minors" of the Friendswood City Code to comply with H.B. 1819, which repealed the authority of political subdivisions to adopt or enforce juvenile curfews.
- E. Consider an ordinance amending the City's General Budget for Fiscal Year 2022-2023 by approving "Budget Amendment X" and providing for supplemental appropriation and/or transfer of certain funds.

14. CONSENT AGENDA

- A. Consider approving the closure of W. Spreading Oaks between Woodlawn Drive and Cedarwood Drive for the Friendswood Independent School District event "Under The Oaks" on August 10, 2023.
- B. Consider approving the disposal of Police Department vehicle P289 through Houston Auto Auction.
- C. Consider ratifying the Second Amendment to the Lease Agreement with the Friendswood Community Church, d/b/a the Harbor, to extend the agreement for a three-month period.
- D. Consider ratifying the purchase of office furniture for the Blackhawk Building Renovation Project from Hallmark Office Products, Inc., through The Interlocal Purchasing System.
- E. Consider authorizing the final acceptance of the Challenge Elite Sports – Beamer Water Line Extension Project.
- F. Consider approving the ad valorem tax report for June 2023.

15. EXECUTIVE SESSION

- A. Recess into and conduct an executive session pursuant to Section 551.071 of the Texas Government Code to seek the advice of the City's attorneys regarding pending or contemplated litigation involving the City of Friendswood.

16. ADJOURNMENT

PUBLIC NOTICE IS GIVEN THAT IN ADDITION TO ANY EXECUTIVE SESSION LISTED ABOVE, THE CITY COUNCIL RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE SECTIONS 551.071 - 551.090 TO DISCUSS ANY MATTERS LISTED ABOVE.

THE CITY OF FRIENDSWOOD IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST. PLEASE CONTACT THE CITY SECRETARY'S OFFICE BY PHONE AT (281) 996-3270, FAX (281) 482-1634, OR CONTACT (281) 996-3270 VIA RELAY TEXAS AT 711 OR 1-800-735-2988 FOR TTY SERVICES. FOR MORE INFORMATION CONCERNING RELAY TEXAS, PLEASE VISIT: [HTTP://RELAYTEXAS.COM](http://RELAYTEXAS.COM).



Leticia Brysch, City Secretary

Posted in compliance with the Open Meetings Act on this
3rd day of August 2023, at 6:00 p.m.



FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 05/03/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Receive and discuss an update regarding Utility Impact Fees.

Originating Department: Administrative Services

Degree of importance:

SUMMARY / ORIGINATING CAUSE

Impact fees are governed by Chapter 395 of the Texas Local Government Code, which authorizes impact fees to fund required capital costs for locally provided infrastructure such as water and wastewater facilities. The chapter contains definitions, requirements, processes, procedures, and required computations, to which the City is required to adhere when updating a local impact fee ordinance. Consistent with such chapter, an impact fee ordinance establishes:

1. the administrative procedures and financial details by which the impact fee program will be implemented;
2. the actual fees to be assessed for each land-use type; and
3. other details about the fees, including when fees are assessed and paid, for what the fees are imposed, and how the fees will be spent.

Impact fees in Friendswood are paid at the time of building permit issuance and are based on water meter size. The City first began charging impact fees in 1990. An updated study is required every five years. The City's last update was in 2018. Freese and Nichols ("FNI") is currently working with the City's Engineering, Community Development, and Public Works Departments in calculating an update to the City's impact fee this year.

Tonight, FNI will give its "Impact Fee 101" presentation to provide an overview and impact fee basics, discuss the process, and present the next steps. Public hearings, at which FN will present its findings, will be held in the coming months.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. Council Presentation - Water and Wastewater Impact Fee 101 - 08-07-2023

WATER & WASTEWATER IMPACT FEE 101

City Council
August 7, 2023



OVERVIEW & IMPACT FEE BASICS



LAND USE ASSUMPTIONS



WATER & WASTEWATER CIPs

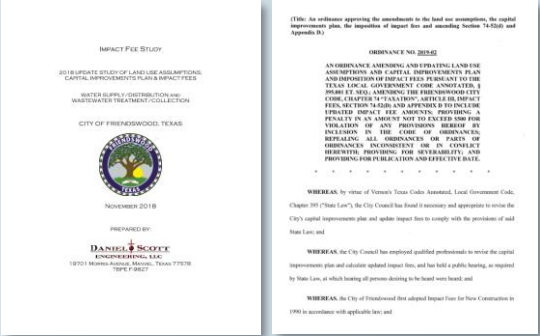


IMPACT FEE ANALYSIS



PATH FORWARD

EXISTING IMPACT FEE ORDINANCE



Existing impact fees adopted in February 2019

Assessed based on the water meter size

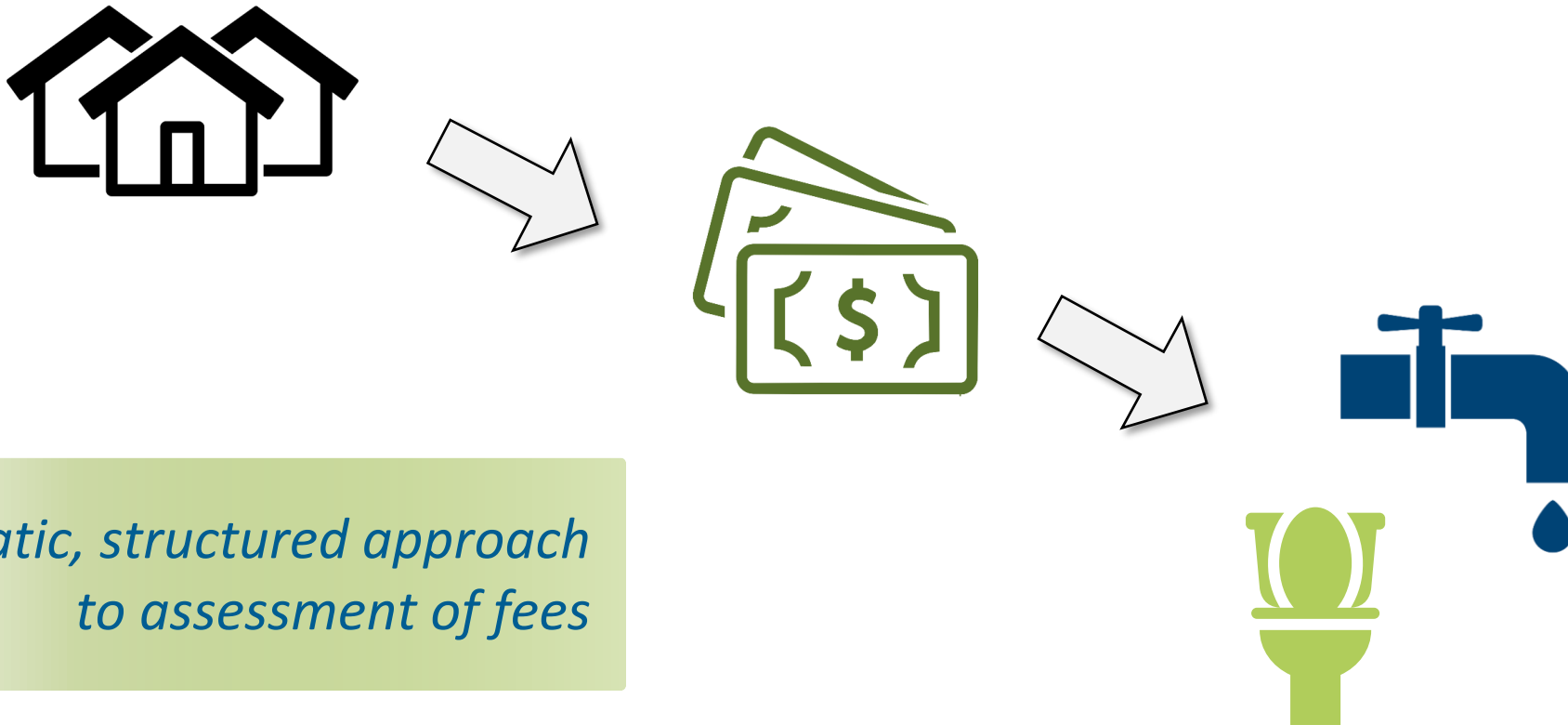
Total Water & Wastewater Impact Fee for 1" meter = \$4,227

Meter Size	Type	ESU	Water Impact Fee	Wastewater Impact Fee	Total Water and Wastewater Impact Fee
1"	simple	1	\$1,407	\$2,820	\$4,227
1-1/2"	simple	2	\$2,814	\$5,640	\$8,454
2"	simple	3	\$4,221	\$8,460	\$12,681
3"	compound	6	\$8,442	\$16,920	\$25,362
4"	compound	10	\$14,070	\$28,200	\$42,270
6"	compound	20	\$28,140	\$56,400	\$84,540
8"	compound	32	\$45,024	\$90,240	\$135,264
10"	compound	46	\$64,722	\$129,720	\$194,442
12"	compound	86	\$121,002	\$242,520	\$363,522

1" meter is the smallest acceptable meter size. Meters smaller than 1" to pay 1" meter fee.

WHAT ARE IMPACT FEES?

One-time charge assessed to new development for a portion of costs related to specific capital improvements



*Systematic, structured approach
to assessment of fees*

THE BASIC QUESTION

**WHO PAYS FOR
INFRASTRUCTURE TO
SERVE GROWTH?**

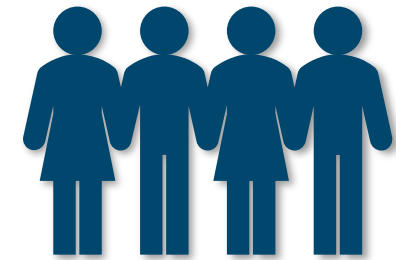
IMPACT FEES

New development
shares the cost



NO IMPACT FEES

Existing and future
rate payers pay for all
capital projects



>>> Governed by Chapter 395 of the Texas Local Government Code (TLGC)

>>> State law requires impact fees to be updated every 5 years

>>> Why have impact fees?

- ✓ Allows cities to **recoup costs** associated with infrastructure needed to serve future development, and **makes growth pay for a share of the growth**
- ✓ Reduces full cost burden of new facilities on **existing customers**

A **Capital Improvements Advisory Committee (CIAC)** provides study input and written comments to Council on the land use assumptions, CIP, and impact fee

WHAT IS ELIGIBLE FOR IMPACT FEES?

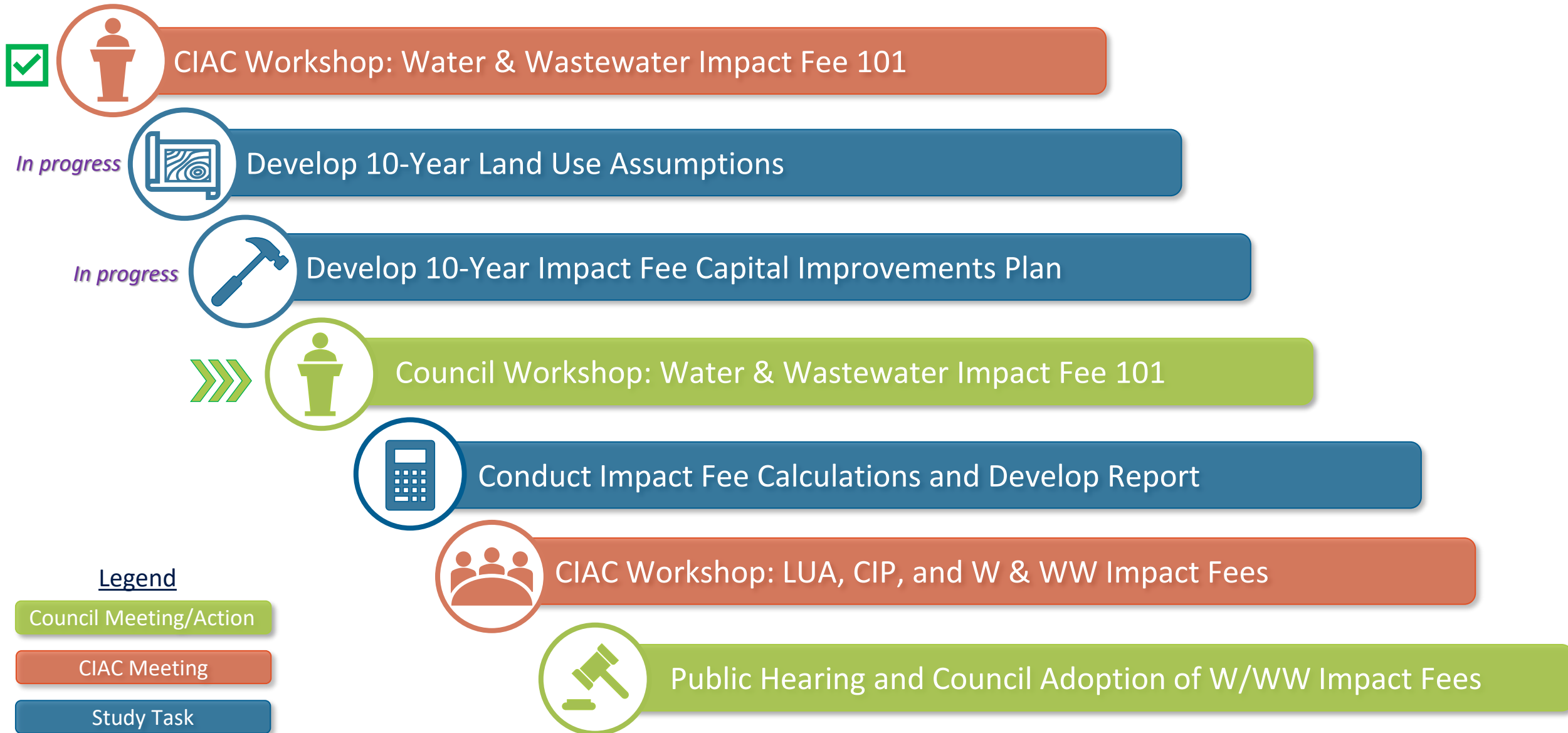
Components that **can** be paid for through an impact fee program:

- ✓ Recently constructed improvements with excess capacity to accommodate growth within 10 years
- ✓ Construction cost of capital improvements on the 10-Year CIP
- ✓ Survey and Engineering fees
- ✓ Land acquisition costs, including court awards
- ✓ Debt Service of Impact Fee CIP
- ✓ Study/Update Costs

Components that **cannot** be paid for through an impact fee program:

- ✗ Projects not included in the CIP
- ✗ Repair, operation and maintenance of existing or new facilities
- ✗ Upgrades to serve existing development
- ✗ Administrative costs of operating the program
- ✗ Non-CIP debt service

IMPACT FEE UPDATE PROCESS

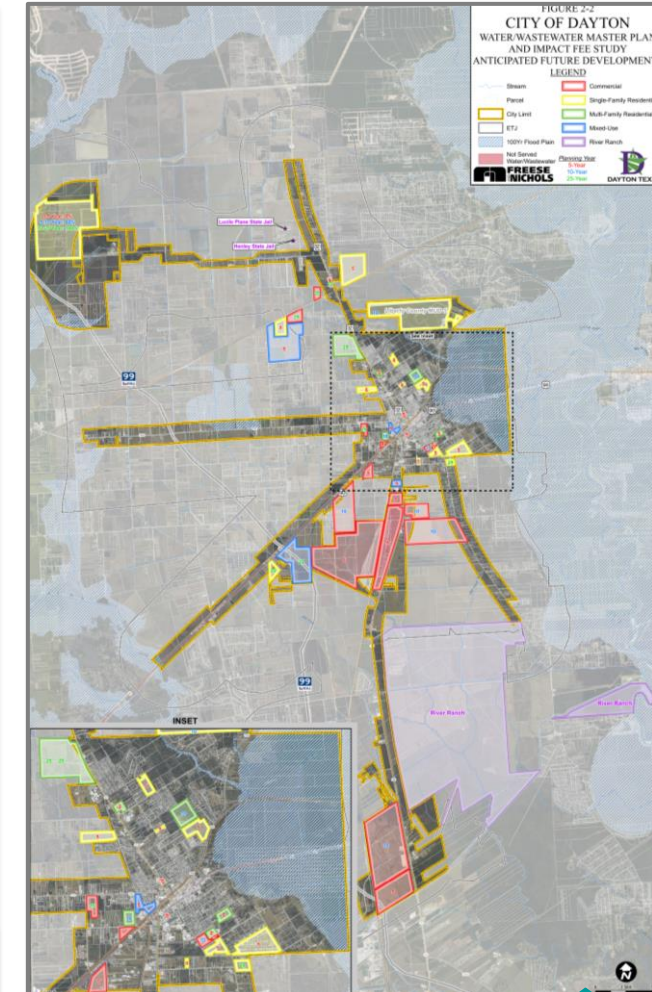
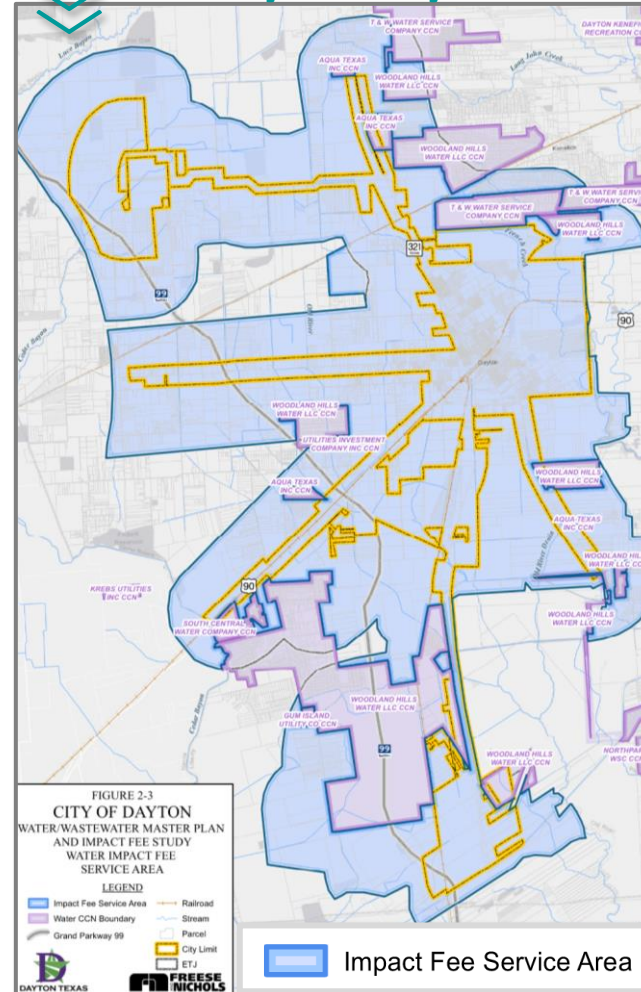


LAND USE ASSUMPTIONS

Process to Update Land Use Assumptions

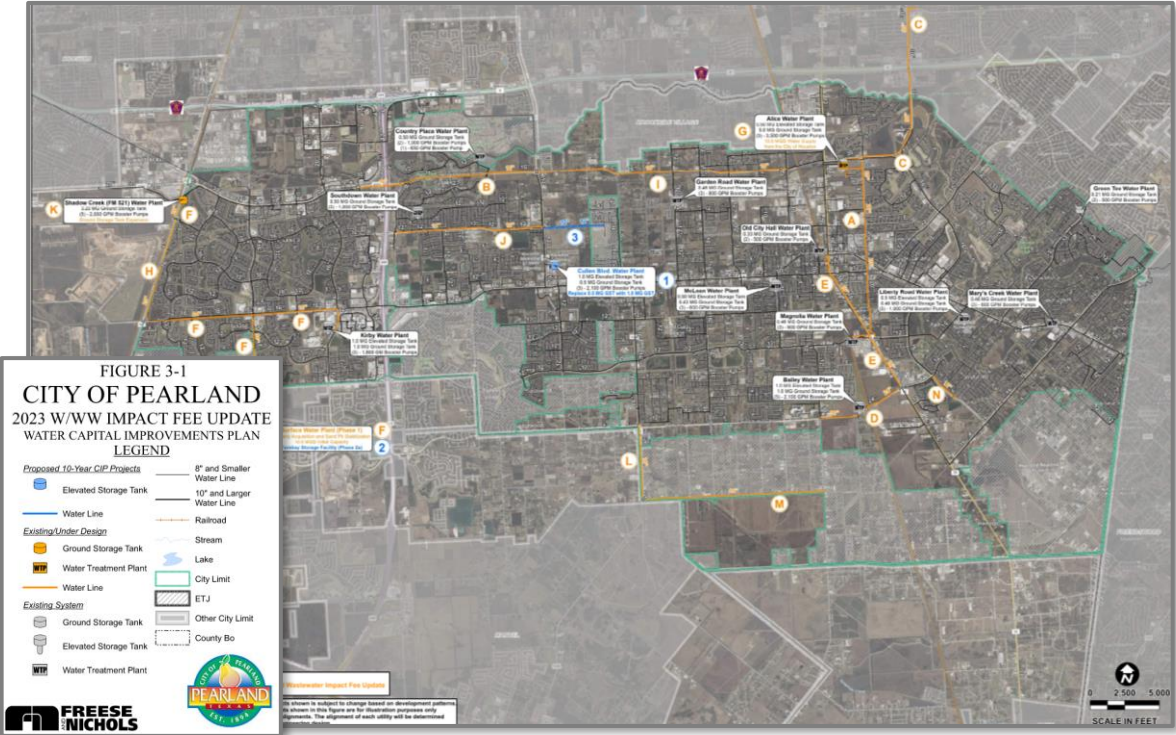
- 1 Delineate impact fee service area
- 2 Catalog existing (2023) population and commercial developments
- 3 Project ten-year (2033) population and commercial developments
- 4 Calculate 10-year growth in service units

Example Impact Fee Service Area

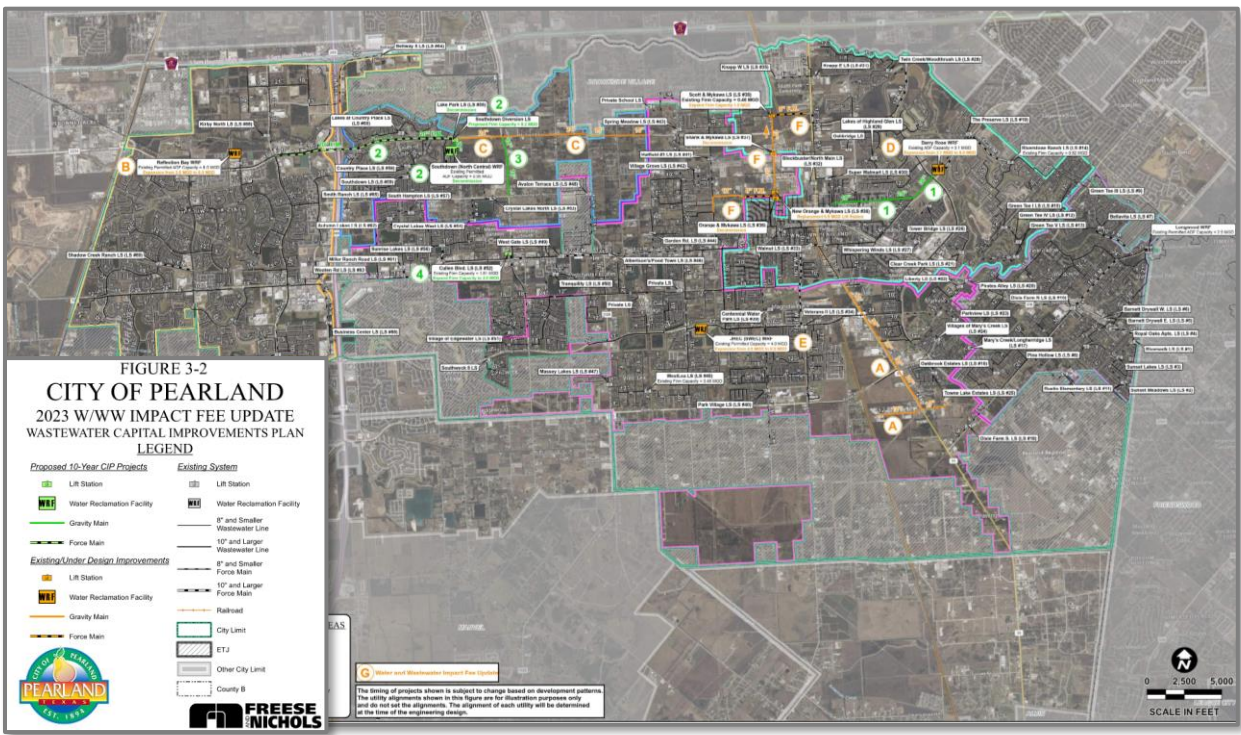


Example Projected Future Developments

CAPITAL IMPROVEMENT PLANS



Example Water Impact Fee Capital Improvements Plan



Example Wastewater Impact Fee Capital Improvements Plan

IMPACT FEE CALCULATION

$$\text{Impact Fee Per ESU} = \frac{\text{Eligible CIP Cost} - \text{Rate Credit}}{\text{Service Unit Growth}}$$

ESU = Equivalent Service Unit (connection for a single-family home)

Eligible CIP Cost = 10-year capital cost (2023 - 2033)

Rate Credit = Chapter 395: Reduce eligible CIP Cost by a credit equal to 50 percent of the total projected cost of implementing the CIP

Service Unit Growth = Derived from land use assumptions for 10-year growth in **ESUs**

EQUIVALENT SERVICE UNIT

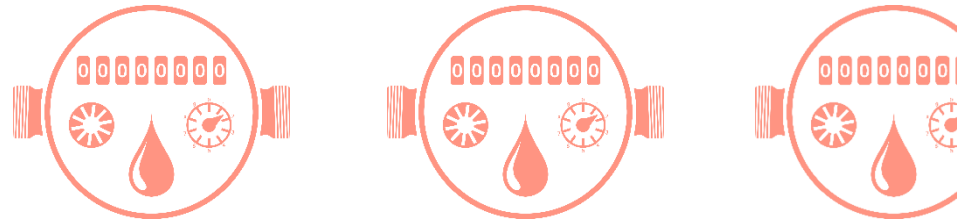
Utilizing Neptune Mach 10 water maters

2" Water Meter



=

1" Water Meters

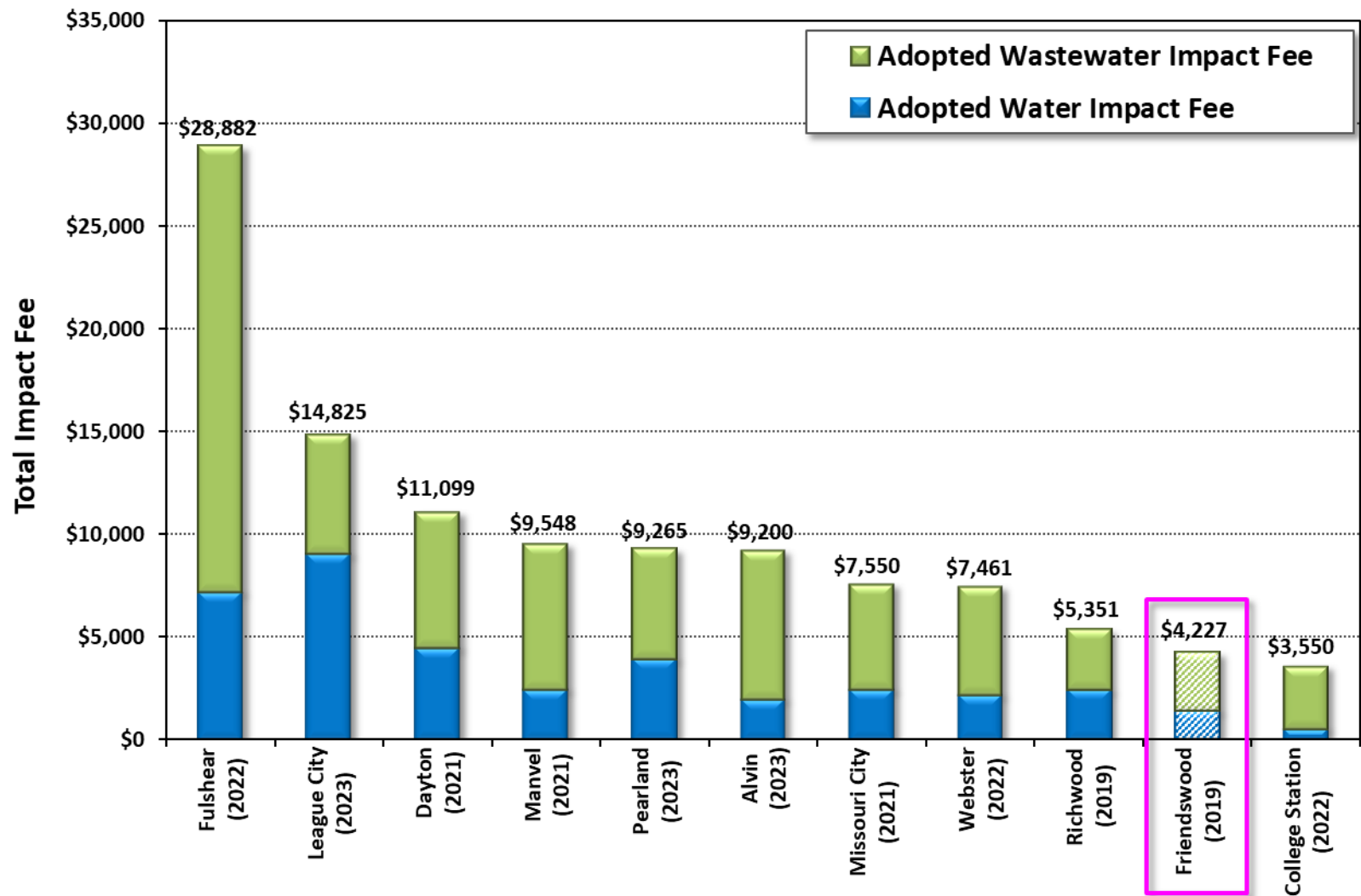


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Shopping Center

IMPACT FEE COMPARISON WITH OTHER CITIES



Impact fees shown are for a single-family connection

TENTATIVE IMPACT FEE UPDATE SCHEDULE

Action Item	Date	Action By
CIAC Workshop – Impact Fees 101	7/13/2023	City Staff, CIAC, FNI
COUNCIL Workshop – Impact Fees 101	8/7/2023	City Staff, Council, FNI
Resolution to set Public Hearing for Impact Fees	9/11/2023	Council
CIAC Workshop – Review LUA, CIP, & W/WW Impact Fees	9/14/2023	City Staff, CIAC, FNI
Advertise for Public Hearing	By 10/4/2023	City Staff, FNI
CIAC Submits Written Comments to Council	By 10/25/2023	CIAC
PUBLIC HEARING – W/WW Impact Fees	11/6/2023	City Staff, Council, FNI
COUNCIL – Reading and Adoption of the Ordinance Updating Impact Fees		

Thank you!



Kendall Ryan, PE

(832) 456-4732

e-mail: Kendall.Ryan@freese.com



FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/13/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Receive and discuss a presentation regarding the City of Friendswood Proposed FY2023-24 Municipal Budget.

Originating Department: Administrative Services

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

This item allows the City Council to review and discuss a presentation regarding the City of Friendswood's Proposed FY2023-24 Municipal Budget.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

None at this time

RECOMMENDATIONS

None at this time

ATTACHMENTS

1. FY24 PROPOSED BUDGET PRESENTATION - 8.7.2023 (REVISED 8.3.2023)

FY2023-2024 Proposed Budget Overview

August 7, 2023

Estimates can change before budget adoption.



KEY BUDGET DRIVERS



Economic State & Inflation



Personnel Costs



Debt Service Obligations



Deferred Maintenance



Bond Project Impacts



Grant Project Impacts

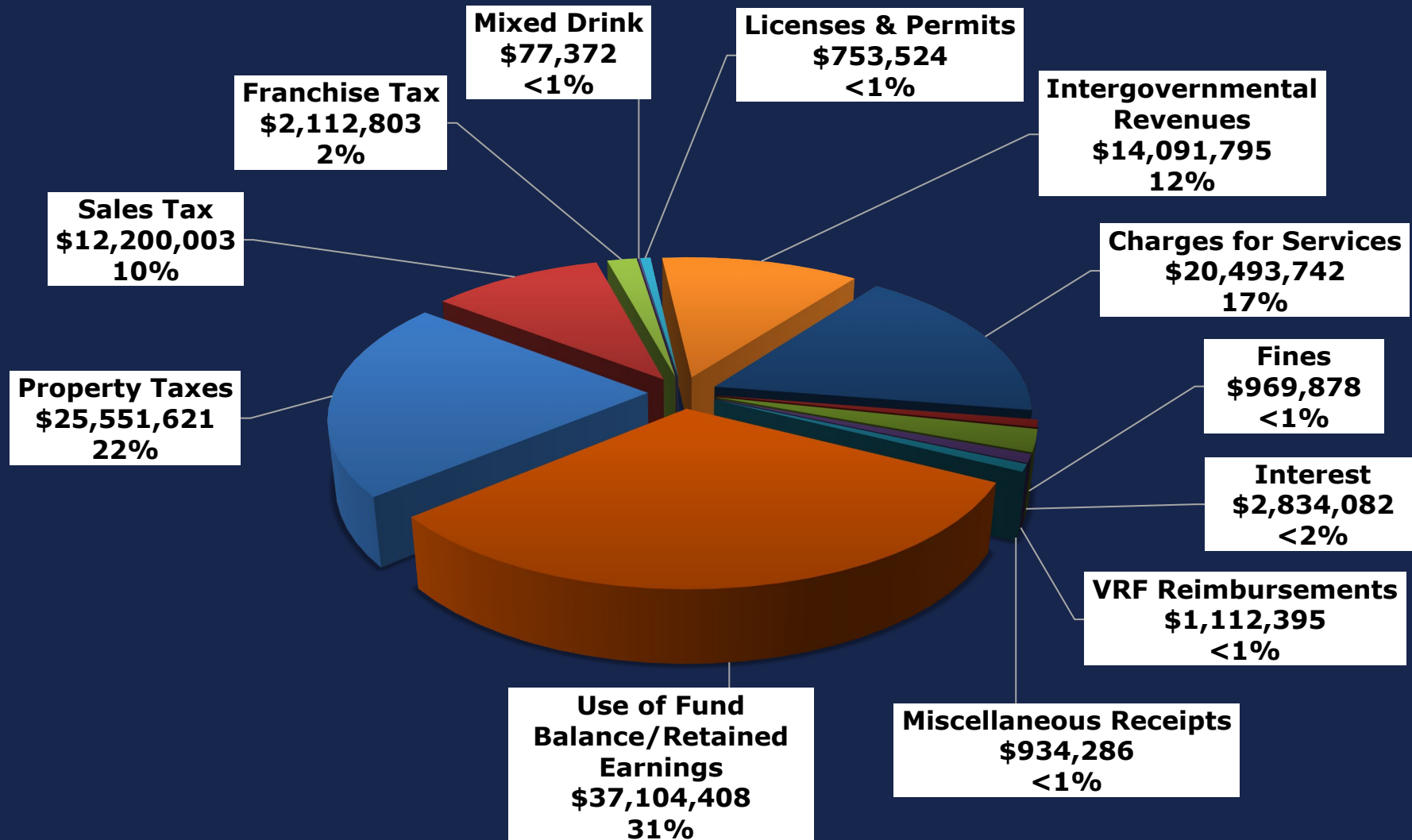


Operational Costs



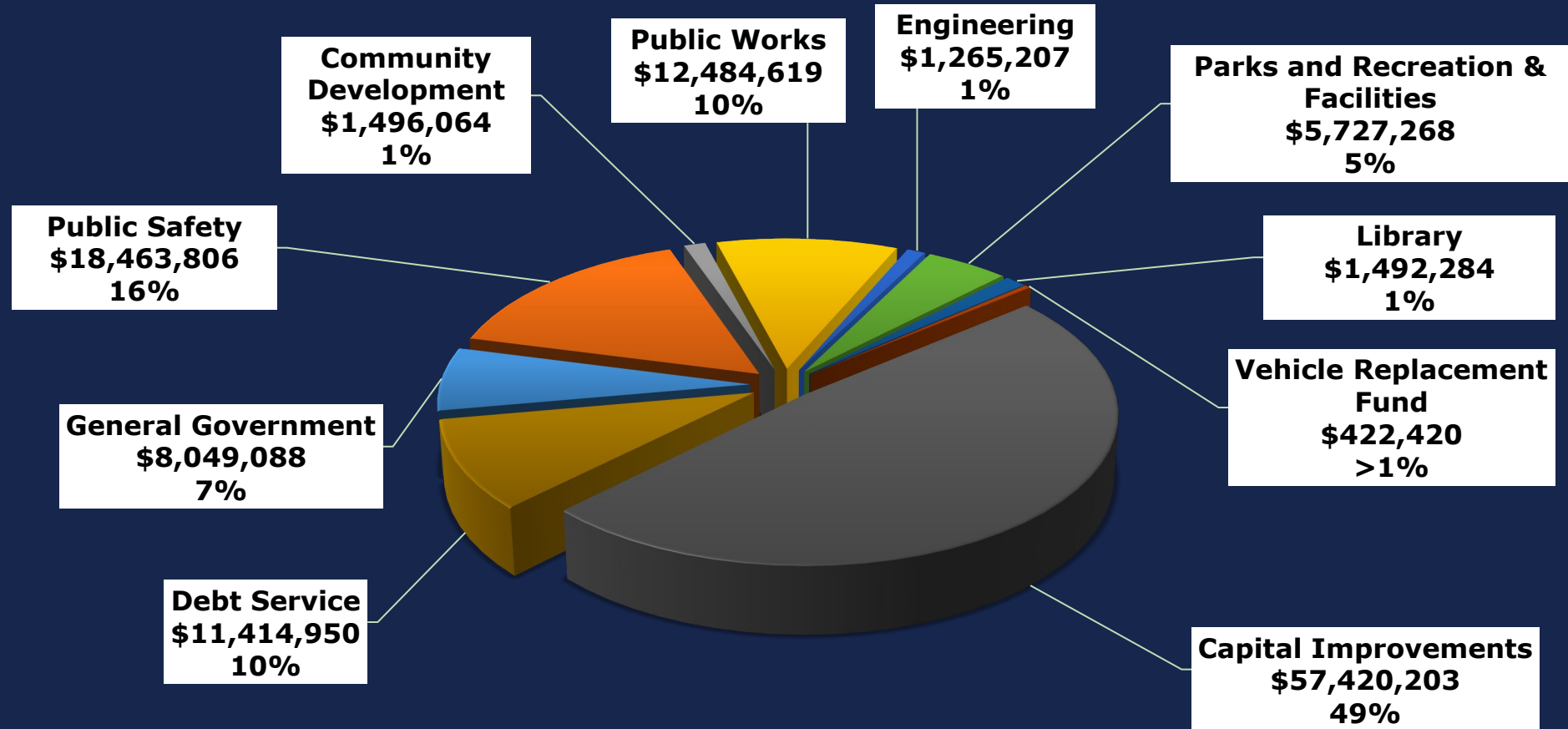
Insurance Costs

Total Proposed Revenue (All Funds) ~ \$118.2M



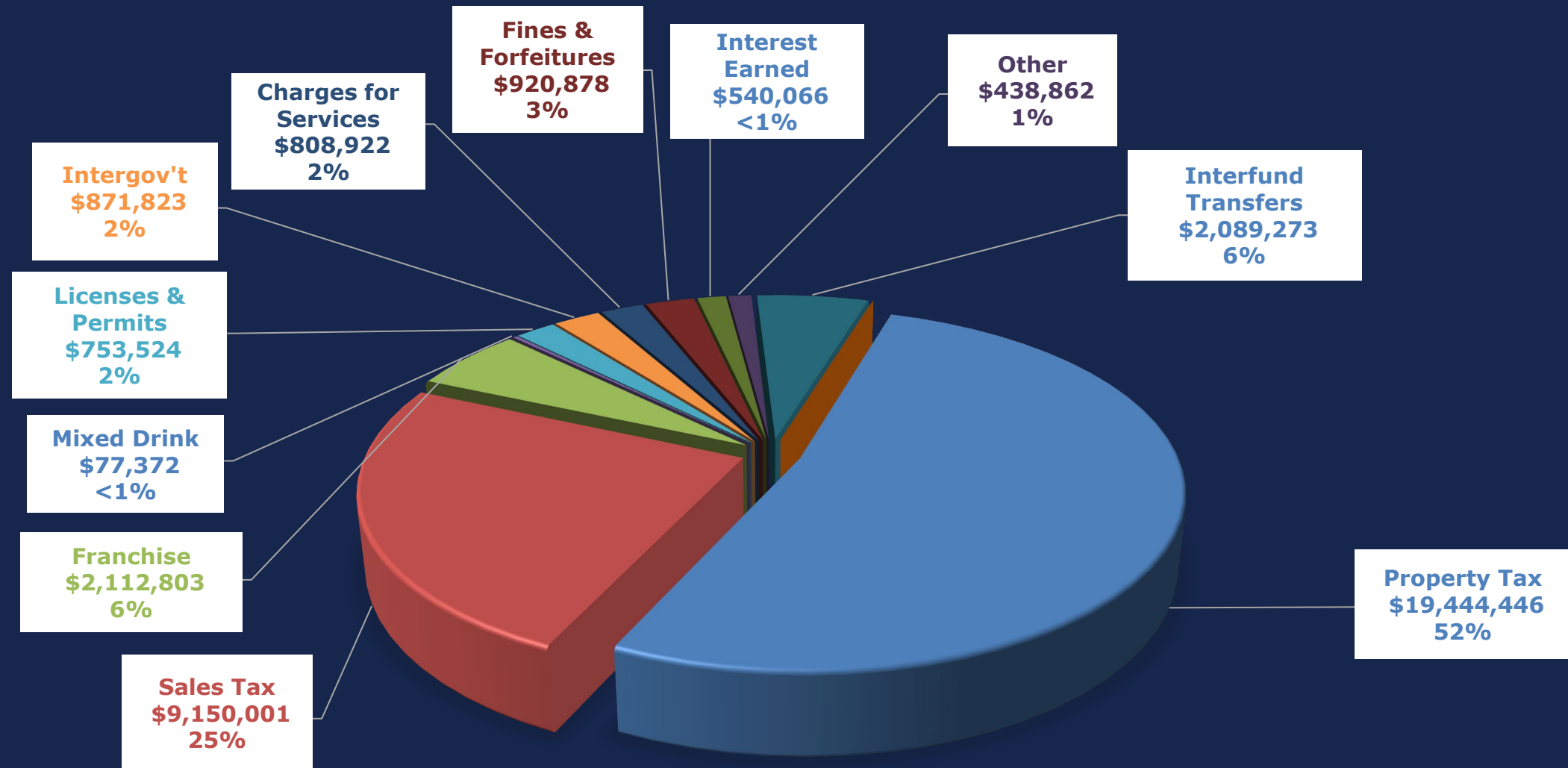
Use of fund balance/retained earnings includes bond funds issued and grant funds received in prior years to complete capital improvement projects in FY24

Total Proposed Expenditures (All Funds) ~ \$118.2M



GENERAL FUND

FY 2024 Proposed Revenue (General Fund) ~ \$37.2M



General Obligation bond proceeds revenue is not included in the General Operating Fund; but, separately, in Bond Construction Funds.

FY24 GENERAL FUND REVENUE ~ \$37.2M



\$19.4M

>\$1.1M over PY Actual
>Includes P&I for PY

Property Tax



\$9.2M

>Up \$500K

Sales Tax



\$2.1M

>Up \$100K

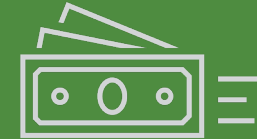
Franchise Tax



\$920K

>**Down** \$2K

Fines



\$2.1M

>Up \$269K

**Interfund
Transfers**



\$754K

>**Down** \$120K

Licenses & Permits



\$872K

>Up \$270K

Intergovernmental



\$809K

>Up \$328K

Charges for Services



\$978K

>Up \$153K

**Miscellaneous
Interest
Cell Tower Agreements**



\$0

>**Down** \$500K

**Use of
Fund Balance**

Proposed Budget Tax Rate (\$0.508360)

- 2.1 cents above current rate of 48.73 cents
 - NNRR – 46.31 cents
- Unused Increment Rate – 59.9 cents
 - 13.5 cents higher than NNRR
 - 11.1 cents higher than Current
 - 5.4 cents higher than VATR
- Estimated Taxable Value \$5B (up \$130M)
 - Includes new construction
 - Includes exemptions
 - Includes over 65 freeze ceiling values
 - \$1.1B (up \$137M YOY)



\$107M

Projected new construction value
(up from \$54M last year)



\$191M

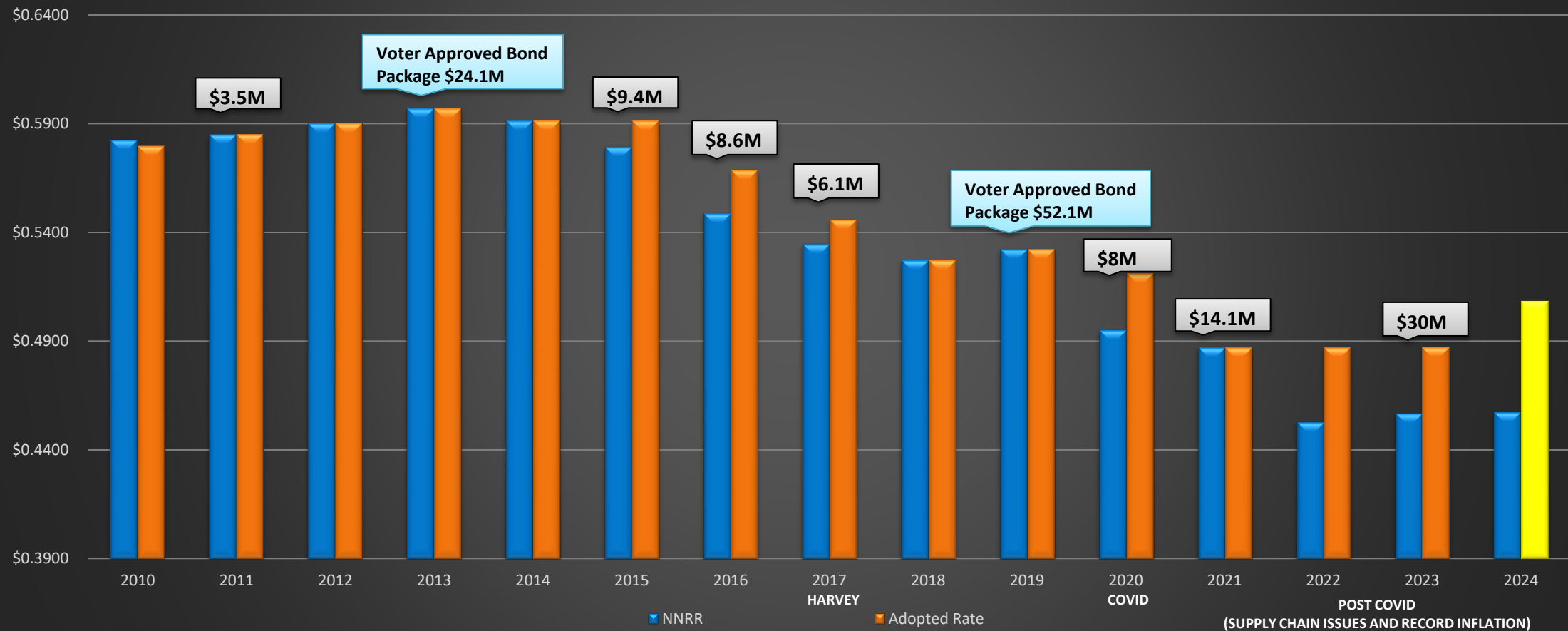
Property Values Under Protest (7/25/23)
(\$12M less than last year at certification)



\$6.1M

Tax Debt Service Obligation
(\$1.5M more than last year)
(Up \$2.9M since 2019 bond election)

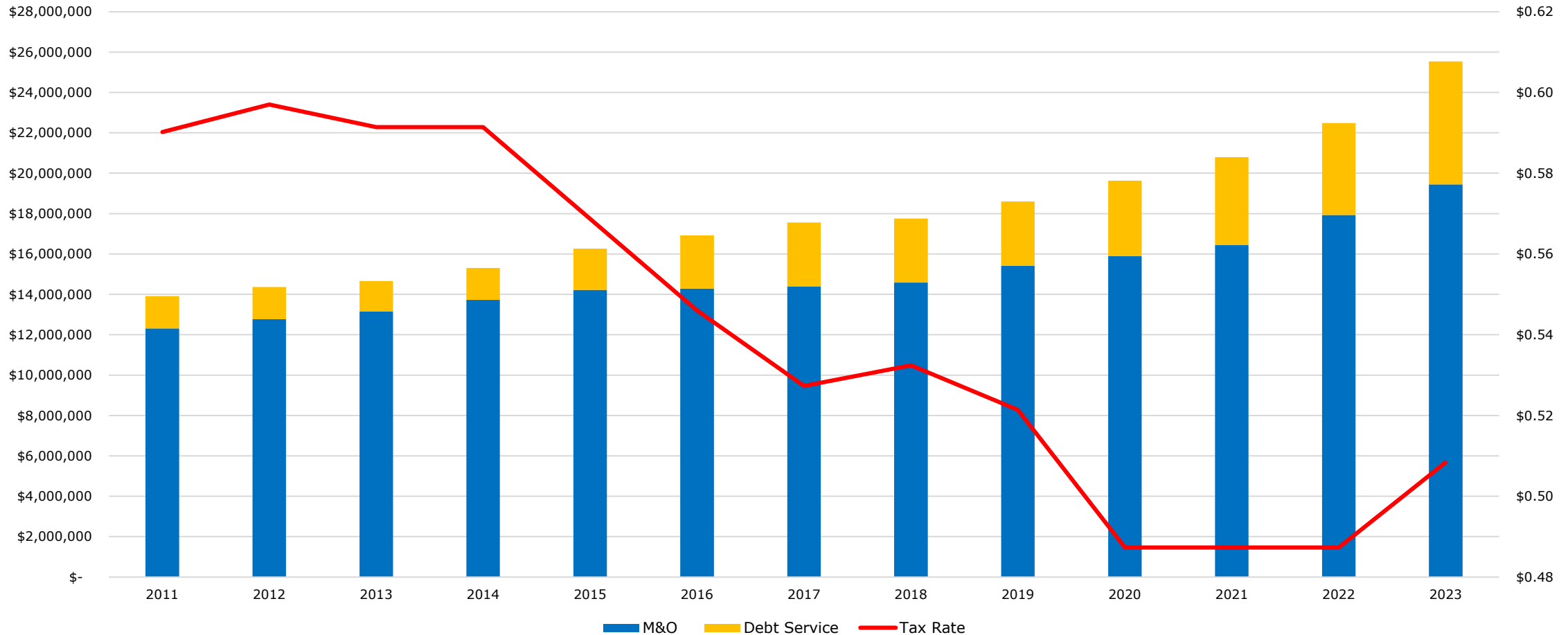
Tax Rate Analysis w/ Debt Issuance



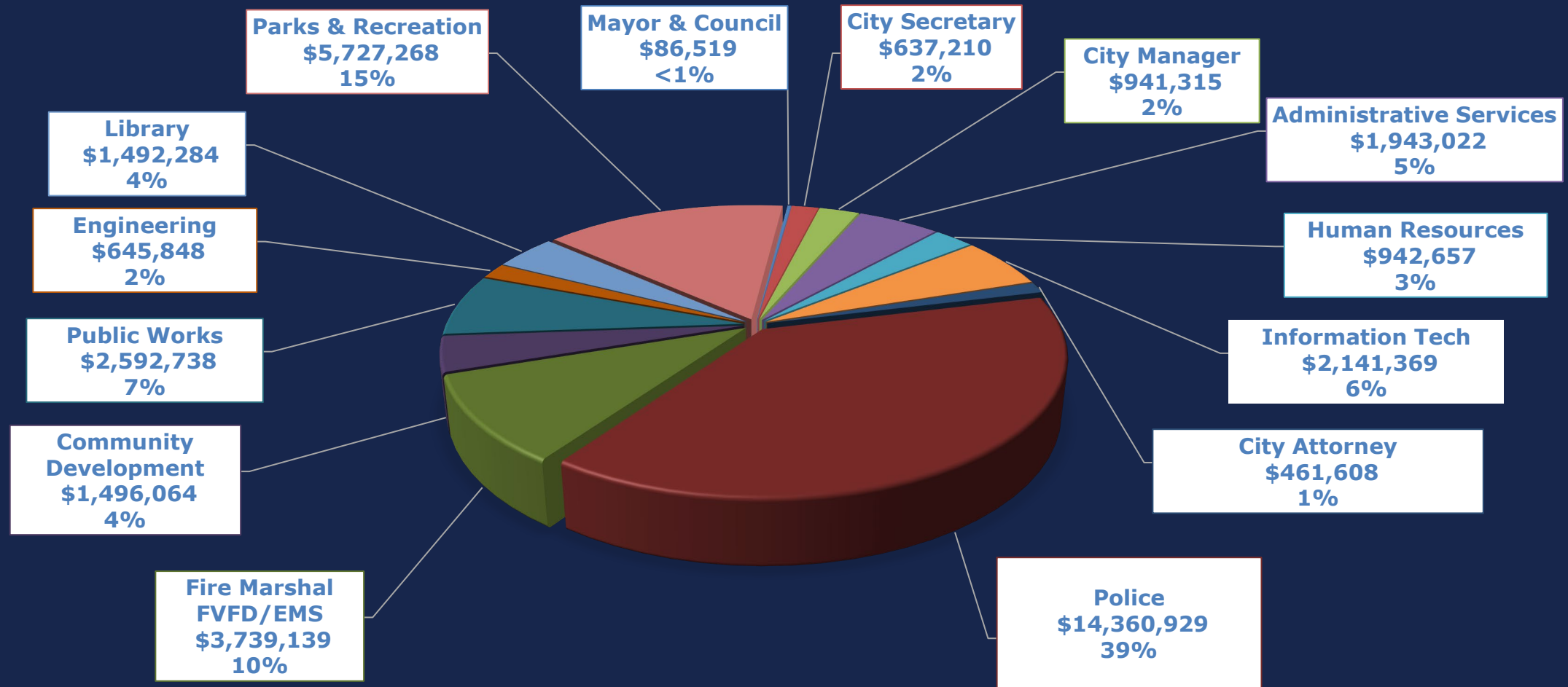
Yellow bar indicates tax rate of 50.84 cents used to develop the proposed budget

Property Tax Revenue & Rate by Tax Year

Property Tax Revenue & Rate By Tax Year



FY 2024 Proposed Expenditures (General Fund) \$37.2M



Personnel Costs

KEY BUDGET DRIVERS

 Personnel Costs

- Decision Package – Merit \$758K
 - ~\$670K – General Fund
 - ~\$88K – Water/Sewer Fund
 - Includes: Wages, Taxes, Benefits, and Overtime Adjustments

 Cost of Living



\$5,300

Laborer

- \$37,544 (\$4,268)
- 2.75% \$1,032

Deputy Court Clerk

- \$37,835 (\$4,260)
- 2.75% \$1,040

Crew Leader/Building Inspector

- \$48,298 (\$3,972)
- 2.75% \$1,328

Assistant Director - Library

- \$87,360 (\$2,898)
- 2.75% \$2,402

FY24 COMPENSATION INCREASES COMPARISON		
CITY	CIVILIAN STAFF	PUBLIC SAFETY STAFF
Friendswood	2.75% Merit No COLA	2.75% Merit No COLA
Pearland	4% (2% COLA + Step Increases + 2% Merit)	5% (2% COLA + 3% Merit Step Increase per CBA
League City	5% (2.5% COLA + 2.5% Merit)	5% (2.5% COLA +2.5% Merit) Step Increase (per CBA)
Alvin	7% (5% COLA + 2% merit)	10% - 20% Step Increase (per CBA)

General Fund – Forces At Work (Funded)

City Wide	Windstorm and Liability Insurance Increase	\$0	\$79,750	\$79,750	\$0	\$79,750
City Wide	Electricity Increase (24.75%)	0	176,508	176,508	0	176,508
City Wide	Health Insurance Increase (4.43% Medical, 10.3% Dental)	0	104,898	104,898	0	104,898
FVFD	Fire Services Contract Increase	0	71,995	71,995	0	71,995
EMS	EMS Services Contract Increase	0	284,748	284,748	0	284,748
FMO	EMS Chief	5,500	179,707	185,207	0	185,207
PD Patrol	Addition Police Officer (Per Capita Requirement) (Addition mid year)	15,250	63,763	79,013	0	79,013
PD	Motorola/Watchguard Body Worn Camera Contract (5 Year Contract)	0	98,200	98,200	0	98,200
Library	Add Vehicle to VRP	0	6,039	6,039	0	6,039
P&R_Fac	Exisiting Failities and Park Maintenance	97,250	0	97,250	0	97,250
P&R_Fac	Facility Expansion Maintenance and Utility Cost	0	144,769	144,769	0	144,769
P&R_Fac	New - FB Park Maintenance, Bay Area Medians, Deepwood, Frenchman's Buyout Lot Maintenance	0	67,782	67,782	0	67,782
P&R_Seniors	Add Senior Citizens Bus to VRP Schedule	0	18,000	18,000	0	18,000
Total Forces at Work		\$118,000	\$1,296,159	\$1,414,159	\$0	\$1,414,159

General Fund – Decision Packages (Funded)

Dept	Description	One Time Cost	Ongoing Cost	Total	Outside Revenue Sources	Net Total
PD Patrol	FISD School Crossing Guards - (2) Cline Elementary	\$200	\$34,952	\$35,152	\$35,152	\$0
P&R_SDC	Summer Day Camp Expansion	0	175,084	175,084	175,084	0
P&R_Parks	Daddy Daughter Dance	0	3,500	3,500	3,500	0
P&R_Parks	Flapjack Fun Run	0	6,000	6,000	6,000	0
City Wide	Merit 2.75%	0	670,000	670,000	0	670,000
CAO	Recodification of Friendswood City Code	26,000	0	26,000	0	26,000
ENG_CIP	2023 HAZ Mit Grant Scoping - Brigadoon Lane	18,000	0	18,000	0	18,000
ENG_CIP	Friendswood Parkway Traffic Impact Analysis	315,370	0	315,370	0	315,370
IT_PW	IT Support Specialist - Public Works	3,440	95,463	98,903	98,903	0
Total Decision Packages		\$363,010	\$984,999	\$1,348,009	\$318,639	\$1,029,370

General Fund – Decision Packages (Unfunded)

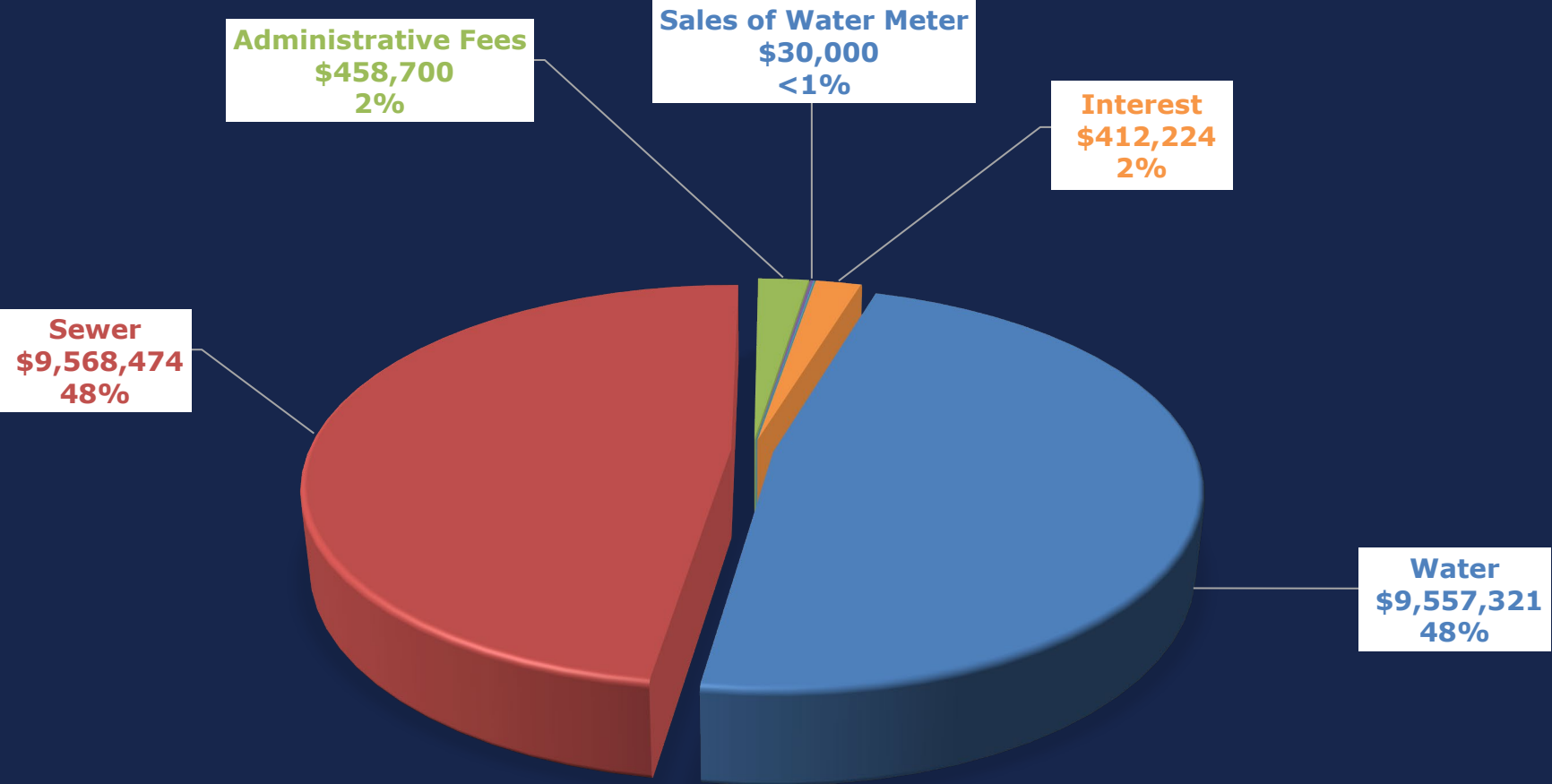
Dept	Description	One Time Cost	Ongoing Cost	Total	Outside Revenue Sources	Net Total
IT_CDD&IT	Administrative Assistant	\$13,440	\$85,852	\$99,292	\$0	\$99,292
IT	Electronic Bidding Solution (W/S Fund Admin Transfer Covers Portion)	25,000	5,000	30,000	15,000	15,000
IT_PD&LIB	Website Platform	17,000	3,000	20,000	0	20,000
PD_CID	Flock Safety Contract Renewal & Expansion (2 Year Contract)	12,000	19,000	31,000	0	31,000
PD_AC	Animal Control Officer + Vehicle (+1 FTE)	78,750	95,929	174,679	0	174,679
PW_Streets	VRP Addition - Half Ton Truck - Streets/Sign Shop	40,000	4,500	44,500	0	44,500
PW_Streets	PW155 Replacement - Tractor Mower	61,000	2,500	63,500	0	63,500
PW_Streets	PW160 Replacement - Tractor Mower	61,000	2,500	63,500	0	63,500
ENG_CIP	Parking Lot Construction, Old City Park, Shadwell, Stevenson Park	2,600,000	0	2,600,000	0	2,600,000
P&R Facilities	Parks Laborer (+1 FTE)	0	65,090	65,090	0	65,090
P&R Seniors	Recreation Aide (+0.50 FTE)	0	15,128	15,128	0	15,128
Total Unfunded Decision Packages for General Fund		\$2,908,190	\$298,499	\$3,206,689	\$15,000	\$3,191,689

General Fund – Change in Fund Balance



WATER & SEWER FUND

FY 2024 Proposed Revenue (W&S Fund) \$20M



FY24 WATER & SEWER FUND REVENUE ~ \$20M



\$9.6M

>Up \$1.6M
>Estimate includes billing accuracy of new meters

Water



\$9.6M

>Up \$600K
>Winter months average for single family residential customers

Sewer



\$459K

>Up \$23K
>Includes late payment penalties, disconnects/reconnection fees, same day service, etc.

Administrative Fees



\$30K

>No change

Water Meter Sales

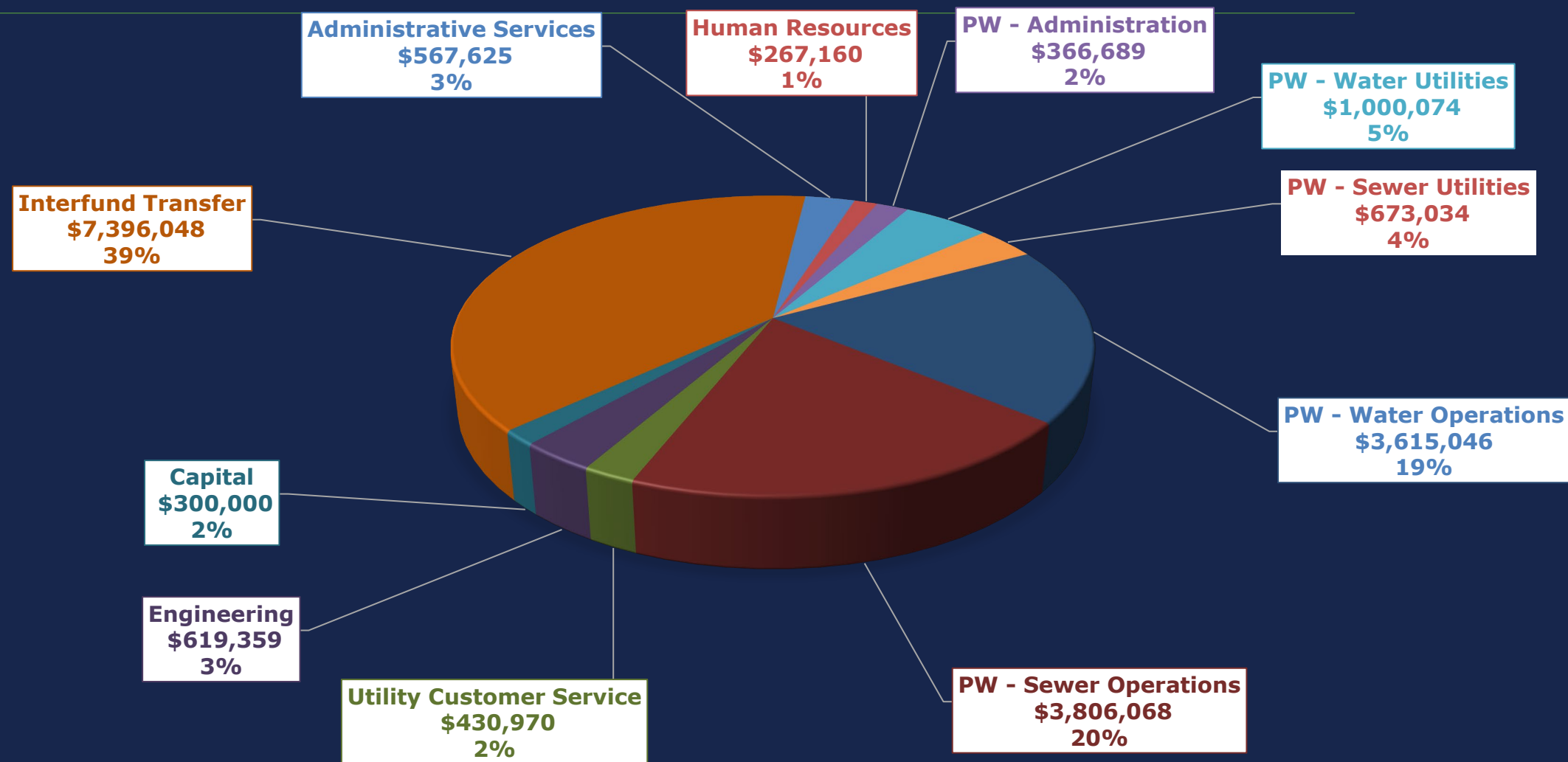


\$421K

>Up \$217K

Interest

FY 2024 Proposed Expenses (W&S Fund) \$19M



Project construction expenditures supported by Revenue Bonds are not included in the Water & Sewer Operating Fund Capital Improvements.

Water & Sewer Fund – Forces at Work (Funded)

Dept	Description	One Time Cost	Ongoing Cost	Total	Outside Revenue Sources	Net Total
City Wide	Windstorm and Liability Insurance Increase (30%)	\$0	\$49,112	\$49,112	\$0	\$49,112
City Wide	Health Insurance Increase (4.43% Medical, 10.3% Dental)	0	18,640	18,640	0	18,640
PW_SU	Blackhawk WW Operations Increase @ 9% (07/01/2023)	0	231,771	\$231,771	0	231,771
PW_SU	Southeast Water Purification Plant - CIP Program 2024-2028	481,829	0	\$481,829	0	481,829
PW_SU	Purchased Water Rate Increase	0	456,333	\$456,333	0	456,333
City Wide	Electricity Increase (24.75%)	0	66,809	\$66,809	0	66,809
Total Forces at Work		\$481,829	\$822,665	\$1,304,494	\$0	\$1,304,494

Water & Sewer Fund – Decision Packages (Funded)

Dept	Description	One Time Cost	Ongoing Cost	Total	Outside Revenue Sources	Net Total
City Wide	Merit 2.75%	\$0	\$87,500	\$87,500	\$0	\$87,500
PW_SU	PW59 VRP Replacement Upgrade	44,214	0	44,214	0	44,214
PW	PW Mobile Water Meter Data Collectors	30,000	0	30,000	0	30,000
PW	PW Water Meter Data Collectors	45,000	80,468	125,468	0	125,468
ENG	Office Clerk - Engineering (+1 FTE)	5,000	76,712	81,712	0	81,712
ENG	DR-4586 Severe Winter Storm Grant - Generator	12,570	0	12,570	0	12,570
Total Decision Packages		\$136,784	\$244,680	\$381,464	\$0	\$381,464



NEXT STEPS

✓ Key Dates

- ✓ Proposed Budget Delivered – 07/31/2023
- ✓ Budget Work Session – 08/07/2023
- ✓ Proposed Budget Public Hearing – 08/28/2023
- ✓ Budget Adoption – 08/28/2023 or 09/11/2023
- ✓ Anticipated Public Hearing on Tax Rate – 09/11/2023
- ✓ Tax Rate Adoption – 09/11/2023

✓ Council Input & Direction Needed

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/13/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Receive the 2023 appraisal rolls certified by the Galveston Central Appraisal District and the Harris County Appraisal District, the anticipated collection rate and the excess debt collections certified by the City's tax collector, and the no-new-revenue and voter-approval tax rates.

Originating Department: Administrative Services

Degree of importance: Significant

Expenditure:	Appropriation	Amount Budgeted:	Source of Funds:

SUMMARY / ORIGINATING CAUSE

2023 Appraisal Rolls

The 2023 Galveston Central Appraisal Roll was certified on July 23, 2023 and provided to the City of Friendswood on July 24, 2023. In accordance with Section 26.04 (b) of the Texas Property Tax Code, the following values are submitted:

Total Appraised Value \$6,358,520,549

Total Taxable Value* \$4,527,936,132

Total Assessed Value \$5,780,009,653

*Over age 65 tax ceilings included

The 2023 Harris County Appraisal Roll estimate was completed on July 25, 2023 and provided to the City of Friendswood on July 25, 2023. In accordance with Section 26.04(b) of the Texas Property Tax Code, the following values are submitted:

Total Appraised Value \$1,368,982,687

Total Taxable Value* \$1,018,320,341

Total Assessed Value \$1,275,585,998

*Over age 65 tax ceilings included

Anticipated Collection Rate

Pursuant to Section 26.04(b), the City's tax collector has certified that the anticipated collection rate for the current year is 99.3%.

Excess Debt Collections

Pursuant to Section 26.04(b), the City's tax collector has certified that the amount of excess debt collections for the 2022 tax year is \$62,516.

No-New-Revenue and Voter-Approved Tax Rates

Pursuant to Section 26.04(e), the Director of Administrative Services submits the following tax rates per \$100 valuation:

No-New-Revenue Tax \$0.463141
Rate
Voter-Approval Tax Rate \$0.598630
(including prior years
unused increment)

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Receipt of the certified roll and estimated certified roll from the appraisal districts is in compliance of State of Texas Truth In Taxation guidelines.

RECOMMENDATIONS

None at this time

ATTACHMENTS

1. GCAD - 7.23.2023
2. HCAD - 7.25.2023
3. 2023 City of Friendswood Certified Tax Rate Calculation Worksheets 7.30.23 - GCTO

2023 CERTIFIED TOTALS

Property Count: 12,894

C37 - FRIENDSWOOD CITY
ARB Approved Totals

7/23/2023

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Land			Value		
Homesite:		624,374,915			
Non Homesite:		376,047,300			
Ag Market:		27,657,558			
Timber Market:		0	Total Land	(+)	1,028,079,773
Improvement			Value		
Homesite:		4,048,882,641			
Non Homesite:		937,469,243	Total Improvements	(+)	4,986,351,884
Non Real		Count	Value		
Personal Property:	1,164	118,985,290			
Mineral Property:	154	2,814,722			
Autos:	0	0	Total Non Real	(+)	121,800,012
			Market Value	=	6,136,231,669
Ag	Non Exempt	Exempt			
Total Productivity Market:	27,657,558	0			
Ag Use:	99,270	0	Productivity Loss	(-)	27,558,288
Timber Use:	0	0	Appraised Value	=	6,108,673,381
Productivity Loss:	27,558,288	0			
			Homestead Cap	(-)	544,163,216
			Assessed Value	=	5,564,510,165
			Total Exemptions Amount (Breakdown on Next Page)	(-)	1,214,365,131
			Net Taxable	=	4,350,145,034

Freeze	Assessed	Taxable	Actual Tax	Ceiling	Count		
DP	34,747,785	24,962,764	79,997.04	81,380.75	98		
DPS	2,833,608	2,261,886	6,342.91	6,342.91	7		
OV65	1,106,866,458	811,146,832	2,845,933.66	2,866,705.48	2,533		
Total	1,144,447,851	838,371,482	2,932,273.61	2,954,429.14	2,638	Freeze Taxable	(-) 838,371,482
Tax Rate	0.4873140						
Transfer	Assessed	Taxable	Post % Taxable	Adjustment	Count		
OV65	2,847,058	2,302,773	1,907,742	395,031	4		
Total	2,847,058	2,302,773	1,907,742	395,031	4	Transfer Adjustment	(-) 395,031
						Freeze Adjusted Taxable	= 3,511,378,521

APPROXIMATE LEVY = (FREEZE ADJUSTED TAXABLE * (TAX RATE / 100)) + ACTUAL TAX
20,043,712.74 = 3,511,378,521 * (0.4873140 / 100) + 2,932,273.61

Certified Estimate of Market Value: 6,136,231,669
Certified Estimate of Taxable Value: 4,350,145,034

Tax Increment Finance Value: 0
Tax Increment Finance Levy: 0.00

2023 CERTIFIED TOTALS

Property Count: 12,894

C37 - FRIENDSWOOD CITY
ARB Approved Totals

7/23/2023

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Exemption Breakdown

Exemption	Count	Local	State	Total
DP	107	2,546,189	0	2,546,189
DPS	7	0	0	0
DSTR	1	56,232	0	56,232
DV1	42	0	370,080	370,080
DV2	37	0	331,500	331,500
DV2S	1	0	7,500	7,500
DV3	44	0	462,000	462,000
DV3S	1	0	10,000	10,000
DV4	55	0	654,000	654,000
DV4S	2	0	24,000	24,000
DVHS	112	0	55,541,152	55,541,152
DVHSS	8	0	3,386,888	3,386,888
EX-XG	2	0	557,320	557,320
EX-XJ	1	0	25,500	25,500
EX-XU	2	0	187,570	187,570
EX-XV	615	0	267,066,800	267,066,800
EX-XV (Prorated)	14	0	1,077,781	1,077,781
EX366	322	0	261,131	261,131
HS	8,309	810,805,289	0	810,805,289
OV65	2,878	70,574,189	0	70,574,189
OV65S	12	300,000	0	300,000
SO	4	120,010	0	120,010
Totals		884,401,909	329,963,222	1,214,365,131

2023 CERTIFIED TOTALS

Property Count: 521

C37 - FRIENDSWOOD CITY
Under ARB Review Totals

7/23/2023

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Land		Value			
Homesite:		25,004,440			
Non Homesite:		7,513,680			
Ag Market:		0			
Timber Market:		0	Total Land	(+)	32,518,120
Improvement		Value			
Homesite:		189,129,444			
Non Homesite:		27,444,554	Total Improvements	(+)	216,573,998
Non Real		Count	Value		
Personal Property:	10		755,050		
Mineral Property:	0		0		
Autos:	0		0	Total Non Real	(+) 755,050
			Market Value	=	249,847,168
Ag		Non Exempt	Exempt		
Total Productivity Market:	0		0		
Ag Use:	0		0	Productivity Loss	(-) 0
Timber Use:	0		0	Appraised Value	= 249,847,168
Productivity Loss:	0		0	Homestead Cap	(-) 34,347,680
				Assessed Value	= 215,499,488
				Total Exemptions Amount (Breakdown on Next Page)	(-) 37,708,390
				Net Taxable	= 177,791,098

Freeze	Assessed	Taxable	Actual Tax	Ceiling	Count		
DP	959,581	692,665	2,038.35	2,038.35	3		
OV65	20,097,406	14,745,474	52,613.90	52,829.15	53		
Total	21,056,987	15,438,139	54,652.25	54,867.50	56	Freeze Taxable	(-) 15,438,139
Tax Rate	0.4873140						
						Freeze Adjusted Taxable	= 162,352,959

APPROXIMATE LEVY = (FREEZE ADJUSTED TAXABLE * (TAX RATE / 100)) + ACTUAL TAX
845,820.95 = 162,352,959 * (0.4873140 / 100) + 54,652.25

Certified Estimate of Market Value:	190,911,378
Certified Estimate of Taxable Value:	162,483,787
Tax Increment Finance Value:	0
Tax Increment Finance Levy:	0.00

2023 CERTIFIED TOTALS

Property Count: 521

C37 - FRIENDSWOOD CITY
Under ARB Review Totals

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Exemption Breakdown

Exemption	Count	Local	State	Total
DP	4	100,000	0	100,000
DV1	2	0	10,000	10,000
DV2	1	0	7,500	7,500
DV3	4	0	40,000	40,000
DV4	3	0	36,000	36,000
DV4S	1	0	12,000	12,000
HS	417	35,942,330	0	35,942,330
OV65	63	1,560,560	0	1,560,560
Totals		37,602,890	105,500	37,708,390

2023 CERTIFIED TOTALS

Property Count: 13,415

C37 - FRIENDSWOOD CITY
Grand Totals

7/23/2023

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Land		Value			
Homesite:		649,379,355			
Non Homesite:		383,560,980			
Ag Market:		27,657,558			
Timber Market:		0	Total Land	(+)	1,060,597,893
Improvement		Value			
Homesite:		4,238,012,085			
Non Homesite:		964,913,797	Total Improvements	(+)	5,202,925,882
Non Real		Count	Value		
Personal Property:	1,174		119,740,340		
Mineral Property:	154		2,814,722		
Autos:	0		0	Total Non Real	(+)
			Market Value	=	122,555,062
					6,386,078,837
Ag	Non Exempt	Exempt			
Total Productivity Market:	27,657,558	0			
Ag Use:	99,270	0	Productivity Loss	(-)	27,558,288
Timber Use:	0	0	Appraised Value	=	6,358,520,549
Productivity Loss:	27,558,288	0	Homestead Cap	(-)	578,510,896
			Assessed Value	=	5,780,009,653
			Total Exemptions Amount	(-)	1,252,073,521
			(Breakdown on Next Page)		
			Net Taxable	=	4,527,936,132

Freeze	Assessed	Taxable	Actual Tax	Ceiling	Count		
DP	35,707,366	25,655,429	82,035.39	83,419.10	101		
DPS	2,833,608	2,261,886	6,342.91	6,342.91	7		
OV65	1,126,963,864	825,892,306	2,898,547.56	2,919,534.63	2,586		
Total	1,165,504,838	853,809,621	2,986,925.86	3,009,296.64	2,694	Freeze Taxable	(-) 853,809,621
Tax Rate	0.4873140						
Transfer	Assessed	Taxable	Post % Taxable	Adjustment	Count		
OV65	2,847,058	2,302,773	1,907,742	395,031	4		
Total	2,847,058	2,302,773	1,907,742	395,031	4	Transfer Adjustment	(-) 395,031
						Freeze Adjusted Taxable	= 3,673,731,480

APPROXIMATE LEVY = (FREEZE ADJUSTED TAXABLE * (TAX RATE / 100)) + ACTUAL TAX
20,889,533.68 = 3,673,731,480 * (0.4873140 / 100) + 2,986,925.86

Certified Estimate of Market Value: 6,327,143,047
Certified Estimate of Taxable Value: 4,512,628,821

Tax Increment Finance Value: 0
Tax Increment Finance Levy: 0.00

2023 CERTIFIED TOTALS

Property Count: 13,415

C37 - FRIENDSWOOD CITY
Grand Totals

7/23/2023

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Exemption Breakdown

Exemption	Count	Local	State	Total
DP	111	2,646,189	0	2,646,189
DPS	7	0	0	0
DSTR	1	56,232	0	56,232
DV1	44	0	380,080	380,080
DV2	38	0	339,000	339,000
DV2S	1	0	7,500	7,500
DV3	48	0	502,000	502,000
DV3S	1	0	10,000	10,000
DV4	58	0	690,000	690,000
DV4S	3	0	36,000	36,000
DVHS	112	0	55,541,152	55,541,152
DVHSS	8	0	3,386,888	3,386,888
EX-XG	2	0	557,320	557,320
EX-XJ	1	0	25,500	25,500
EX-XU	2	0	187,570	187,570
EX-XV	615	0	267,066,800	267,066,800
EX-XV (Prorated)	14	0	1,077,781	1,077,781
EX366	322	0	261,131	261,131
HS	8,726	846,747,619	0	846,747,619
OV65	2,941	72,134,749	0	72,134,749
OV65S	12	300,000	0	300,000
SO	4	120,010	0	120,010
Totals		922,004,799	330,068,722	1,252,073,521

2023 CERTIFIED TOTALS

Property Count: 12,894

C37 - FRIENDSWOOD CITY
ARB Approved Totals

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State Category Breakdown

State Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	SINGLE FAMILY RESIDENCE	9,638	4,486.8759	\$78,559,470	\$5,175,055,207	\$3,700,686,700
B	MULTIFAMILY RESIDENCE	26	22.2115	\$0	\$53,459,467	\$52,307,340
C1	VACANT LOTS AND LAND TRACTS	701	949.4792	\$0	\$54,053,373	\$54,041,373
D1	QUALIFIED OPEN-SPACE LAND	54	887.4529	\$0	\$27,657,558	\$99,270
E	RURAL LAND, NON QUALIFIED OPE	128	1,224.9881	\$0	\$61,148,102	\$48,333,602
F1	COMMERCIAL REAL PROPERTY	328	320.6607	\$13,643,590	\$349,086,231	\$349,074,231
F2	INDUSTRIAL AND MANUFACTURIN	4	10.8454	\$0	\$2,050,160	\$2,050,160
G1	OIL AND GAS	74		\$0	\$2,805,551	\$2,805,551
J2	GAS DISTRIBUTION SYSTEM	1		\$0	\$5,835,910	\$5,835,910
J3	ELECTRIC COMPANY (INCLUDING C	3		\$0	\$31,547,930	\$31,547,930
J4	TELEPHONE COMPANY (INCLUDI	9	1.0674	\$0	\$4,271,680	\$4,271,680
J6	PIPELAND COMPANY	58		\$0	\$7,976,660	\$7,976,660
J7	CABLE TELEVISION COMPANY	7		\$0	\$8,146,470	\$8,146,470
L1	COMMERCIAL PERSONAL PROPE	801		\$0	\$58,580,230	\$58,460,220
L2	INDUSTRIAL AND MANUFACTURIN	27		\$0	\$2,382,530	\$2,382,530
M1	TANGIBLE OTHER PERSONAL, MOB	76		\$33,780	\$649,218	\$514,754
O	RESIDENTIAL INVENTORY	142	27.2613	\$12,844,650	\$22,035,030	\$21,296,393
S	SPECIAL INVENTORY TAX	3		\$0	\$314,260	\$314,260
X	TOTALLY EXEMPT PROPERTY	956	719,283.2889	\$3,805,380	\$269,176,102	\$0
Totals			727,214.1313	\$108,886,870	\$6,136,231,669	\$4,350,145,034

2023 CERTIFIED TOTALS

Property Count: 521

C37 - FRIENDSWOOD CITY
Under ARB Review Totals

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State Category Breakdown

State Code Description		Count	Acres	New Value	Market Value	Taxable Value
A	SINGLE FAMILY RESIDENCE	503	201.2715	\$3,098,080	\$243,288,898	\$171,471,913
B	MULTIFAMILY RESIDENCE	1	0.2376	\$0	\$217,190	\$217,190
C1	VACANT LOTS AND LAND TRACTS	3	4.3255	\$0	\$1,207,620	\$1,207,620
E	RURAL LAND, NON QUALIFIED OPE	2	7.1334	\$0	\$1,005,470	\$767,675
F1	COMMERCIAL REAL PROPERTY	3	14.1032	\$0	\$3,366,490	\$3,366,490
L1	COMMERCIAL PERSONAL PROPE	10		\$0	\$755,050	\$755,050
M1	TANGIBLE OTHER PERSONAL, MOB	1		\$0	\$6,450	\$5,160
Totals			227.0712	\$3,098,080	\$249,847,168	\$177,791,098

2023 CERTIFIED TOTALS

Property Count: 13,415

C37 - FRIENDSWOOD CITY
Grand Totals

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State Category Breakdown

State Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	SINGLE FAMILY RESIDENCE	10,141	4,688.1474	\$81,657,550	\$5,418,344,105	\$3,872,158,613
B	MULTIFAMILY RESIDENCE	27	22.4491	\$0	\$53,676,657	\$52,524,530
C1	VACANT LOTS AND LAND TRACTS	704	953.8047	\$0	\$55,260,993	\$55,248,993
D1	QUALIFIED OPEN-SPACE LAND	54	887.4529	\$0	\$27,657,558	\$99,270
E	RURAL LAND, NON QUALIFIED OPE	130	1,232.1215	\$0	\$62,153,572	\$49,101,277
F1	COMMERCIAL REAL PROPERTY	331	334.7639	\$13,643,590	\$352,452,721	\$352,440,721
F2	INDUSTRIAL AND MANUFACTURIN	4	10.8454	\$0	\$2,050,160	\$2,050,160
G1	OIL AND GAS	74		\$0	\$2,805,551	\$2,805,551
J2	GAS DISTRIBUTION SYSTEM	1		\$0	\$5,835,910	\$5,835,910
J3	ELECTRIC COMPANY (INCLUDING C	3		\$0	\$31,547,930	\$31,547,930
J4	TELEPHONE COMPANY (INCLUDI	9	1.0674	\$0	\$4,271,680	\$4,271,680
J6	PIPELAND COMPANY	58		\$0	\$7,976,660	\$7,976,660
J7	CABLE TELEVISION COMPANY	7		\$0	\$8,146,470	\$8,146,470
L1	COMMERCIAL PERSONAL PROPE	811		\$0	\$59,335,280	\$59,215,270
L2	INDUSTRIAL AND MANUFACTURIN	27		\$0	\$2,382,530	\$2,382,530
M1	TANGIBLE OTHER PERSONAL, MOB	77		\$33,780	\$655,668	\$519,914
O	RESIDENTIAL INVENTORY	142	27.2613	\$12,844,650	\$22,035,030	\$21,296,393
S	SPECIAL INVENTORY TAX	3		\$0	\$314,260	\$314,260
X	TOTALLY EXEMPT PROPERTY	956	719,283.2889	\$3,805,380	\$269,176,102	\$0
Totals			727,441.2025	\$111,984,950	\$6,386,078,837	\$4,527,936,132

2023 CERTIFIED TOTALS

Property Count: 12,894

C37 - FRIENDSWOOD CITY
ARB Approved Totals

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CAD State Category Breakdown

State Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A		14	1.7563	\$0	\$596,649	\$532,035
A1	REAL, RESIDENTIAL, SINGLE-FAMIL	9,522	4,481.7423	\$78,546,970	\$5,156,373,395	\$3,687,206,543
A2	REAL, RESIDENTIAL, MOBILE HOME	4	0.3581	\$12,500	\$109,381	\$104,359
A3	REAL, RESIDENTIAL, CONDOMINIUM	100	3.0192	\$0	\$17,975,782	\$12,843,763
B1	APARTMENTS	9	17.0554	\$0	\$48,521,934	\$48,283,416
B2	DUPLEXES	17	5.1561	\$0	\$4,937,533	\$4,023,924
C1	VACANT LOT	701	949.4792	\$0	\$54,053,373	\$54,041,373
D1	QUALIFIED AG LAND	54	887.4529	\$0	\$27,657,558	\$99,270
E1	FARM OR RANCH IMPROVEMENT	128	1,224.9881	\$0	\$61,148,102	\$48,333,602
F1	COMMERCIAL REAL PROPERTY	327	317.4707	\$13,643,590	\$349,085,911	\$349,073,911
F2	INDUSTRIAL REAL PROPERTY	4	10.8454	\$0	\$2,050,160	\$2,050,160
G1	OIL AND GAS	74		\$0	\$2,805,551	\$2,805,551
J2	GAS DISTRIBUTION SYSTEM	1		\$0	\$5,835,910	\$5,835,910
J3	ELECTRIC COMPANY	3		\$0	\$31,547,930	\$31,547,930
J4	TELEPHONE COMPANY	9	1.0674	\$0	\$4,271,680	\$4,271,680
J6	PIPELINE COMPANY	58		\$0	\$7,976,660	\$7,976,660
J7	CABLE TELEVISION COMPANY	7		\$0	\$8,146,470	\$8,146,470
L1	COMMERCIAL PERSONAL PROPER	800		\$0	\$58,552,890	\$58,432,880
L2	INDUSTRIAL PERSONAL PROPERTY	27		\$0	\$2,382,530	\$2,382,530
L3	L3	1		\$0	\$27,340	\$27,340
M1	MOBILE HOMES	73		\$33,780	\$618,920	\$498,204
M4	M4	3		\$0	\$30,298	\$16,550
O1	RESIDENTIAL INVENTORY VACANT L	104	27.2613	\$0	\$7,319,130	\$7,319,130
O2	RESIDENTIAL INVENTORY IMPROVE	38		\$12,844,650	\$14,715,900	\$13,977,263
S	SPECIAL INVENTORY	3		\$0	\$314,260	\$314,260
X		956	719,283.2889	\$3,805,380	\$269,176,102	\$0
XV	COMMERCIAL REAL EXEMPT	1	3.1900	\$0	\$320	\$320
Totals			727,214.1313	\$108,886,870	\$6,136,231,669	\$4,350,145,034

2023 CERTIFIED TOTALS

Property Count: 521

C37 - FRIENDSWOOD CITY
Under ARB Review Totals

7/23/2023 9:57:57AM

CAD State Category Breakdown

State Code Description		Count	Acres	New Value	Market Value	Taxable Value
A1	REAL, RESIDENTIAL, SINGLE-FAMIL	500	201.1509	\$3,098,080	\$242,432,358	\$170,936,268
A3	REAL, RESIDENTIAL, CONDOMINIUM	3	0.1206	\$0	\$856,540	\$535,645
B2	DUPLEXES	1	0.2376	\$0	\$217,190	\$217,190
C1	VACANT LOT	3	4.3255	\$0	\$1,207,620	\$1,207,620
E1	FARM OR RANCH IMPROVEMENT	2	7.1334	\$0	\$1,005,470	\$767,675
F1	COMMERCIAL REAL PROPERTY	3	14.1032	\$0	\$3,366,490	\$3,366,490
L1	COMMERCIAL PERSONAL PROPER	10		\$0	\$755,050	\$755,050
M4	M4	1		\$0	\$6,450	\$5,160
Totals			227.0712	\$3,098,080	\$249,847,168	\$177,791,098

2023 CERTIFIED TOTALS

Property Count: 13,415

C37 - FRIENDSWOOD CITY
Grand Totals

7/23/2023 9:57:57AM

CAD State Category Breakdown

State Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A		14	1.7563	\$0	\$596,649	\$532,035
A1	REAL, RESIDENTIAL, SINGLE-FAMIL	10,022	4,682.8932	\$81,645,050	\$5,398,805,753	\$3,858,142,811
A2	REAL, RESIDENTIAL, MOBILE HOME	4	0.3581	\$12,500	\$109,381	\$104,359
A3	REAL, RESIDENTIAL, CONDOMINIUM	103	3.1398	\$0	\$18,832,322	\$13,379,408
B1	APARTMENTS	9	17.0554	\$0	\$48,521,934	\$48,283,416
B2	DUPLEXES	18	5.3937	\$0	\$5,154,723	\$4,241,114
C1	VACANT LOT	704	953.8047	\$0	\$55,260,993	\$55,248,993
D1	QUALIFIED AG LAND	54	887.4529	\$0	\$27,657,558	\$99,270
E1	FARM OR RANCH IMPROVEMENT	130	1,232.1215	\$0	\$62,153,572	\$49,101,277
F1	COMMERCIAL REAL PROPERTY	330	331.5739	\$13,643,590	\$352,452,401	\$352,440,401
F2	INDUSTRIAL REAL PROPERTY	4	10.8454	\$0	\$2,050,160	\$2,050,160
G1	OIL AND GAS	74		\$0	\$2,805,551	\$2,805,551
J2	GAS DISTRIBUTION SYSTEM	1		\$0	\$5,835,910	\$5,835,910
J3	ELECTRIC COMPANY	3		\$0	\$31,547,930	\$31,547,930
J4	TELEPHONE COMPANY	9	1.0674	\$0	\$4,271,680	\$4,271,680
J6	PIPELINE COMPANY	58		\$0	\$7,976,660	\$7,976,660
J7	CABLE TELEVISION COMPANY	7		\$0	\$8,146,470	\$8,146,470
L1	COMMERCIAL PERSONAL PROPER	810		\$0	\$59,307,940	\$59,187,930
L2	INDUSTRIAL PERSONAL PROPERTY	27		\$0	\$2,382,530	\$2,382,530
L3	L3	1		\$0	\$27,340	\$27,340
M1	MOBILE HOMES	73		\$33,780	\$618,920	\$498,204
M4	M4	4		\$0	\$36,748	\$21,710
O1	RESIDENTIAL INVENTORY VACANT L	104	27.2613	\$0	\$7,319,130	\$7,319,130
O2	RESIDENTIAL INVENTORY IMPROVE	38		\$12,844,650	\$14,715,900	\$13,977,263
S	SPECIAL INVENTORY	3		\$0	\$314,260	\$314,260
X		956	719,283.2889	\$3,805,380	\$269,176,102	\$0
XV	COMMERCIAL REAL EXEMPT	1	3.1900	\$0	\$320	\$320
Totals		727,441.2025		\$111,984,950	\$6,386,078,837	\$4,527,936,132

2023 CERTIFIED TOTALS

Property Count: 13,415

C37 - FRIENDSWOOD CITY
Effective Rate Assumption

7/23/2023

9:57:57AM

New Value

TOTAL NEW VALUE MARKET:	\$111,984,950
TOTAL NEW VALUE TAXABLE:	\$94,587,650

New Exemptions

Exemption	Description	Count		
EX-XV	Other Exemptions (including public property, r	26	2022 Market Value	\$4,128,230
EX366	HB366 Exempt	53	2022 Market Value	\$299,591
ABSOLUTE EXEMPTIONS VALUE LOSS				\$4,427,821

Exemption	Description	Count	Exemption Amount
DP	Disability	2	\$50,000
DPS	DISABLED Surviving Spouse	1	\$0
DV1	Disabled Veterans 10% - 29%	4	\$27,000
DV2	Disabled Veterans 30% - 49%	2	\$15,000
DV3	Disabled Veterans 50% - 69%	11	\$112,000
DV4	Disabled Veterans 70% - 100%	11	\$132,000
DVHS	Disabled Veteran Homestead	5	\$1,427,785
HS	Homestead	215	\$28,268,127
OV65	Over 65	187	\$4,591,266
OV65S	OV65 Surviving Spouse	3	\$75,000
PARTIAL EXEMPTIONS VALUE LOSS		441	\$34,698,178
NEW EXEMPTIONS VALUE LOSS			\$39,125,999

Increased Exemptions

Exemption	Description	Count	Increased Exemption Amount
INCREASED EXEMPTIONS VALUE LOSS			
TOTAL EXEMPTIONS VALUE LOSS			\$39,125,999

New Ag / Timber Exemptions**New Annexations****New Deannexations****Average Homestead Value**

Category A and E

Count of HS Residences	Average Market	Average HS Exemption	Average Taxable
8,694	\$560,615	\$163,821	\$396,794
Category A Only			

Count of HS Residences	Average Market	Average HS Exemption	Average Taxable
8,683	\$560,217	\$163,551	\$396,666

2023 CERTIFIED TOTALS
C37 - FRIENDSWOOD CITY
Lower Value Used

Count of Protested Properties	Total Market Value	Total Value Used
521	\$249,847,168.00	\$162,483,787



Harris Central Appraisal District

13013 Northwest Freeway
Houston TX 77040
Telephone: (713) 812-5800

P.O. Box 920975
Houston TX 77292-0975
Information Center: (713) 957-7800



Office of Chief Appraiser

July 25, 2023

Honorable Mike Foreman
Mayor
City of Friendswood
910 South Friendswood Drive
Friendswood, TX 77546-4856

Board of Directors

Mike Sullivan, Chairman
Martina Lemond Dixon, Secretary
Al Odom, Assistant Secretary
Ann Harris Bennett, Director
Tax Assessor-Collector, Ex-Officio Director
Jim Robinson, Director
Jonathan Cowen, Director
Kathy Blueford-Daniels, Director

Re: 2023 Sec. 26.01(a-1) Estimate
City of Friendswood

Chief Appraiser
Roland Altinger
Deputy Chief Appraiser
Jason Cunningham
Taxpayer Liaison Officer
Teresa S. Terry

Dear Mayor Foreman:

As required by Texas Tax Code Sec. 26.01(a-1), we have prepared an estimate of taxable value for the above taxing jurisdiction for 2023.

While we have taken our best estimate of potential hearing loss into account, 2023 protests are still being received and formal hearings held during the next several months may cause further value reductions. Also, if fewer protests are filed, your value could possibly increase.

Your final taxable value will also be impacted by late-filed exemption applications, late applications for productivity valuation, correction motions under Tax Code Sec. 25.25, immediate residential homestead exemptions granted pursuant to Tax Code Sec. 11.42(f), and possible post-ARB appeals through binding arbitration, appeals to district court, or appeals to the State Office of Administrative Hearings.

Given these limitations, the estimated 2023 taxable value for the taxing unit identified above is:

\$1,018,320,341

The enclosed worksheet also provides additional estimated values that may be useful in your tax rate calculations.

Please do not hesitate to contact your HCAD jurisdiction coordinator or my office if you have questions regarding this estimate or other matters affecting appraisal district operations.

Sincerely,

Roland Altinger
Chief Appraiser

HARRIS CENTRAL APPRAISAL DISTRICT
UNCERTIFIED ROLL SUMMARY
ACCOUNTS ON PTS
UNCERTIFIED ROLL

PROPERTY USE CATEGORY	UNITS	MARKET	APPRAISED	OWNERS VALUE	ESTIMATED FINAL TAXABLE VALUE (WITH HEARING LOSS)
A1 Real, Residential, Single-Family	16	5,669,713	5,146,378	4,960,280	3,523,364
A2 Real, Residential, Mobile Homes	0	0	0	0	0
B1 Real, Residential, Multi-Family	0	0	0	0	0
B2 Real, Residential, Two-Family	0	0	0	0	0
B3 Real, Residential, Three-Family	0	0	0	0	0
B4 Real, Residential, Four- or More-Family	0	0	0	0	0
C1 Real, Vacant Lots/Tracts	4	51,173	51,173	31,043	26,043
C2 Real, Vacant Commercial	0	0	0	0	0
C3 Real, Vacant	0	0	0	0	0
D1 Real, Qualified Agricultural Land	0	0	0	0	0
D2 Real, Unqualified Agricultural Land	0	0	0	0	0
E1 Real, Farm & Ranch Improved	0	0	0	0	0
F1 Real, Commercial	0	0	0	0	0
F2 Real, Industrial	0	0	0	0	0
G1 Oil and Mineral Gas Reserves	372	15,237,690	15,237,690	15,216,867	15,215,887
G2 Real Property Other Mineral Reserves	0	0	0	0	0
H1 Tangible, Vehicles	0	0	0	0	0
H2 Tangible, Goods In Transit	0	0	0	0	0
I1 Real, Banks	0	0	0	0	0
J1 Real & Tangible Personal, Utility Water	0	0	0	0	0

HARRIS CENTRAL APPRAISAL DISTRICT
UNCERTIFIED ROLL SUMMARY
ACCOUNTS ON PTS
UNCERTIFIED ROLL

PROPERTY USE CATEGORY	UNITS	MARKET	APPRAISED	OWNERS VALUE	ESTIMATED FINAL TAXABLE VALUE (WITH HEARING LOSS)
J2 Gas Companies	0	0	0	0	0
J3 Electric Companies	1	4,157,250	4,157,250	4,157,250	4,157,250
J4 Telephone Companies	0	0	0	0	0
J5 Railroads	0	0	0	0	0
J6 Pipelines	0	0	0	0	0
J7 Major Cable Television Systems	0	0	0	0	0
L1 Tangible, Commercial	79	7,426,895	7,426,895	7,416,890	6,653,784
L2 Tangible, Industrial	0	0	0	0	0
M1 Tangible, Nonbusiness Watercraft	0	0	0	0	0
M2 Tangible, Nonbusiness Aircraft	0	0	0	0	0
M3 Tangible, Mobile Homes	0	0	0	0	0
M4 Tangible, Miscellaneous	0	0	0	0	0
N1 Intangibles	0	0	0	0	0
O1 Inventory	0	0	0	0	0
O2 Inventory	0	0	0	0	0
S1 Dealer Inventory	0	0	0	0	0
U0 Unknown	0	0	0	0	0
XA Public Property for Housing Indigent Persons	0	0	0	0	0
XB Income Producing Personal Property (<\$2500)	0	0	0	0	0
XC Mineral Interest (<\$500)	0	0	0	0	0

058 CITY OF FRIENDSWOOD
TAX YEAR: 2023

HARRIS CENTRAL APPRAISAL DISTRICT
UNCERTIFIED ROLL SUMMARY
ACCOUNTS ON PTS
UNCERTIFIED ROLL

Page 3 of 3
LAST UPDATED: 07/14/2023
DELV DATE: 07/25/2023

PROPERTY USE CATEGORY	UNITS	MARKET	APPRAISED	OWNERS VALUE	ESTIMATED FINAL
					TAXABLE VALUE (WITH HEARING LOSS)
XD Improving Property for Housing w/ Volunteer Labor	0	0	0	0	0
XE Community Housing Development Organizations	0	0	0	0	0
XF Assisting Ambulatory Health Care Centers	0	0	0	0	0
XG Primarily Performing Charitable Functions	0	0	0	0	0
XH Developing Model Colonia Subdivisions	0	0	0	0	0
XI Youth Spiritual, Mental and Physical Development	0	0	0	0	0
XJ Private Schools	0	0	0	0	0
XL Economic Development Services to Local Community	0	0	0	0	0
XM Marine Cargo Containers	0	0	0	0	0
XN Motor Vehicles Leased for Personal Use	0	0	0	0	0
XO Motor Vehicles (Income Production & Personal Use)	0	0	0	0	0
XP Offshore Drilling Equipment Not In Use	0	0	0	0	0
XQ Intracoastal Waterway Dredge Disposal Site	0	0	0	0	0
XR Nonprofit Water or Wastewater Corporations	0	0	0	0	0
XS Raw Cocoa and Green Coffee Held in Harris County	0	0	0	0	0
XT Limitation on Taxes in Certain Municipalities	0	0	0	0	0
XU Miscellaneous Exemptions	0	0	0	0	0
XV Other Exempt (Incl Public, Religious, Charitable)	0	0	0	0	0
TOTAL UNCERTIFIED	472	\$32,542,721	\$32,019,386	\$31,782,330	\$29,576,328

HARRIS CENTRAL APPRAISAL DISTRICT
UNCERTIFIED ROLL SUMMARY
OTHER ACCOUNTS
UNCERTIFIED ROLL

PROPERTY USE CATEGORY		UNITS	MARKET	APPRAISED	OWNERS VALUE	ESTIMATED FINAL TAXABLE VALUE (WITH HEARING LOSS)
A1	Real, Residential, Single-Family	2,661	878,619,415	813,886,021	813,862,918	660,609,829
A2	Real, Residential, Mobile Homes	0	0	0	0	0
B1	Real, Residential, Multi-Family	3	55,502,021	55,502,021	55,502,021	55,502,021
B2	Real, Residential, Two-Family	0	0	0	0	0
B3	Real, Residential, Three-Family	0	0	0	0	0
B4	Real, Residential, Four- or More-Family	0	0	0	0	0
C1	Real, Vacant Lots/Tracts	82	2,679,625	647,120	647,120	647,120
C2	Real, Vacant Commercial	33	8,111,494	7,535,387	7,535,387	7,374,345
C3	Real, Vacant	1	146,633	146,633	146,633	146,633
D1	Real, Qualified Agricultural Land	4	5,568,332	139,308	139,308	139,308
D2	Real, Unqualified Agricultural Land	12	705,569	350,395	350,395	350,395
E1	Real, Farm & Ranch Improved	0	0	0	0	0
F1	Real, Commercial	75	74,902,075	73,672,036	73,672,036	73,672,036
F2	Real, Industrial	2	7,801,993	7,801,993	7,801,993	9,143
G1	Oil and Mineral Gas Reserves	0	0	0	0	0
G2	Real Property Other Mineral Reserves	0	0	0	0	0
H1	Tangible, Vehicles	0	0	0	0	0
H2	Tangible, Goods In Transit	0	0	0	0	0
I1	Real, Banks	0	0	0	0	0
J1	Real & Tangible Personal, Utility Water	0	0	0	0	0

HARRIS CENTRAL APPRAISAL DISTRICT
UNCERTIFIED ROLL SUMMARY
OTHER ACCOUNTS
UNCERTIFIED ROLL

PROPERTY USE CATEGORY		UNITS	MARKET	APPRAISED	OWNERS VALUE	ESTIMATED FINAL TAXABLE VALUE (WITH HEARING LOSS)
J2	Gas Companies	1	1,521,960	1,521,960	1,521,960	1,521,960
J3	Electric Companies	7	1,528,859	1,528,859	1,528,859	1,528,859
J4	Telephone Companies	2	324,180	324,180	324,180	324,180
J5	Railroads	0	0	0	0	0
J6	Pipelines	16	1,910,133	1,910,133	1,910,133	1,910,133
J7	Major Cable Television Systems	0	0	0	0	0
L1	Tangible, Commercial	147	9,044,692	9,044,692	8,756,599	7,474,029
L2	Tangible, Industrial	6	668,825	668,825	658,783	658,783
M1	Tangible, Nonbusiness Watercraft	0	0	0	0	0
M2	Tangible, Nonbusiness Aircraft	0	0	0	0	0
M3	Tangible, Mobile Homes	1	19,766	19,766	19,766	19,766
M4	Tangible, Miscellaneous	0	0	0	0	0
N1	Intangibles	0	0	0	0	0
O1	Inventory	0	0	0	0	0
O2	Inventory	0	0	0	0	0
S1	Dealer Inventory	2	22,610	22,610	22,610	22,610
U0	Unknown	0	0	0	0	0
XA	Public Property for Housing Indigent Persons	0	0	0	0	0
XB	Income Producing Personal Property (<\$2500)	0	0	0	0	0
XC	Mineral Interest (<\$500)	0	0	0	0	0

HARRIS CENTRAL APPRAISAL DISTRICT
UNCERTIFIED ROLL SUMMARY
OTHER ACCOUNTS
UNCERTIFIED ROLL

PROPERTY USE CATEGORY	UNITS	MARKET	APPRAISED	OWNERS VALUE	ESTIMATED FINAL TAXABLE VALUE (WITH HEARING LOSS)
XD Improving Property for Housing w/ Volunteer Labor	0	0	0	0	0
XE Community Housing Development Organizations	1	13,609,536	13,609,536	13,609,536	0
XF Assisting Ambulatory Health Care Centers	0	0	0	0	0
XG Primarily Performing Charitable Functions	0	0	0	0	0
XH Developing Model Colonia Subdivisions	0	0	0	0	0
XI Youth Spiritual, Mental and Physical Development	0	0	0	0	0
XJ Private Schools	1	2,263,564	2,263,564	2,263,564	0
XL Economic Development Services to Local Community	0	0	0	0	0
XM Marine Cargo Containers	0	0	0	0	0
XN Motor Vehicles Leased for Personal Use	0	0	0	0	0
XO Motor Vehicles (Income Production & Personal Use)	0	0	0	0	0
XP Offshore Drilling Equipment Not In Use	0	0	0	0	0
XQ Intracoastal Waterway Dredge Disposal Site	0	0	0	0	0
XR Nonprofit Water or Wastewater Corporations	0	0	0	0	0
XS Raw Cocoa and Green Coffee Held in Harris County	0	0	0	0	0
XT Limitation on Taxes in Certain Municipalities	0	0	0	0	0
XU Miscellaneous Exemptions	0	0	0	0	0
XV Other Exempt (Incl Public, Religious, Charitable)	80	49,857,733	49,857,733	49,857,733	0
TOTAL UNCERTIFIED	3,137	\$1,114,809,015	\$1,040,452,772	\$1,040,131,534	\$811,911,150

HARRIS CENTRAL APPRAISAL DISTRICT
UNCERTIFIED ROLL SUMMARY
ACCOUNTS ON HTS
UNCERTIFIED ROLL

PROPERTY USE CATEGORY	UNITS	MARKET	APPRAISED	OWNERS VALUE	ESTIMATED FINAL TAXABLE VALUE (WITH HEARING LOSS)
A1 Real, Residential, Single-Family	420	137,331,092	126,450,358	122,473,787	106,661,269
A2 Real, Residential, Mobile Homes	0	0	0	0	0
B1 Real, Residential, Multi-Family	3	43,376,355	43,376,355	39,026,797	39,026,797
B2 Real, Residential, Two-Family	0	0	0	0	0
B3 Real, Residential, Three-Family	0	0	0	0	0
B4 Real, Residential, Four- or More-Family	0	0	0	0	0
C1 Real, Vacant Lots/Tracts	6	831,923	831,923	785,364	785,364
C2 Real, Vacant Commercial	9	798,783	798,783	745,800	745,800
C3 Real, Vacant	1	287,863	287,863	273,403	273,403
D1 Real, Qualified Agricultural Land	5	7,653,654	17,277	14,150	14,150
D2 Real, Unqualified Agricultural Land	2	137,586	137,586	130,675	130,675
E1 Real, Farm & Ranch Improved	0	0	0	0	0
F1 Real, Commercial	48	30,397,170	30,397,170	28,422,143	28,422,143
F2 Real, Industrial	0	0	0	0	0
G1 Oil and Mineral Gas Reserves	0	0	0	0	0
G2 Real Property Other Mineral Reserves	0	0	0	0	0
H1 Tangible, Vehicles	0	0	0	0	0
H2 Tangible, Goods In Transit	0	0	0	0	0
I1 Real, Banks	0	0	0	0	0
J1 Real & Tangible Personal, Utility Water	0	0	0	0	0

HARRIS CENTRAL APPRAISAL DISTRICT
UNCERTIFIED ROLL SUMMARY
ACCOUNTS ON HTS
UNCERTIFIED ROLL

PROPERTY USE CATEGORY	UNITS	MARKET	APPRAISED	OWNERS VALUE	ESTIMATED FINAL TAXABLE VALUE (WITH HEARING LOSS)
J2 Gas Companies	0	0	0	0	0
J3 Electric Companies	0	0	0	0	0
J4 Telephone Companies	1	306,210	306,210	306,210	306,210
J5 Railroads	0	0	0	0	0
J6 Pipelines	7	154,290	154,290	132,448	132,448
J7 Major Cable Television Systems	0	0	0	0	0
L1 Tangible, Commercial	4	136,206	136,206	129,469	129,469
L2 Tangible, Industrial	1	219,819	219,819	205,135	205,135
M1 Tangible, Nonbusiness Watercraft	0	0	0	0	0
M2 Tangible, Nonbusiness Aircraft	0	0	0	0	0
M3 Tangible, Mobile Homes	0	0	0	0	0
M4 Tangible, Miscellaneous	0	0	0	0	0
N1 Intangibles	0	0	0	0	0
O1 Inventory	0	0	0	0	0
O2 Inventory	0	0	0	0	0
S1 Dealer Inventory	0	0	0	0	0
U0 Unknown	0	0	0	0	0
XA Public Property for Housing Indigent Persons	0	0	0	0	0
XB Income Producing Personal Property (<\$2500)	0	0	0	0	0
XC Mineral Interest (<\$500)	0	0	0	0	0

HARRIS CENTRAL APPRAISAL DISTRICT
UNCERTIFIED ROLL SUMMARY
ACCOUNTS ON HTS
UNCERTIFIED ROLL

PROPERTY USE CATEGORY	UNITS	MARKET	APPRAISED	OWNERS VALUE	ESTIMATED FINAL TAXABLE VALUE (WITH HEARING LOSS)
XD Improving Property for Housing w/ Volunteer Labor	0	0	0	0	0
XE Community Housing Development Organizations	0	0	0	0	0
XF Assisting Ambulatory Health Care Centers	0	0	0	0	0
XG Primarily Performing Charitable Functions	0	0	0	0	0
XH Developing Model Colonia Subdivisions	0	0	0	0	0
XI Youth Spiritual, Mental and Physical Development	0	0	0	0	0
XJ Private Schools	0	0	0	0	0
XL Economic Development Services to Local Community	0	0	0	0	0
XM Marine Cargo Containers	0	0	0	0	0
XN Motor Vehicles Leased for Personal Use	0	0	0	0	0
XO Motor Vehicles (Income Production & Personal Use)	0	0	0	0	0
XP Offshore Drilling Equipment Not In Use	0	0	0	0	0
XQ Intracoastal Waterway Dredge Disposal Site	0	0	0	0	0
XR Nonprofit Water or Wastewater Corporations	0	0	0	0	0
XS Raw Cocoa and Green Coffee Held in Harris County	0	0	0	0	0
XT Limitation on Taxes in Certain Municipalities	0	0	0	0	0
XU Miscellaneous Exemptions	0	0	0	0	0
XV Other Exempt (Incl Public, Religious, Charitable)	0	0	0	0	0
TOTAL UNCERTIFIED	507	\$221,630,951	\$203,113,840	\$192,645,381	\$176,832,863

2023 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

City of Friendswood

(281) 996-6270

Taxing Unit Name

Phone (area code and number)

910 S. Friendswood Drive, Friendswood, Texas 77546

www.friendswood.com

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	2022 total taxable value. Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 4,892,851,387
2.	2022 tax ceilings. Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 945,652,148
3.	Preliminary 2022 adjusted taxable value. Subtract Line 2 from Line 1.	\$ 3,947,199,239
4.	2022 total adopted tax rate.	\$ 0.487314 /\$100
5.	2022 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value. A. Original 2022 ARB values: \$ 166,456,878 B. 2022 values resulting from final court decisions: - \$ 79,156,180 C. 2022 value loss. Subtract B from A.³	\$ 87,300,698
6.	2022 taxable value subject to an appeal under Chapter 42, as of July 25. A. 2022 ARB certified value: \$ 74,856,907 B. 2022 disputed value: - \$ 21,169,785 C. 2022 undisputed value. Subtract B from A.⁴	\$ 53,687,122
7.	2022 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 140,987,820

¹ Tex. Tax Code §26.012(14)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(13)

⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 4,088,187,059
9.	2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022. Enter the 2021 value of property in deannexed territory. ⁵	\$ 0
10.	2022 taxable value lost because property first qualified for an exemption in 2023. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use 2022 market value: \$ 4,427,821 B. Partial exemptions. 2023 exemption amount or 2023 percentage exemption times 2022 value: + \$ 44,953,448 C. Value loss. Add A and B. ⁶	\$ 49,381,269
11.	2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023. Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022. A. 2022 market value: \$ 0 B. 2023 productivity or special appraised value: - \$ 0 C. Value loss. Subtract B from A. ⁷	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 49,381,269
13.	2022 captured value of property in a TIF. Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 0
14.	2022 total value. Subtract Line 12 and Line 13 from Line 8.	\$ 4,038,805,790
15.	Adjusted 2022 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 19,681,666
16.	Taxes refunded for years preceding tax year 2022. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. ⁹	\$ 162,590
17.	Adjusted 2022 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 19,844,256
18.	Total 2023 taxable value on the 2023 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values: \$ 4,350,145,034 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0 D. Tax increment financing: Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹² - \$ 0 E. Total 2023 value. Add A and B, then subtract C and D.	\$ 4,350,145,034

⁵ Tex. Tax Code §26.012(15)⁶ Tex. Tax Code §26.012(15)⁷ Tex. Tax Code §26.012(15)⁸ Tex. Tax Code §26.03(c)⁹ Tex. Tax Code §26.012(13)¹⁰ Tex. Tax Code §26.012(13)¹¹ Tex. Tax Code §26.012, 26.04(c-2)¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. 2023 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$ 283,699,169
	B. 2023 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵	+ \$ 841,487,478
	C. Total value under protest or not certified. Add A and B.	\$ 1,125,186,647
20.	2023 tax ceilings. Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ 1,082,996,600
21.	2023 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ 4,392,335,081
22.	Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022. Include both real and personal property. Enter the 2023 value of property in territory annexed. ¹⁸	\$ 148,843
23.	Total 2023 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2023. ¹⁹	\$ 107,481,369
24.	Total adjustments to the 2023 taxable value. Add Lines 22 and 23.	\$ 107,630,212
25.	Adjusted 2023 taxable value. Subtract Line 24 from Line 21.	\$ 4,284,704,869
26.	2023 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ 0.463141 /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. ²¹	\$ /\$100

SECTION 2: Voter Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	2022 M&O tax rate. Enter the 2022 M&O tax rate.	\$ 0.388560 /\$100
29.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,088,187,059

¹³ Tex. Tax Code §26.01(c) and (d)

¹⁴ Tex. Tax Code §26.01(c)

¹⁵ Tex. Tax Code §26.01(d)

¹⁶ Tex. Tax Code §26.012(6)(B)

¹⁷ Tex. Tax Code §26.012(6)

¹⁸ Tex. Tax Code §26.012(17)

¹⁹ Tex. Tax Code §26.012(17)

²⁰ Tex. Tax Code §26.04(c)

²¹ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total 2022 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ 15,885,059
31.	Adjusted 2022 levy for calculating NNR M&O rate.	
	A. M&O taxes refunded for years preceding tax year 2022. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. + \$ 129,796	
	B. 2022 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. - \$ 0	
	C. 2022 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0	
	D. 2022 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ 129,796	
	E. Add Line 30 to 31D.	\$ 16,014,855
32.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,284,704,869
33.	2023 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.373767 /\$100
34.	Rate adjustment for state criminal justice mandate. ²³ If not applicable or less than zero, enter 0.	
	A. 2023 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0	
	B. 2022 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ 0	
	C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0 /\$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0 /\$100
35.	Rate adjustment for indigent health care expenditures. ²⁴ If not applicable or less than zero, enter 0.	
	A. 2023 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. \$ 0	
	B. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. - \$ 0	
	C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0 /\$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0 /\$100

²² [Reserved for expansion]²³ Tex. Tax Code §26.044²⁴ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	Rate adjustment for county indigent defense compensation. ²⁵ If not applicable or less than zero, enter 0. A. 2023 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose..... \$ 0 B. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ 0 C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0 /\$100 D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ 0 /\$100 E. Enter the lesser of C and D. If not applicable, enter 0.	\$ 0 /\$100
37.	Rate adjustment for county hospital expenditures. ²⁶ If not applicable or less than zero, enter 0. A. 2023 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. \$ 0 B. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. \$ 0 C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0 /\$100 D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ 0 /\$100 E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ 0 /\$100
38.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. A. Amount appropriated for public safety in 2022. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year \$ 0 B. Expenditures for public safety in 2022. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ 0 C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ 0 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0 /\$100
39.	Adjusted 2023 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ 0.373767 /\$100
40.	Adjustment for 2022 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ 2,944,516 B. Divide Line 40A by Line 32 and multiply by \$100 \$ 0.068721 /\$100 C. Add Line 40B to Line 39.	\$ 0.442488 /\$100
41.	2023 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$ 0.457975 /\$100

²⁵ Tex. Tax Code §26.0442²⁶ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	Disaster Line 41 (D41): 2023 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. ²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	\$ 0.477887 /\$100
42.	Total 2023 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses. A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ²⁸ Enter debt amount \$ 6,092,175 B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0 C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0 D. Subtract amount paid from other resources - \$ 0 E. Adjusted debt. Subtract B, C and D from A. \$ 6,092,175	\$ 6,092,175
43.	Certified 2022 excess debt collections. Enter the amount certified by the collector. ²⁹	\$ 62,516
44.	Adjusted 2023 debt. Subtract Line 43 from Line 42E.	\$ 6,029,659
45.	2023 anticipated collection rate. A. Enter the 2023 anticipated collection rate certified by the collector. ³⁰ 99.30 % B. Enter the 2022 actual collection rate. 99.30 % C. Enter the 2021 actual collection rate. 99.89 % D. Enter the 2020 actual collection rate. 100.15 % E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³¹ 99.30 %	99.30 %
46.	2023 debt adjusted for collections. Divide Line 44 by Line 45E.	\$ 6,072,164
47.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,392,335,081
48.	2023 debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.138244 /\$100
49.	2023 voter-approval tax rate. Add Lines 41 and 48.	\$ 0.596219 /\$100
D49.	Disaster Line 49 (D49): 2023 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$ 0.616131 /\$100

²⁷ Tex. Tax Code §26.042(a)²⁸ Tex. Tax Code §26.012(7)²⁹ Tex. Tax Code §26.012(10) and 26.04(b)³⁰ Tex. Tax Code §26.04(b)³¹ Tex. Tax Code §26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate.	\$ 0.000000 /\$100

SECTION 3: NNR Tax Rate and Voter Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0.	\$ 0
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2022 or in May 2023. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2022. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 3,157,404
53.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,392,335,081
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ 0.071885 /\$100
55.	2023 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.463141 /\$100
56.	2023 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2022 or in May 2023. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	\$ 0.463141 /\$100
57.	2023 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.616131 /\$100
58.	2023 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ 0.544246 /\$100

SECTION 4: Voter Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ 0
60.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,392,335,081
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ 0 /\$100
62.	2023 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ 0.544246 /\$100

³² Tex. Tax Code §26.041(d)

³³ Tex. Tax Code §26.041(i)

³⁴ Tex. Tax Code §26.041(d)

³⁵ Tex. Tax Code §26.04(c)

³⁶ Tex. Tax Code §26.04(c)

³⁷ Tex. Tax Code §26.045(d)

³⁸ Tex. Tax Code §26.045(i)

SECTION 5: Voter Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	Year 3 component. Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate.	
	A. Voter-approval tax rate \$ 0.586836 /\$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)	
	B. Unused increment rate (Line 66) \$ 0.095614 /\$100	
	C. Subtract B from A \$ 0.491222 /\$100	
	D. Adopted Tax Rate \$ 0.487314 /\$100	
	E. Subtract D from C \$ 0.003908 /\$100	
64.	Year 2 component. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate.	
	A. Voter-approval tax rate \$ 0.537790 /\$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)	
	B. Unused increment rate (Line 66) \$ 0.045136 /\$100	
	C. Subtract B from A \$ 0.492654 /\$100	
	D. Adopted Tax Rate \$ 0.487314 /\$100	
	E. Subtract D from C \$ 0.005340 /\$100	
65.	Year 1 component. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate.	
	A. Voter-approval tax rate \$ 0.532450 /\$100 As applicable: Line 47, Line 50 (counties), Line 56 (taxing units with the additional sales tax) or Line 60 (taxing units with pollution control)	
	B. Unused increment rate \$ 0.000000 /\$100	
	C. Subtract B from A \$ 0.532450 /\$100	
	D. Adopted Tax Rate \$ 0.487314 /\$100	
	E. Subtract D from C \$ 0.045136 /\$100	
66.	2023 unused increment rate. Add Lines 63E, 64E and 65E.	\$ 0.054384 /\$100
67.	Total 2023 voter-approval tax rate, including the unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ 0.598630 /\$100

³⁹ Tex. Tax Code §26.013(a)

⁴⁰ Tex. Tax Code §26.013(c)

⁴¹ Tex. Tax Code §26.0501(a) and (c)

⁴² Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022

⁴³ Tex. Tax Code §26.063(a)(1)

⁴⁴ Tex. Tax Code §26.012(8-a)

⁴⁵ Tex. Tax Code §26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
68.	Adjusted 2023 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.373767 /\$100
69.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,392,335,081
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ 0.011383 /\$100
71.	2023 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.138244 /\$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ 0.523394 /\$100

SECTION 7: Voter Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	2022 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.487314 /\$100
74.	Adjusted 2022 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2022 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0 /\$100
75.	Increase in 2022 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ 0 /\$100
76.	Adjusted 2022 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,038,805,790
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ 0
78.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,284,704,869
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ 0 /\$100

⁴⁶ Tex. Tax Code §26.042(b)⁴⁷ Tex. Tax Code §26.042(f)⁴⁸ Tex. Tax Code §26.042(c)⁴⁹ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	2023 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ 0.598630 /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.463141 /\$100

As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).

Indicate the line number used: 26

Voter-approval tax rate. \$ 0.598630 /\$100

As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).

Indicate the line number used: 67

De minimis rate. \$ 0.523394 /\$100

If applicable, enter the 2022 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁰

**print
here**Cheryl E. Johnson, PCC, CTOP
Printed Name of Taxing Unit Representative**sign
here**

Taxing Unit Representative

Date

⁵⁰ Tex. Tax Code §§26.04(c-2) and (d-2)

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/13/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider approving the proposed ad valorem tax rate for 2023 (Fiscal Year October 1, 2023 - September 30, 2024).

Originating Department: Administrative Services

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

There are legal posting and publication requirements based on the City Council's decision regarding the ad valorem tax rate.

1. If Council proposes a tax rate that is greater than the no-new-revenue tax rate or the voter-approval tax rate, whichever is lower, there are additional publication and hearing requirements.

- As delineated on the attached schedule for a September 11th adoption date, the City Council will need to: (i) take a record vote on the proposed tax rate and (ii) set the time, date and place of the public hearing.

2. If Council proposes a tax rate that is not greater than the no-new-revenue tax rate or the voter-approved tax rate, whichever is lower, there are no additional publication or hearing requirements.

This item allows the City Council to take a record vote on the proposed ad valorem tax rate.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Proposing the ad valorem tax rate ensures compliance with the State of Texas Truth In Taxation guidelines.

RECOMMENDATIONS

None at this time

ATTACHMENTS

1. Budget & Tax Rate Adoption Calendar - Above NNRR
2. 2023 City of Friendswood Certified Tax Rate Calculation Worksheets 7.30.23 - GCTO

Budget & Tax Rate Adoptions Calendar (above NNRR)

Tax Rate	Budget	Activity	Responsible Party
July 25		Receive certified property values from Galveston Central Appraisal District (GCAD and HCAD)	GCAD and HCAD
	July 26	Deliver Proposed Transmittal Letter & Budget in Brief to City Manager for review	City Manager
	July 28	Final Draft of Proposed Transmittal Letter & Budget in Brief due from City Manager to Budget Office	City Manager
	July 31	Deliver Proposed Budget to City Council & City Secretary (due date per City Charter is August 1st)	City Mgr & Admin Services
August 1		City Website Posting of No New Revenue & Voter Approval Tax Rates	Admin Services & PIO & Social Media Specialist
	August 7	Proposed Budget work session with City Council	City Council, City Mgr and Budget Team
August 7		Council action to propose tax rate	City Council
August 9		PUBLICATION - Notice of Public Hearing on Proposed Tax Rate in Friendswood Reporter News	GCTO, Admin Services and City Secretary's Office
August 9		Internet and PEG Channel Notice of Public Hearing on Tax Rate (run continuously August 3 rd - September 12 th)	Admin Services & PIO & Social Media Specialist
	August 14, 21, 28	If needed, Monday dates available to have additional budget work sessions	City Council, City Mgr, and Budget Team
	August 16	Publication of Public Hearing on Proposed Budget in Friendswood Reporter News	Admin Services and City Secretary's Office
	August 24	72-hour notice of Public Hearing on Budget (Open Meetings Notice)	Admin Services and City Secretary's Office
	August 28	SPECIAL COUNCIL MEETING PUBLIC HEARING ON PROPOSED BUDGET	Admin Services, City Mgr and City Council
September 7		72-hour notice of Public Hearing on Proposed Tax Rate (Open Meetings Notice)	Admin Services and City Secretary's Office
	September 7	72-hour notice of Council Meeting to adopt Budget (Open Meetings Notice)	Admin Services and City Secretary's Office
	September 11	First & Final reading of ordinances adopting budget (Vote to adopt budget AND ratification vote to adopt budget raising total property taxes)	City Council
September 11		PUBLIC HEARING ON PROPOSED TAX RATE First & Final reading of ordinances adopting Tax Rate	Admin Services, City Mgr and City Council

2023 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

City of Friendswood

(281) 996-6270

Taxing Unit Name

Phone (area code and number)

910 S. Friendswood Drive, Friendswood, Texas 77546

www.friendswood.com

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	2022 total taxable value. Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 4,892,851,387
2.	2022 tax ceilings. Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 945,652,148
3.	Preliminary 2022 adjusted taxable value. Subtract Line 2 from Line 1.	\$ 3,947,199,239
4.	2022 total adopted tax rate.	\$ 0.487314 /\$100
5.	2022 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value. A. Original 2022 ARB values: \$ 166,456,878 B. 2022 values resulting from final court decisions: - \$ 79,156,180 C. 2022 value loss. Subtract B from A.³	\$ 87,300,698
6.	2022 taxable value subject to an appeal under Chapter 42, as of July 25. A. 2022 ARB certified value: \$ 74,856,907 B. 2022 disputed value: - \$ 21,169,785 C. 2022 undisputed value. Subtract B from A.⁴	\$ 53,687,122
7.	2022 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 140,987,820

¹ Tex. Tax Code §26.012(14)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(13)

⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 4,088,187,059
9.	2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022. Enter the 2021 value of property in deannexed territory. ⁵	\$ 0
10.	2022 taxable value lost because property first qualified for an exemption in 2023. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use 2022 market value: \$ 4,427,821 B. Partial exemptions. 2023 exemption amount or 2023 percentage exemption times 2022 value: + \$ 44,953,448 C. Value loss. Add A and B. ⁶	\$ 49,381,269
11.	2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023. Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022. A. 2022 market value: \$ 0 B. 2023 productivity or special appraised value: - \$ 0 C. Value loss. Subtract B from A. ⁷	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 49,381,269
13.	2022 captured value of property in a TIF. Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 0
14.	2022 total value. Subtract Line 12 and Line 13 from Line 8.	\$ 4,038,805,790
15.	Adjusted 2022 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 19,681,666
16.	Taxes refunded for years preceding tax year 2022. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. ⁹	\$ 162,590
17.	Adjusted 2022 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 19,844,256
18.	Total 2023 taxable value on the 2023 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values: \$ 4,350,145,034 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0 D. Tax increment financing: Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹² - \$ 0 E. Total 2023 value. Add A and B, then subtract C and D.	\$ 4,350,145,034

⁵ Tex. Tax Code §26.012(15)⁶ Tex. Tax Code §26.012(15)⁷ Tex. Tax Code §26.012(15)⁸ Tex. Tax Code §26.03(c)⁹ Tex. Tax Code §26.012(13)¹⁰ Tex. Tax Code §26.012(13)¹¹ Tex. Tax Code §26.012, 26.04(c-2)¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. 2023 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$ 283,699,169
	B. 2023 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵	+ \$ 841,487,478
	C. Total value under protest or not certified. Add A and B.	\$ 1,125,186,647
20.	2023 tax ceilings. Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ 1,082,996,600
21.	2023 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ 4,392,335,081
22.	Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022. Include both real and personal property. Enter the 2023 value of property in territory annexed. ¹⁸	\$ 148,843
23.	Total 2023 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2023. ¹⁹	\$ 107,481,369
24.	Total adjustments to the 2023 taxable value. Add Lines 22 and 23.	\$ 107,630,212
25.	Adjusted 2023 taxable value. Subtract Line 24 from Line 21.	\$ 4,284,704,869
26.	2023 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ 0.463141 /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. ²¹	\$ /\$100

SECTION 2: Voter Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	2022 M&O tax rate. Enter the 2022 M&O tax rate.	\$ 0.388560 /\$100
29.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,088,187,059

¹³ Tex. Tax Code §26.01(c) and (d)

¹⁴ Tex. Tax Code §26.01(c)

¹⁵ Tex. Tax Code §26.01(d)

¹⁶ Tex. Tax Code §26.012(6)(B)

¹⁷ Tex. Tax Code §26.012(6)

¹⁸ Tex. Tax Code §26.012(17)

¹⁹ Tex. Tax Code §26.012(17)

²⁰ Tex. Tax Code §26.04(c)

²¹ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total 2022 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ 15,885,059
31.	Adjusted 2022 levy for calculating NNR M&O rate.	
	A. M&O taxes refunded for years preceding tax year 2022. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. + \$ 129,796	
	B. 2022 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. - \$ 0	
	C. 2022 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0	
	D. 2022 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ 129,796	
	E. Add Line 30 to 31D.	\$ 16,014,855
32.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,284,704,869
33.	2023 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.373767 /\$100
34.	Rate adjustment for state criminal justice mandate. ²³ If not applicable or less than zero, enter 0.	
	A. 2023 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0	
	B. 2022 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ 0	
	C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0 /\$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0 /\$100
35.	Rate adjustment for indigent health care expenditures. ²⁴ If not applicable or less than zero, enter 0.	
	A. 2023 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. \$ 0	
	B. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. - \$ 0	
	C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0 /\$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0 /\$100

²² [Reserved for expansion]²³ Tex. Tax Code §26.044²⁴ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	Rate adjustment for county indigent defense compensation. ²⁵ If not applicable or less than zero, enter 0. A. 2023 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose..... \$ 0 B. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ 0 C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0 /\$100 D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ 0 /\$100 E. Enter the lesser of C and D. If not applicable, enter 0.	\$ 0 /\$100
37.	Rate adjustment for county hospital expenditures. ²⁶ If not applicable or less than zero, enter 0. A. 2023 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. \$ 0 B. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. \$ 0 C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0 /\$100 D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ 0 /\$100 E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ 0 /\$100
38.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. A. Amount appropriated for public safety in 2022. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year \$ 0 B. Expenditures for public safety in 2022. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ 0 C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ 0 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0 /\$100
39.	Adjusted 2023 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ 0.373767 /\$100
40.	Adjustment for 2022 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ 2,944,516 B. Divide Line 40A by Line 32 and multiply by \$100 \$ 0.068721 /\$100 C. Add Line 40B to Line 39.	\$ 0.442488 /\$100
41.	2023 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$ 0.457975 /\$100

²⁵ Tex. Tax Code §26.0442²⁶ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	Disaster Line 41 (D41): 2023 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. ²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	\$ 0.477887 /\$100
42.	Total 2023 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses. A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ²⁸ Enter debt amount \$ 6,092,175 B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0 C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0 D. Subtract amount paid from other resources - \$ 0 E. Adjusted debt. Subtract B, C and D from A. \$ 6,092,175	\$ 6,092,175
43.	Certified 2022 excess debt collections. Enter the amount certified by the collector. ²⁹	\$ 62,516
44.	Adjusted 2023 debt. Subtract Line 43 from Line 42E.	\$ 6,029,659
45.	2023 anticipated collection rate. A. Enter the 2023 anticipated collection rate certified by the collector. ³⁰ 99.30 % B. Enter the 2022 actual collection rate. 99.30 % C. Enter the 2021 actual collection rate. 99.89 % D. Enter the 2020 actual collection rate. 100.15 % E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³¹ 99.30 %	99.30 %
46.	2023 debt adjusted for collections. Divide Line 44 by Line 45E.	\$ 6,072,164
47.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,392,335,081
48.	2023 debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.138244 /\$100
49.	2023 voter-approval tax rate. Add Lines 41 and 48.	\$ 0.596219 /\$100
D49.	Disaster Line 49 (D49): 2023 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$ 0.616131 /\$100

²⁷ Tex. Tax Code §26.042(a)²⁸ Tex. Tax Code §26.012(7)²⁹ Tex. Tax Code §26.012(10) and 26.04(b)³⁰ Tex. Tax Code §26.04(b)³¹ Tex. Tax Code §26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate.	\$ 0.000000 /\$100

SECTION 3: NNR Tax Rate and Voter Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0.	\$ 0
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2022 or in May 2023. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2022. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 3,157,404
53.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,392,335,081
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ 0.071885 /\$100
55.	2023 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.463141 /\$100
56.	2023 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2022 or in May 2023. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	\$ 0.463141 /\$100
57.	2023 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.616131 /\$100
58.	2023 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ 0.544246 /\$100

SECTION 4: Voter Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ 0
60.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,392,335,081
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ 0 /\$100
62.	2023 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ 0.544246 /\$100

³² Tex. Tax Code §26.041(d)

³³ Tex. Tax Code §26.041(i)

³⁴ Tex. Tax Code §26.041(d)

³⁵ Tex. Tax Code §26.04(c)

³⁶ Tex. Tax Code §26.04(c)

³⁷ Tex. Tax Code §26.045(d)

³⁸ Tex. Tax Code §26.045(i)

SECTION 5: Voter Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	Year 3 component. Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate.	
	A. Voter-approval tax rate \$ 0.586836 /\$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)	
	B. Unused increment rate (Line 66) \$ 0.095614 /\$100	
	C. Subtract B from A \$ 0.491222 /\$100	
	D. Adopted Tax Rate \$ 0.487314 /\$100	
	E. Subtract D from C \$ 0.003908 /\$100	
64.	Year 2 component. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate.	
	A. Voter-approval tax rate \$ 0.537790 /\$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)	
	B. Unused increment rate (Line 66) \$ 0.045136 /\$100	
	C. Subtract B from A \$ 0.492654 /\$100	
	D. Adopted Tax Rate \$ 0.487314 /\$100	
	E. Subtract D from C \$ 0.005340 /\$100	
65.	Year 1 component. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate.	
	A. Voter-approval tax rate \$ 0.532450 /\$100 As applicable: Line 47, Line 50 (counties), Line 56 (taxing units with the additional sales tax) or Line 60 (taxing units with pollution control)	
	B. Unused increment rate \$ 0.000000 /\$100	
	C. Subtract B from A \$ 0.532450 /\$100	
	D. Adopted Tax Rate \$ 0.487314 /\$100	
	E. Subtract D from C \$ 0.045136 /\$100	
66.	2023 unused increment rate. Add Lines 63E, 64E and 65E.	\$ 0.054384 /\$100
67.	Total 2023 voter-approval tax rate, including the unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ 0.598630 /\$100

³⁹ Tex. Tax Code §26.013(a)

⁴⁰ Tex. Tax Code §26.013(c)

⁴¹ Tex. Tax Code §26.0501(a) and (c)

⁴² Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022

⁴³ Tex. Tax Code §26.063(a)(1)

⁴⁴ Tex. Tax Code §26.012(8-a)

⁴⁵ Tex. Tax Code §26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
68.	Adjusted 2023 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.373767 /\$100
69.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,392,335,081
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ 0.011383 /\$100
71.	2023 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.138244 /\$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ 0.523394 /\$100

SECTION 7: Voter Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	2022 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.487314 /\$100
74.	Adjusted 2022 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2022 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0 /\$100
75.	Increase in 2022 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ 0 /\$100
76.	Adjusted 2022 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,038,805,790
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ 0
78.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 4,284,704,869
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ 0 /\$100

⁴⁶ Tex. Tax Code §26.042(b)⁴⁷ Tex. Tax Code §26.042(f)⁴⁸ Tex. Tax Code §26.042(c)⁴⁹ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	2023 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ 0.598630 /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.463141 /\$100

As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).

Indicate the line number used: 26

Voter-approval tax rate. \$ 0.598630 /\$100

As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).

Indicate the line number used: 67

De minimis rate. \$ 0.523394 /\$100

If applicable, enter the 2022 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁰

**print
here**Cheryl E. Johnson, PCC, CTOP
Printed Name of Taxing Unit Representative**sign
here**

Taxing Unit Representative

Date

⁵⁰ Tex. Tax Code §§26.04(c-2) and (d-2)

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/13/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider setting the public hearing regarding the ad valorem tax rate for 2023 on September 11, 2023, at 6:00 p.m. in the Council Chamber, City Hall, 910 S. Friendswood Drive, Friendswood, Texas, 77546.

Originating Department: Administrative Services

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

If the City Council approves the proposed ad valorem tax rate that exceeds the no-new-revenue tax rate or the voter-approval tax rate, whichever is lower, a public hearing is required. This item sets the public hearing for September 11, 2023. On such date, after the public hearing, it is proposed that the City Council consider approving the Fiscal Year 2024 Budget and adopt the tax rate in accordance with the attached budget and tax rate adoptions calendar.

Notice of this public hearing will be published in the Friendswood Reporter News, and posted on the City's internet website, and broadcast on the City's PEG Channel in accordance with law.

The City Council may vote on the proposed tax rate at the public hearing; and if it does not do so, the City Council must announce at the public hearing the date, time, and place of the meeting at which it will vote to adopt the proposed tax rate.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

State of Texas Truth In Taxation compliance

RECOMMENDATIONS

Staff recommends City Council consider and take action to propose the ad valorem tax rate.

ATTACHMENTS

1. Budget & Tax Rate Adoption Calendar - Above NNRR

Budget & Tax Rate Adoptions Calendar (above NNRR)

Tax Rate	Budget	Activity	Responsible Party
July 25		Receive certified property values from Galveston Central Appraisal District (GCAD and HCAD)	GCAD and HCAD
	July 26	Deliver Proposed Transmittal Letter & Budget in Brief to City Manager for review	City Manager
	July 28	Final Draft of Proposed Transmittal Letter & Budget in Brief due from City Manager to Budget Office	City Manager
	July 31	Deliver Proposed Budget to City Council & City Secretary (due date per City Charter is August 1st)	City Mgr & Admin Services
August 1		City Website Posting of No New Revenue & Voter Approval Tax Rates	Admin Services & PIO & Social Media Specialist
	August 7	Proposed Budget work session with City Council	City Council, City Mgr and Budget Team
August 7		Council action to propose tax rate	City Council
August 9		PUBLICATION - Notice of Public Hearing on Proposed Tax Rate in Friendswood Reporter News	GCTO, Admin Services and City Secretary's Office
August 9		Internet and PEG Channel Notice of Public Hearing on Tax Rate (run continuously August 3 rd - September 12 th)	Admin Services & PIO & Social Media Specialist
	August 14, 21, 28	If needed, Monday dates available to have additional budget work sessions	City Council, City Mgr, and Budget Team
	August 16	Publication of Public Hearing on Proposed Budget in Friendswood Reporter News	Admin Services and City Secretary's Office
	August 24	72-hour notice of Public Hearing on Budget (Open Meetings Notice)	Admin Services and City Secretary's Office
	August 28	SPECIAL COUNCIL MEETING PUBLIC HEARING ON PROPOSED BUDGET	Admin Services, City Mgr and City Council
September 7		72-hour notice of Public Hearing on Proposed Tax Rate (Open Meetings Notice)	Admin Services and City Secretary's Office
	September 7	72-hour notice of Council Meeting to adopt Budget (Open Meetings Notice)	Admin Services and City Secretary's Office
	September 11	First & Final reading of ordinances adopting budget (Vote to adopt budget AND ratification vote to adopt budget raising total property taxes)	City Council
September 11		PUBLIC HEARING ON PROPOSED TAX RATE First & Final reading of ordinances adopting Tax Rate	Admin Services, City Mgr and City Council

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/15/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Conduct a public hearing regarding a request for proposed amendments to Appendix C, Zoning Ordinance, Section 7.P.6. Permitted Use Table, (i) to update categories because of changes to the North American Industry Classification System (NAICS) reference book, (ii) to amend uses allowed in the commercial zoning districts, and (iii) to remove sub note (b).5. S1, which was inadvertently left off changes made with Ordinance 2022-01.

Originating Department: Community Development

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The Permitted Use Table is part of the Zoning Ordinance that defines which uses are allowed in each zoning district throughout the City of Friendswood. Zoning Districts are established in Section 2 of the Zoning Ordinance and further defined in Section 7. The NAICS use numbers are derived from the North American Industry Classification System, which is the standard used federal statistical agencies to classify business establishments.

The changes to the table are a result of the following:

- Amendments to match changes to the updated NAICS code book (2022). The NAICS codes are updated every 5 years. A few examples of these changes include:
 - o Definition changes - several categories under Retail 44-45 changed from "stores" to "retailers"
 - o 442 is no longer a valid code; code changed to 4491
 - o 448 is no longer a valid code; code is now 458
 - o 518 - definition changed from "Data processing, hosting, and related services" to "Computing infrastructure providers, data processing, web hosting and related services"
- Cumulative zoning use whereby, if a use is allowed in Community Shopping Center (CSC) or Downtown District (DD), it would also be allowed in Industrial (I) and Light Industrial (LI).
- Allow breweries and wineries in the Downtown District, (NAICS Use 3121) and Community Shopping Center (CSC) and remain Office Use in commercial and Specific Use Permit (SUP) in industrial areas. This item was on the P&Z To Do List for this year. Tobacco Manufacturing (NAICS 3122) was separated out and left unchanged.

A redlined version of the proposed amendments is attached.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Amendments to the table will update the NAICS codes to the 2022 version of the code references. Other changes will also expand the allowed uses in the commercial districts throughout the City, including allowing breweries and wineries in the Community Shopping Center (CSC) and Downtown District(DD)

zoning districts, although there are still some limitations in the Limited Alcohol Service area (formerly the Dry Area).

RECOMMENDATIONS

At the Planning and Zoning Commission meeting held July 13, 2023, following the public hearing, the City of Friendswood Planning and Zoning Commission voted 5-0 (Commissioners Hinckley and Mann were absent) on a motion to approve the amendments to the Zoning Ordinance. Please see attached recommendation memo.

ATTACHMENTS

1. Planning and Zoning Commission Final Report 07-24-2023
2. Redline Permitted Use Table



Planning & Zoning Commission

Recommendation Memo

To: Mayor and City Council

From: Thomas Hinckley, Planning & Zoning Commission Chairman
Aubrey Harbin, Director of Community Development/Planner

Date: July 24, 2023

Re: Appendix C, Zoning Ordinance, Section 7.P.6. Permitted Use Table, including updates to categories because of changes to the North American Industry Classification System (NAICS) reference book, changes in allowed uses in the commercial zoning districts, and to remove sub note (b).5. S1, which was inadvertently left off changes made with Ordinance 2022-01.

BACKGROUND

The Permitted Use Table is part of the Zoning Ordinance that defines which uses are allowed in each zoning district throughout the City of Friendswood. Zoning Districts are established in Section 2 of the Zoning Ordinance and further defined in Section 7. The NAICS use numbers are derived from the North American Industry Classification System, which is the standard used federal statistic agencies to classify business establishments.

The changes to the table are a result of the following:

- Amendments to match changes to the updated NAICS code book (2022). The NAICS codes are updated every 5 years. A few examples of these changes include:
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 - o 442 is no longer a valid code; code changed to 4491
 - o 448 is no longer a valid code; code is now 458
 - o 518 - definition changed from "Data processing, hosting, and related services" to "Computing infrastructure providers, data processing, web hosting and related services"

- Allow cumulative zoning use whereby if a use is allowed in Community Shopping Center (CSC) or Downtown District (DD), it would also be allowed in Industrial (I) and Light Industrial (LI).
- Allow breweries and wineries in the Downtown District, (NAICS Use 3121) and Community Shopping Center (CSC) and remain Office Use in commercial and Specific Use Permit (SUP) in industrial areas. This item was on the P&Z To Do List for this year. Tobacco Manufacturing (NAICS 3122) was separated out and left unchanged.

RECOMMENDATION

At the Planning and Zoning Commission meeting held July 13, 2023, following the public hearing, the City of Friendswood Planning and Zoning Commission voted 5-0 (Commissioners Hinckley and Mann were absent) on a motion to approve the amendments to the Zoning Ordinance.

6. Permitted use table.

Residential Uses	SFR and SFR-E	GHD	MFR-L	MFR-M	MFR-H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
Single-Family Residence	P		P												
Garden Home Residence		P													
Multiple-Family Residence—Low Density			P	P	P										
Multiple-Family Residence—Medium Density				P	P										
Multiple-Family Residence—High Density					P										
Mobile Home Residence						P									

	2017 NAICS Industry Descriptions	SFR and SFR-E	GHD	MFR-L	MFR-M	MFR-H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
	Sexually oriented businesses (Ch. 62)														S	
11	<i>Agriculture, Forestry, Fishing and Hunting</i>															
111	Crop production							O	O		O	O	P			
1114	Greenhouse, nursery, and floriculture production										O	O	P	S	S	O
112	Animal production and aquaculture							O	O		O	O	P			
113	Forestry and logging										O	O	P	S	P	
1133	Logging										O	O	S		S	

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114	Fishing, hunting, and trapping									O	O		P			
115	Support activities for agriculture and forestry							O	O		O	O	P		O	
21	<i>Mining, Quarrying, and Oil and Gas Extraction</i>															
211	Oil and gas extraction									O	O		S	S	S	
212	Mining, (except oil and gas)									O	O		S	S	S	
213	Support activities for mining									O	O		S	S	S	
22	<i>Utilities</i>															
221	Utilities									O	O			S	P	O
23	<i>Construction</i>															
236	Construction of buildings							O	O		O	O		P	P	P
237	Heavy and civil engineering construction							O	O		O	O		P	P	S
238	Specialty trade contractors							O	O		O	O		P	P	P
31—33	<i>Manufacturing</i>															
311	Food manufacturing							O			O	O		S	S	S
311811	Retail bakeries							P	P		P			P	P	
3121	Beverage and tobacco product manufacturing							O			O	O		S	S	S

Commented [bb1]: Uses allowed in CSC-DD should be allowed in I and LI.

Commented [AH2R1]: This resolves the wants for Dan, Stephanie and Kevin, specifically for 522, 523, 524, 525, and 621.

Commented [bb3]: Permit Beverage manufacturing to allow for wineries, breweries, and distilleries. Separate Tobacco manufacturing and remain Office Use in commercial and SUP in industrial areas.

3122	Tobacco manufacturing							O			O	O		S	S	S
313	Textile mills							O			O	O		S	S	S
314	Textile product mills							O			O	O		S	S	S
315	Apparel manufacturing							O			O	O		S	S	S
316	Leather and allied product manufacturing							O			O	O		S	P	S
3161	Leather and hide tanning and finishing							O			O	O		O	S	O
321	Wood product manufacturing							O			O	O		S	P	S
322	Paper manufacturing							O			O	O		O	S	O
323	Printing and related support activities							S			O	S		P	P	P
323113	Commercial screen printing							P	S		O	P		P	P	P
324	Petroleum and coal products manufacturing							O			O	O		S	S	S
325	Chemical manufacturing							O			O	O		S	S	S

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3254 12	Pharmaceuti cal preparation manufacturi ng							O			O	O			P	P	P
326	Plastics and rubber products manufacturi ng							O			O	O			S	P	S
3262	Rubber product manufacturi ng							O			O	O			O	P	O
327	Nonmetallic mineral product manufacturi ng							O			O	O			O	P	O
331	Primary metal manufacturi ng							O			O	O			O	S	O
332	Fabricated metal product manufacturi ng							O			O	O			S	P	S
333	Machinery manufacturi ng							O			O	O			S	P	S
334	Computer and electronic product manufacturi ng							O			O	O			P	P	P
335	Electrical equipment, appliance, and							O			O	O			P	P	P

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	component manufacturi ng																		
3359 1	Battery manufacturi ng							O			O	O			O	S		O	
336	Transportati on equipment manufacturi ng							O			O	O			S	P		S	
337	Furniture and related products manufacturi ng							O			O	O			S	P		S	
339	Miscellaneo us manufacturi ng							O			O	O			P	P		S	
3391	Medical equipment and supplies manufacturi ng							O			O	O			P	P		P	
42	<i>Wholesale Trade</i>																		
423	Merchant wholesalers, durable goods							O			O	O			P	P		P	
424	Merchant wholesalers, nondurable goods							O			O	O			P	P		P	
425	Wholesale electronic markets and trade agents and brokers							O			O	O			P	P		P	
44— 45	<i>Retail Trade</i>																		

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4411	Automobile dealers							O			O	O			P	P	O
4412	Other motor vehicle dealers							O			O	O			P	P	O
4413	Automotive parts, accessories, and tire stores retailers							P	S		O	O			P	P	P
442 4491	Furniture and home furnishing stores retailers							P	P		O	P			S	S	P
443 4492	Electronics and appliance stores retailers							P	P		O	P			S	S	P
444	Building material and garden equipment and supplies dealers							P	P		O	P			P	P	P
4441 890	Other building material dealers							S	S		O	O			S	S	S
445	Food and beverage stores retailers							P	P		O	P			S P	P	S
446 4561	Health and personal care stores retailers							P	P		O	P			P	P	P

447 457	Gasoline stations and fuel dealers							P	P		O				P	P	
4471 90 4571 2	Other gasoline stations										O	O			S	S	
448 458	Clothing, and clothing accessories, shoe, and jewelry retailers stores							P	P		O	P			P	P	P
451 4591	Sporting goods, hobby, and musical instrument, book and music stores retailers							P	P		O	P			P	P	P
4592	Book retailers and news dealers							P	P		O	P			P	P	P
4593	Florists							P	P		O	P			P	P	P
4594	Office supplies, stationary, and gift retailers							P	P		O	P			P	P	P
452 455	General merchandise stores retailers							P	P		O	P			P	P	P
453	Miscellaneous store retailers							P	P		O	P			P	P	P
4533 4595	Used merchandise							P	P			P			P	P	P

Commented [BB4]: Combined with 459

	stores retailers																		
4539 3 4599 3	Manufactur ed (mobile) home dealers											O	O				S		
4539 9 4599	All-o ther miscellaneo us-store retailers							P	P			P			P	P		P	
454	Nonstore retailers							S	S			O	S			S	S		S
48— 49	Transportation and Warehousing																		
481	Air transportati on											O	O			O	O		O
482	Rail transportati on											O	O			S	P		S
483	Water transportati on											O	O			O	S		O
484	Truck transportati on											O	O			P	P		S
485	Transit and ground passenger transportati on							S	S			O	S			S	S		S
486	Pipeline transportati on	S	S	S	S	S	S	S	S			S	S			S	S	S	S
487	Scenic and sightseeing transportati on							S				O	P						P
488	Support activities for							S	S			O	O			S	P		P

Commented [BB5]: Category removed.

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	transportation																		
48841	Motor vehicle towing									O	O			S	P		O		
491	Postal service							P	P		O	P			P	P		P	
492	Couriers and messengers							P	P		O	P			P	P		P	
493	Warehousing and storage										O	S			P	P		P	
51	<i>Information</i>																		
511 <u>513</u>	Publishing industries							P			O	P			P	P		P	
512	Motion picture and sound recording industries							S			O	S			S	S		S	
515 <u>516</u>	Broadcasting and content providers (except internet)							S	S		O	O			P	P		P	
517	Telecommunications							S	S		O	S			P	P		P	
5179 <u>5171</u> <u>21</u>	Telecommunication resellers							P	P		O	P			P	P		P	
518	Computing infrastructure providers, data processing, web hosting and related services							S	S		O	S			S	P		P	
519	Web search portals,							S	S		O	S			S	P		P	

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	libraries, archives, and other information services																		
52	<i>Finance and Insurance</i>																		
521	Monetary authorities — Central bank							P	P		P	P				P	P		P
522	Credit intermediation and related activities							P	P		P	P				P	P		P
5222 98 5222 99	International, secondary market, and all other nondepository credit intermediation (i.e., pawn shops)							S			O	S				S	P		P
523	Securities, commodity contracts, and other financial investments and related activities							P	P		P	P				P	P		P
524	Insurance carriers and related activities							P	P		P	P				P	P		P
525	Funds, trusts, and other financial vehicles							P	P		P	P				P	P		P

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53	<i>Real Estate and Rental and Leasing</i>														
531	Real estate						P	P		P	P		P	P	P
53113	Lessors of miniwarehouses and self-storage units						O	O		O	O		O	P	P
532	Rental and leasing services						P	S		O	S		P	P	P
53212	Truck, utility trailer, and RV rental and leasing						O	O		O	O		O	P	P
533	Lessors of nonfinancial intangible assets (except copyrighted works)						P	P		P	P		P	P	P
54	<i>Professional, Scientific, and Technical Services</i>														
541	Professional, scientific, and technical services						P	P		P	P		P	P	P
54138	Testing laboratories						S			O	S		S	P	P
55	<i>Management of Companies and Enterprises</i>														
551	Management of companies and enterprises						P	P		P	P		P	P	P
56	<i>Administration and Support and Waste Management and Remediation Services</i>														
561	Administrative and support services						P	P		O	P		P	P	P

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561730	Landscaping services							S			O	O		S	P	S
56179	Other services to buildings and dwellings							S			O	O		S	P	P
562	Waste management and remediation services										O	O		S	P	S
61	<i>Educational Services</i>															
6111	Elementary and secondary schools	S	S	S	S	S	S	S	S		O	S		S	S	S
6112	Junior colleges							S			O	S		S	S	S
6113	Colleges, universities, and professional schools							S			O	S		S	S	S
6114	Business schools and computer and management training							S			O	S		S	S	S
6115	Technical and trade schools							S			O	S		S	S	S
6116	Other school and instruction							P	P		P	P		S	P	P
62	<i>Health Care and Social Assistance</i>															
621	Ambulatory health care services							P	P		P	P			P	P
622	Hospitals							P			O	S		P	P	P

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6231	Nursing care facilities— Skilled nursing facilities							S	S		O	S			S		
6232	Residential, intellectual and development disability, mental health, and substance abuse facilities	P	P	P	P	P	P										
6233 11	Continuing care retirement communities (with on-site nursing)							S	S		O	S			S	S	
6233 12	Assisted living facilities for the elderly (without on-site nursing)							S	S		O	S			S	S	
624	Social assistance							S			O	S			S	S	S
6244	Child day care services (childcare centers)							P	P		O	P			P	P	
6244	Child day care services (registered and/or licensed childcare home)	P	P														
71	Arts, Entertainment and Recreation																

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7111	Performing arts							P			O	P		<u>P</u>	<u>P</u>	P
7112	Spectator sports							S			O	O		<u>P</u>	<u>P</u>	P
7113	Promoters of performing arts, sports, and similar events							P			O	P		<u>P</u>	<u>P</u>	P
712	Museums, historical sites, and similar institutions	S	S	S	S	S	S	P	S		O	P	S	S	S	S
7131	Amusement parks and arcades							<u>S</u>				<u>S</u>		S	P	
7132	Gambling industries															
7139	Other amusement and recreation industries										S		S	P		
7139 40	Fitness and recreational sports centers							P	S		P		P	P		
<u>7139 90</u>	<u>All other amusement and recreation activities</u>							<u>S</u>	<u>S</u>		<u>P</u>		<u>P</u>	<u>P</u>		
72	<i>Accommodation and Food Services</i>															
7211	Traveler accommodation							S			O	S		S	S	S
7212	RV (recreational vehicle)										O			S	S	

Commented [BB6]: Mary Kay email re: game rooms. I would not want to remove SUP for arcade type businesses, though. Give CC the option.

Commented [AH7R6]: I believe she was indicating that game rooms specifically should not be allowed in DD...and that allowing them in Industrial and Light Industrial is more common. That category includes regular arcades, so I would hate to limit that use...although if we allow it with a SUP in DD, I think we should allow it in CSC as well.

Commented [bb8R6]: Agreed.

Commented [bb9]: Will allow driving range with an SUP for the existing facility at 2920 W Parkwood Ave

[illegible]

	(except automotive and electronic repair and maintenance)																		
8114	Personal and household goods repair and maintenance							S				O	O			S	P		P
8121	Personal care services							P	P			P	P			P	<u>P</u>		P
8122	Death care services							S	S			O	S			S	<u>S</u>		S
8123	Dry cleaning and laundry services							P	P			P	P			P	<u>P</u>		P
8129	Other personal services							P	P			P	P			P	<u>P</u>		P
8131	Religious organizations	S	S	S	S	S	S	S	S			O	S		S	<u>S</u>	<u>S</u>		<u>S</u>
8132	Grantmaking and giving services							O	O			O	O			O	<u>P</u>		O
8133	Social advocacy organizations							O	O			O	O			O	P		O
8134	Civic and social organizations							O	O			O	O			O	P		O
8139	Business, professional, labor, political, and							O	O			O	O			O	<u>P</u>		O

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	similar organization s																	
814	Private households	P	P	P	P	P	P					P (a)	P					
92	<i>Public Administration</i>																	
921	Executive, legislative, and other general government support							P			O	P		P	P		P	
922	Justice, public order, and safety activities							P			O	P		P	P		P	
9221 4	Correctional institutions														S			
923	Administrati on of human resource programs							P			O	P		P	P		P	
924	Administrati on of environment quality programs							P			O	P		P	P		P	
925	Administrati on of housing programs, urban planning, and community developmen t							P			O	P		P	P		P	
926	Administrati on of economic programs							P			O	P		P	P		P	

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927	Space research and technology							P			O	P			P	P
928	National security and international affairs							P			O	P			P	P

(a) Second floor and above.

(b) Legend:

1. P: Permitted.
2. S: Special use permit required.
3. O: Office use only.
4. Blank: Not permitted.

5. ~~S1: Site plan approval required; these facilities shall be subject to the following additional supplemental requirements at the time the first permit, certificate of occupancy, or zoning compliance request is submitted:~~

- a. ~~A site plan shall be submitted showing the layout of the proposed site, including present and proposed structures, driveways, parking areas, loading and delivery areas, trash collection areas, or other improvements. A site plan submitted under this subsection shall be subject to review and recommendation to the city council by the planning and zoning commission and approval by the city council.~~
- b. ~~An elevation shall be submitted that shows the exterior of the structure and any and all proposed changes to any existing building, yard, or other improvements. A personal care facility shall maintain its residential appearance. In no case will parking lots or spaces be authorized in a front yard, nor may loading and delivery areas, trash collection areas, or recreation areas be located in the front yard or so as to be visible from the street of any personal care facility.~~
- c. ~~A copy of the state license authorizing the individual proposing the use to open and operate such a facility, or, if the license has not been granted, a copy of the application submitted to the state department of licensing and regulation for such a license, along with a list of the remaining approvals or requirements to be met in order to obtain such a license. Within 60 days of receipt of such license, and in any case, prior to the issuance by the city of a certificate of occupancy for the facility, a copy of such state license shall be provided to the city's building official.~~
- d. ~~No personal care facility shall be allowed to open or operate until a license has been issued by the appropriate state regulatory agency. Any facility opening or operating without a valid state license or city-approved site plan shall be subject to immediate closure by the city and all remedies and penalties available under state law.~~
- e. ~~All applications filed with the city must indicate what type (A, B, or C) of facility is planned for operation under the licensing standards for personal care facilities, published by the state department of human services, so staff may evaluate the plans under the appropriate code requirements.~~

Commented [BB10]: Removal was unintentionally left out of Ordinance 2022-01.

~~f.—Compliance with all applicable city and state codes, ordinances and regulations shall be required prior to issuance of a certificate of occupancy for the operation of a personal care facility. In case of a conflict between city and state regulations, the more stringent shall control.~~

- (c) Notwithstanding the permitted uses depicted in this table, which are intended to address uses not otherwise regulated or restricted by federal, state, or related law for protected specific uses, it is the intention of the city to fully comply with all such legal requirements. Any applicant who is relying upon any such specific rules or regulations not otherwise addressed in this table shall provide the relevant provisions to the city for review.
- (d) *Swimming pool.* Exception for private recreation facilities under subsection (e) of this section.
1. If located in any residential zoning district, the pool shall be intended and used solely for the enjoyment of the occupants of the principal use of the property on which it is located and their guests.
 2. A swimming pool shall be deemed an accessory structure under the terms of this appendix, and shall, except as otherwise specifically provided herein, be subject to all requirements and restrictions hereunder. A swimming pool may be erected within a required rear yard, provided it is set back no closer than five feet from any rear lot line; but shall not be erected within any required front or side yard. Swimming pool pump, filter, and heating equipment may be located within a required side or rear yard, but not nearer than five feet from any side or rear property line.

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/15/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider an ordinance approving amendments to Appendix C, Zoning Ordinance, Section 7.P.6. Permitted Use Table, (i) to update categories because of changes to the North American Industry Classification System (NAICS) reference book, (ii) to amend uses allowed in the commercial zoning districts, and (iii) to remove sub note (b).5. S1, which was inadvertently left off changes made with Ordinance 2022-01.

Originating Department: Community Development

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The Permitted Use Table is part of the Zoning Ordinance that defines which uses are allowed in each zoning district throughout the City of Friendswood. Zoning Districts are established in Section 2 of the Zoning Ordinance and further defined in Section 7. The NAICS use numbers are derived from the North American Industry Classification System, which is the standard used federal statistical agencies to classify business establishments.

The changes to the table are a result of the following:

- Amendments to match changes to the updated NAICS code book (2022). The NAICS codes are updated every 5 years. A few examples of these changes include:
 - o Definition changes - several categories under Retail 44-45 changed from "stores" to "retailers"
 - o 442 is no longer a valid code; code changed to 4491
 - o 448 is no longer a valid code; code is now 458
 - o 518 - definition changed from "Data processing, hosting, and related services" to "Computing infrastructure providers, data processing, web hosting and related services"
- Cumulative zoning use whereby, if a use is allowed in Community Shopping Center (CSC) or Downtown District (DD), it would also be allowed in Industrial (I) and Light Industrial (LI).
- Allow breweries and wineries in the Downtown District, (NAICS Use 3121) and Community Shopping Center (CSC) and remain Office Use in commercial and Specific Use Permit (SUP) in industrial areas. This item was on the P&Z To Do List for this year. Tobacco Manufacturing (NAICS 3122) was separated out and left unchanged.

Also see attachments on Public Hearing Item.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Amendments to the table will update the NAICS codes to the 2022 version of the code references. Other changes will also expand the allowed uses in the commercial districts throughout the City, including allowing breweries and wineries in the Community Shopping Center (CSC) and Downtown District (DD) zoning districts, although there are still some limitations in the Limited Alcohol Service area (formerly the Dry Area).

RECOMMENDATIONS

At the Planning and Zoning Commission meeting held July 13, 2023, following the public hearing, the City of Friendswood Planning and Zoning Commission voted 5-0 (Commissioners Hinckley and Mann were absent) on a motion to approve the amendments to the Zoning Ordinance. Please see attached recommendation memo.

ATTACHMENTS

1. Ordinance - Permitted Use Table

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AMENDING APPENDIX C "ZONING," SECTION 7 "SCHEDULE OF DISTRICT REGULATIONS," SUBSECTION P.6 OF THE FRIENDSWOOD CITY CODE (I) TO UPDATE THE PERMITTED USE TABLE BASED UPON CHANGES TO THE NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM REFERENCE BOOK, (II) TO AMEND USES ALLOWED IN THE COMMERCIAL ZONING DISTRICTS, AND (III) TO REMOVE THE REFERENCE TO S1 FROM THE PERMITTED USE TABLE'S LEGEND; PROVIDING A MAXIMUM PENALTY OF TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00); REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY, PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Friendswood is continually reviewing the provisions of the City Code of Ordinances, specifically including Appendix C of the Friendswood City Code ("Zoning") relating to land use and other circumstances; and

WHEREAS, the Planning and Zoning Commission of the City of Friendswood issued its final report recommending the amendments referenced hereafter; and

WHEREAS, the Planning and Zoning Commission and the City Council have conducted public hearings in the time and manner required by law; and

WHEREAS, City Council has determined that all public notices have been posted and published, all required hearings on this matter have been held, and that this ordinance complies with the applicable provisions of the City Charter, City Code, and all other applicable laws; NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. That the facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. That the City of Friendswood Code of Ordinances, Appendix C "Zoning" Section 7 "Schedule of District Regulations" Subsection P "Permitted uses," Subsection 6 "Permitted use table" of the Friendswood City Code is hereby amended to read as follows:

APPENDIX C. ZONING

Section 7. Schedule of district regulations.

...
P. *Permitted uses.*

...
6. *Permitted use table.*

Residential Uses	SFR and SFR-E	GHD	MFR- L	MFR- M	MFR- H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
Single-Family Residence	P		P												
Garden Home Residence		P													

Residential Uses	SFR and SFR-E	GHD	MFR-L	MFR-M	MFR-H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
Multiple-Family Residence—Low Density			P	P	P										
Multiple-Family Residence—Medium Density				P	P										
Multiple-Family Residence—High Density					P										
Mobile Home Residence						P									

2017 NAICS Industry Descriptions		SFR and SFR-E	GHD	MFR-L	MFR-M	MFR-H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
	Sexually oriented businesses (Ch. 62)														S	
11	<i>Agriculture, Forestry, Fishing and Hunting</i>															
111	Crop production							O	O		O	O	P			
1114	Greenhouse, nursery, and floriculture production										O	O	P	S	S	O
112	Animal production and aquaculture							O	O		O	O	P			
113	Forestry and logging										O	O	P	S	P	
1133	Logging										O	O	S		S	
114	Fishing, hunting, and trapping										O	O	P			
115	Support activities for agriculture and forestry							O	O		O	O	P		O	
21	<i>Mining, Quarrying, and Oil and Gas Extraction</i>															
211	Oil and gas extraction										O	O	S	S	S	
212	Mining (except oil and gas)										O	O	S	S	S	
213	Support activities for mining										O	O	S	S	S	
22	<i>Utilities</i>															
221	Utilities										O	O		S	P	O
23	<i>Construction</i>															
236	Construction of buildings							O	O		O	O		P	P	P
237	Heavy and civil engineering construction							O	O		O	O		P	P	S
238	Specialty trade contractors							O	O		O	O		P	P	P
31—33	<i>Manufacturing</i>															
311	Food manufacturing							O			O	O		S	S	S
311811	Retail bakeries							P	P			P		P	P	
3121	Beverage manufacturing							P			O	P		P	P	P
3122	Tobacco manufacturing							O			O	O		S	S	S
313	Textile mills							O			O	O		S	S	S
314	Textile product mills							O			O	O		S	S	S
315	Apparel manufacturing							O			O	O		S	S	S
316	Leather and allied product manufacturing							O			O	O		S	P	S
3161	Leather and hide tanning and finishing							O			O	O		O	S	O

2017 NAICS Industry Descriptions		SFR and SFR-E	GHD	MFR- L	MFR- M	MFR- H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
321	Wood product manufacturing							O			O	O		S	P	S
322	Paper manufacturing							O			O	O		O	S	O
323	Printing and related support activities							S			O	S		P	P	P
323113	Commercial screen printing							P	S		O	P		P	P	P
324	Petroleum and coal products manufacturing							O			O	O		S	S	S
325	Chemical manufacturing							O			O	O		S	S	S
325412	Pharmaceutical preparation manufacturing							O			O	O		P	P	P
326	Plastics and rubber products manufacturing							O			O	O		S	P	S
3262	Rubber product manufacturing							O			O	O		O	P	O
327	Nonmetallic mineral product manufacturing							O			O	O		O	P	O
331	Primary metal manufacturing							O			O	O		O	S	O
332	Fabricated metal product manufacturing							O			O	O		S	P	S
333	Machinery manufacturing							O			O	O		S	P	S
334	Computer and electronic product manufacturing							O			O	O		P	P	P
335	Electrical equipment, appliance, and component manufacturing							O			O	O		P	P	P
33591	Battery manufacturing							O			O	O		O	S	O
336	Transportation equipment manufacturing							O			O	O		S	P	S
337	Furniture and related products manufacturing							O			O	O		S	P	S
339	Miscellaneous manufacturing							O			O	O		P	P	S
3391	Medical equipment and supplies manufacturing							O			O	O		P	P	P
42	<i>Wholesale Trade</i>															
423	Merchant wholesalers, durable goods							O			O	O		P	P	P
424	Merchant wholesalers, nondurable goods							O			O	O		P	P	P
425	Wholesale trade agents and brokers							O			O	O		P	P	P
44—45	<i>Retail Trade</i>															
4411	Automobile dealers							O			O	O		P	P	O
4412	Other motor vehicle dealers							O			O	O		P	P	O
4413	Automotive parts, accessories, and tire retailers							P	S		O	O		P	P	P

2017 NAICS Industry Descriptions		SFR and SFR-E	GHD	MFR- L	MFR- M	MFR- H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
4491	Furniture and home furnishing retailers							P	P		O	P		S	S	P
4492	Electronics and appliance retailers							P	P		O	P		S	S	P
444	Building material and garden equipment and supplies dealers							P	P		O	P		P	P	P
444180	Other building material dealers							S	S		O	O		S	S	S
445	Food and beverage retailers							P	P		O	P		P	P	S
4561	Health and personal care retailers							P	P		O	P		P	P	P
457	Gasoline stations and fuel dealers							P	P		O			P	P	
45712	Other gasoline stations										O	O		S	S	
458	Clothing, clothing accessories, shoe, and jewelry retailers							P	P		O	P		P	P	P
4591	Sporting goods, hobby, and musical instrument, retailers							P	P		O	P		P	P	P
4592	Book retailers and news dealers							P	P		O	P		P	P	P
4593	Florists							P	P		O	P		P	P	P
4594	Office supplies, stationary, and gift retailers							P	P		O	P		P	P	P
455	General merchandise retailers							P	P		O	P		P	P	P
4595	Used merchandise retailers							P	P			P		P	P	P
45993	Manufactured (mobile) home dealers										O	O			S	
4599	Other miscellaneous retailers							P	P			P		P	P	P
48—49	<i>Transportation and Warehousing</i>															
481	Air transportation										O	O		O	O	O
482	Rail transportation										O	O		S	P	S
483	Water transportation										O	O		O	S	O
484	Truck transportation										O	O		P	P	S
485	Transit and ground passenger transportation							S	S		O	S		S	S	S
486	Pipeline transportation	S	S	S	S	S	S	S	S		S	S	S	S	S	S
487	Scenic and sightseeing transportation							S			O	P				P
488	Support activities for transportation							S	S		O	O		S	P	P
48841	Motor vehicle towing										O	O		S	P	O
491	Postal service							P	P		O	P		P	P	P
492	Couriers and messengers							P	P		O	P		P	P	P

2017 NAICS Industry Descriptions		SFR and SFR-E	GHD	MFR- L	MFR- M	MFR- H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
493	Warehousing and storage										O	S		P	P	P
51	<i>Information</i>															
513	Publishing industries							P			O	P		P	P	P
512	Motion picture and sound recording industries							S			O	S		S	S	S
516	Broadcasting and content providers							S	S		O	O		P	P	P
517	Telecommunications							S	S		O	S		P	P	P
517121	Telecommunication resellers							P	P		O	P		P	P	P
518	Computing infrastructure providers, data processing, web hosting and related services							S	S		O	S		S	P	P
519	Web search portals, libraries, archives, and other information services							S	S		O	S		S	P	P
52	<i>Finance and Insurance</i>															
521	Monetary authorities— Central bank							P	P		P	P		P	P	P
522	Credit intermediation and related activities							P	P		P	P		P	P	P
522299	International, secondary market, and all other nondepository credit intermediation (i.e., pawn shops)							S			O	S		S	P	P
523	Securities, commodity contracts, and other financial investments and related activities							P	P		P	P		P	P	P
524	Insurance carriers and related activities							P	P		P	P		P	P	P
525	Funds, trusts, and other financial vehicles							P	P		P	P		P	P	P
53	<i>Real Estate and Rental and Leasing</i>															
531	Real estate							P	P		P	P		P	P	P
53113	Lessors of miniwarehouses and self- storage units							O	O		O	O		O	P	P
532	Rental and leasing services							P	S		O	S		P	P	P
53212	Truck, utility trailer, and RV rental and leasing							O	O		O	O		O	P	P
533	Lessors of nonfinancial intangible assets (except copyrighted works)							P	P		P	P		P	P	P
54	<i>Professional, Scientific, and Technical Services</i>															
541	Professional, scientific, and technical services							P	P		P	P		P	P	P
54138	Testing laboratories							S			O	S		S	P	P
55	<i>Management of Companies and Enterprises</i>															

2017 NAICS Industry Descriptions		SFR and SFR-E	GHD	MFR- L	MFR- M	MFR- H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
551	Management of companies and enterprises							P	P		P	P		P	P	P
56	<i>Administration and Support and Waste Management and Remediation Services</i>															
561	Administrative and support services							P	P		O	P		P	P	P
561730	Landscaping services							S			O	O		S	P	S
56179	Other services to buildings and dwellings							S			O	O		S	P	P
562	Waste management and remediation services										O	O		S	P	S
61	<i>Educational Services</i>															
6111	Elementary and secondary schools	S	S	S	S	S	S	S	S		O	S	S	S	S	S
6112	Junior colleges							S			O	S	S	S	S	S
6113	Colleges, universities, and professional schools							S			O	S	S	S	S	S
6114	Business schools and computer and management training							S			O	S	S	S	S	S
6115	Technical and trade schools							S			O	S	S	S	S	S
6116	Other school and instruction							P	P		P	P	S	P	P	
62	<i>Health Care and Social Assistance</i>															
621	Ambulatory health care services							P	P		P	P			P	P
622	Hospitals							P			O	S		P	P	P
6231	Nursing care facilities—Skilled nursing facilities							S	S		O	S			S	
6232	Residential, intellectual and development disability, mental health, and substance abuse facilities	P	P	P	P	P	P									
623311	Continuing care retirement communities (with on-site nursing)							S	S		O	S		S	S	
623312	Assisted living facilities for the elderly (without on-site nursing)							S	S		O	S		S	S	
624	Social assistance							S			O	S		S	S	S
6244	Child day care services (childcare centers)							P	P		O	P		P	P	
6244	Child day care services (registered and/or licensed childcare home)	P	P													
71	<i>Arts, Entertainment and Recreation</i>															
7111	Performing arts							P			O	P		P	P	P
7112	Spectator sports							S			O	O		P	P	P
7113	Promoters of performing arts, sports, and similar events							P			O	P		P	P	P

2017 NAICS Industry Descriptions		SFR and SFR-E	GHD	MFR- L	MFR- M	MFR- H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
712	Museums, historical sites, and similar institutions	S	S	S	S	S	S	P	S		O	P	S	S	S	S
7131	Amusement parks and arcades							S				S		S	P	
7132	Gambling industries															
7139	Other amusement and recreation industries											S		S	P	
713940	Fitness and recreational sports centers							P	S			P		P	P	
713990	All other amusement and recreation activities							S	S			P		P	P	
72	<i>Accommodation and Food Services</i>															
7211	Traveler accommodation							S			O	S		S	S	S
7212	RV (recreational vehicle) parks and recreational camps										O			S	S	
7213	Roominghouses and boardinghouses							S			O	S		S	S	S
7223	Special food services							P	P		O	P		P	P	P
7224	Drinking places (more than 75% sales of alcoholic beverages)							S				S		S	S	S
7225	Restaurants and other eating places							P	P		O	P		P	P	P
81	<i>Other Services (Except Public Administration)</i>															
8111	Automotive repair and maintenance							P	S		O	S		S	P	
81112	Automotive body, paint, interior, and glass repair							S	S		O	S		S	P	
8112	Electronic and precision equipment repair and maintenance							S			O	O		S	P	P
8113	Commercial and industrial machinery and equipment (except automotive and electronic repair and maintenance)							S			O	O		S	P	P
8114	Personal and household goods repair and maintenance							S			O	O		S	P	P
8121	Personal care services							P	P		P	P		P	P	P
8122	Death care services							S	S		O	S		S	S	S
8123	Dry cleaning and laundry services							P	P		P	P		P	P	P
8129	Other personal services							P	P		P	P		P	P	P
8131	Religious organizations	S	S	S	S	S	S	S	S		O	S	S	S	S	S
8132	Grantmaking and giving services							O	O		O	O		O	P	O
8133	Social advocacy organizations							O	O		O	O		O	P	O
8134	Civic and social organizations							O	O		O	O		O	P	O

2017 NAICS Industry Descriptions		SFR and SFR-E	GHD	MFR- L	MFR- M	MFR- H	MHR	CSC	NC	LNC	OPD	DD	A-1	L1	I	BP
8139	Business, professional, labor, political, and similar organizations							O	O		O	O		O	P	O
814	Private households	P	P	P	P	P	P					P (a)	P			
92	<i>Public Administration</i>															
921	Executive, legislative, and other general government support							P			O	P		P	P	P
922	Justice, public order, and safety activities							P			O	P		P	P	P
92214	Correctional institutions														S	
923	Administration of human resource programs							P			O	P		P	P	P
924	Administration of environment quality programs							P			O	P		P	P	P
925	Administration of housing programs, urban planning, and community development							P			O	P		P	P	P
926	Administration of economic programs							P			O	P		P	P	P
927	Space research and technology							P			O	P		P	P	P
928	National security and international affairs							P			O	P		P	P	P

(a) Second floor and above.

(b) Legend:

1. P: Permitted.
2. S: Special use permit required.
3. O: Office use only.
4. Blank: Not permitted.

(c) Notwithstanding the permitted uses depicted in this table, which are intended to address uses not otherwise regulated or restricted by federal, state, or related law for protected specific uses, it is the intention of the city to fully comply with all such legal requirements. Any applicant who is relying upon any such specific rules or regulations not otherwise addressed in this table shall provide the relevant provisions to the city for review.

(d) *Swimming pool.* Exception for private recreation facilities under subsection (e) of this section.

1. If located in any residential zoning district, the pool shall be intended and used solely for the enjoyment of the occupants of the principal use of the property on which it is located and their guests.
2. A swimming pool shall be deemed an accessory structure under the terms of this appendix, and shall, except as otherwise specifically provided herein, be subject to

all requirements and restrictions hereunder. A swimming pool may be erected within a required rear yard, provided it is set back no closer than five feet from any rear lot line but shall not be erected within any required front or side yard. Swimming pool pump, filter, and heating equipment may be located within a required side or rear yard, but not nearer than five feet from any side or rear property line.

Section 3. That this ordinance is hereby incorporated and made a part of the Friendswood City Code of Ordinances. A violation of this ordinance is subject to the penalty provisions contained in such Code under Section 1-14 "General penalty for violations of Code; continuing violations," and as otherwise provided by law. Any person who shall willfully, intentionally, or with criminal negligence violate any provision of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

Section 4. That all ordinances or parts of ordinances in conflict or inconsistent with this ordinance are hereby expressly repealed.

Section 5. That in the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Friendswood, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 6. That the City Secretary shall give notice of the passage of this ordinance by causing the caption of this ordinance to be published in the official newspaper of the City. This ordinance shall become effective upon such publication.

PASSED, APPROVED and ADOPTED on first and final reading by the affirmative vote of the City Council of the City of Friendswood on this 7th day of August, 2023.

MIKE FOREMAN, Mayor

ATTEST:

LETICIA BRYSCH, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

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FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/12/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Receive an update regarding the Friendswood EMS receiving the American Heart Association's Mission: Lifeline Gold Achievement Award and the Target: Heart Attack Honor Roll Recognition.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

Friendswood VFD EMS is proud to be nationally recognized by the American Heart Association for our commitment to providing research-based, high-quality heart attack and stroke care with a Mission: Lifeline Gold Achievement Award and the Target: Heart Attack Honor Roll Recognition.

Friendswood VFD EMS is a part of an elite group of prehospital providers recognized by the American Heart Association for your commitment and success in implementing a higher standard of care, by ensuring that every STEMI patient receives treatment according to nationally accepted evidence-based guideline recommendations and standards. Earning the Mission: Lifeline Gold achievement award demonstrates adherence to the latest research-based clinical practices to support better outcomes for patients.

The American Heart Association's Mission: Lifeline System of Care Target: Heart Attack Honor Roll Award highlights the collaboration and contributions of both prehospital and hospital providers. This time-critical award level is limited to those agencies that provide patient transport to STEMI-receiving and STEMI-referring centers.

Be confident in the consistent care that Friendswood VFD EMS provides.

Friendswood EMS' dedication to ensuring that all heart attack and stroke patients have access to best practices and life-saving care.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/12/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Receive an update regarding the Friendswood Library Gala ticket sales.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The Friendswood Public Library's biggest annual fundraiser will be hosted by the Friends of the Library on September 30, 2023. This year's gala theme was inspired by the classic fantasies, Alice in Wonderland and Through the Looking Glass by Lewis Carroll.

Attendees will engage in an immersive experience at the library after dark and enjoy music by the Wonderland Quartet, bidding on fabulous auction items, and dining on delicious food by Buffalo Catering. Costumes and theme-based attire are encouraged.

Tickets to this one-of-a-kind event are limited and can be purchased for \$100 per person.

Tickets are on sale now through the library website.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/12/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Recognize Engineering Project Manager, Ivan Ortega for successfully achieving the Certified Public Infrastructure Inspector (CPII) earned through American Public Works Association (APWA).

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The purpose of the Public Infrastructure Inspector Certification is to promote quality infrastructure throughout the community by advancing the knowledge and practice of construction inspection to benefit the community and public agencies.

The Certified Public Infrastructure Inspector certification program is intended for individuals who inspect the construction of public infrastructure such as: roadways, highways, utilities such as water, wastewater, storm sewer, bridges and facilities as: pump stations, treatment plants, water storage facilities and other types of construction work and materials to ensure compliance with plans and specifications. Duties may include observation, measurement, testing, and documentation.

Ivan studied an estimated 120 hours over an 8 month time span. Since the knowledge required for the certification is so broad Ivan focused on four books to assist with studying: 29 CFR 1910 & 1926 OSHA General Industry/Construction Regulations, MNL-2(19) Manual of Concrete Inspection, Introduction to Engineering Construction Inspection and Field Engineer's Manual. Ivan also expressed the help of his co-workers was needed to acquire the knowledge and understanding required.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/12/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Recognize City Secretary, Leticia Brysch on her acceptance to the 2024 Class of the Texas Women's Leadership Institute Program.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The Texas Chapter of Women Leading Government (WLG) will host a fifth class of the Texas Women's Leadership Institute beginning in 2024. The class is limited to 20 women who desire to become city managers. The Institute will offer five sessions over the course of the year and will cover essential topics to becoming an effective city manager as well as explore successful leadership techniques. The sessions will include tours of city facilities and will bring in Texas experts to discuss professional topics and personal development. Typical sessions cover municipal bonds, economic development, communications, negotiating, Council relations, public safety and leadership.

The Institute Sessions will be held around the State of Texas and travel expenses are the responsibility of the attendee. Sessions begin on Thursday at 9am and end at noon on Friday. This Institute offers a laser focus approach to increasing women in the city management pipeline and is sponsored by the Texas City Management Association.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/19/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Receive an update regarding naming the Emergency Medical Services Chief.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

In accordance with our discussion at the June City Council Retreat, staff posted the position of EMS Chief for the City of Friendswood. I am pleased to announce that current FVFD and City of La Porte EMS Chief, Lisa Camp, has accepted an offer to be Friendswood's first EMS Chief.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Emergency Medical Services are a vital service to Friendswood residents and those visiting our City. As we transition from the FVFD to an in-house EMS department, strong leadership is needed to set the foundation for this service.

RECOMMENDATIONS

ATTACHMENTS

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/26/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Receive an update regarding the City of Friendswood being named among the top Safest Cities in Texas.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

Friendswood ranked #15 this year among the safest cities in Texas for 2023 according to Safewise.

Safewise uses the FBI crime statistics data to rank cities in each state and across the country. To add extra insight and depth to that assessment, we include demographic information and the results of our proprietary State of Safety research study.

The "safest" cities rankings are intended to highlight cities with low crime rates and ignite conversation and action around how to make all cities and communities safer.

They also use the most up-to-date FBI Crime Data as the backbone of the reports. This means they rely on voluntary, self-reported information that cities and jurisdictions across the country report through the FBI Summary Reporting System (SRS) and National Incident-Based Reporting System (NIBRS). For the 2023 reporting year, the most recent FBI data was released in October 2022, and accounts for crimes reported in calendar year 2021.

Thank you to all of our law enforcement officers that make Friendswood a safe city!

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. SafeWise Safest Cities Logo



FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/13/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider authorizing the monthly transfer of funds to the City of Friendswood Employee Benefit Trust contingent upon sufficient appropriations in the FY2023-24 City of Friendswood Budget.

Originating Department: Human Resources

Degree of importance:

SUMMARY / ORIGINATING CAUSE

Council approval is needed to authorize a monthly transfer to the City of Friendswood Employee Benefits Trust for payment of employee benefits premiums to the insurance vendors.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. 2023 COF 2023 Renewal Proposal v2
2. 23-24 COF Contribution Breakdown



Employee Benefits Health Insurance Review

July 26, 2023



FOUNDED IN 1948

200+ top-tier carrier relationships

93% client retention

20th

Largest Independent Broker in the U.S.

By Business Insurance

19th

Largest Broker of U.S. Business

By Hales

1,900+
Employees

1,300+
Employee Shareholders



Community Outreach Project of The Year

By Business Insurance



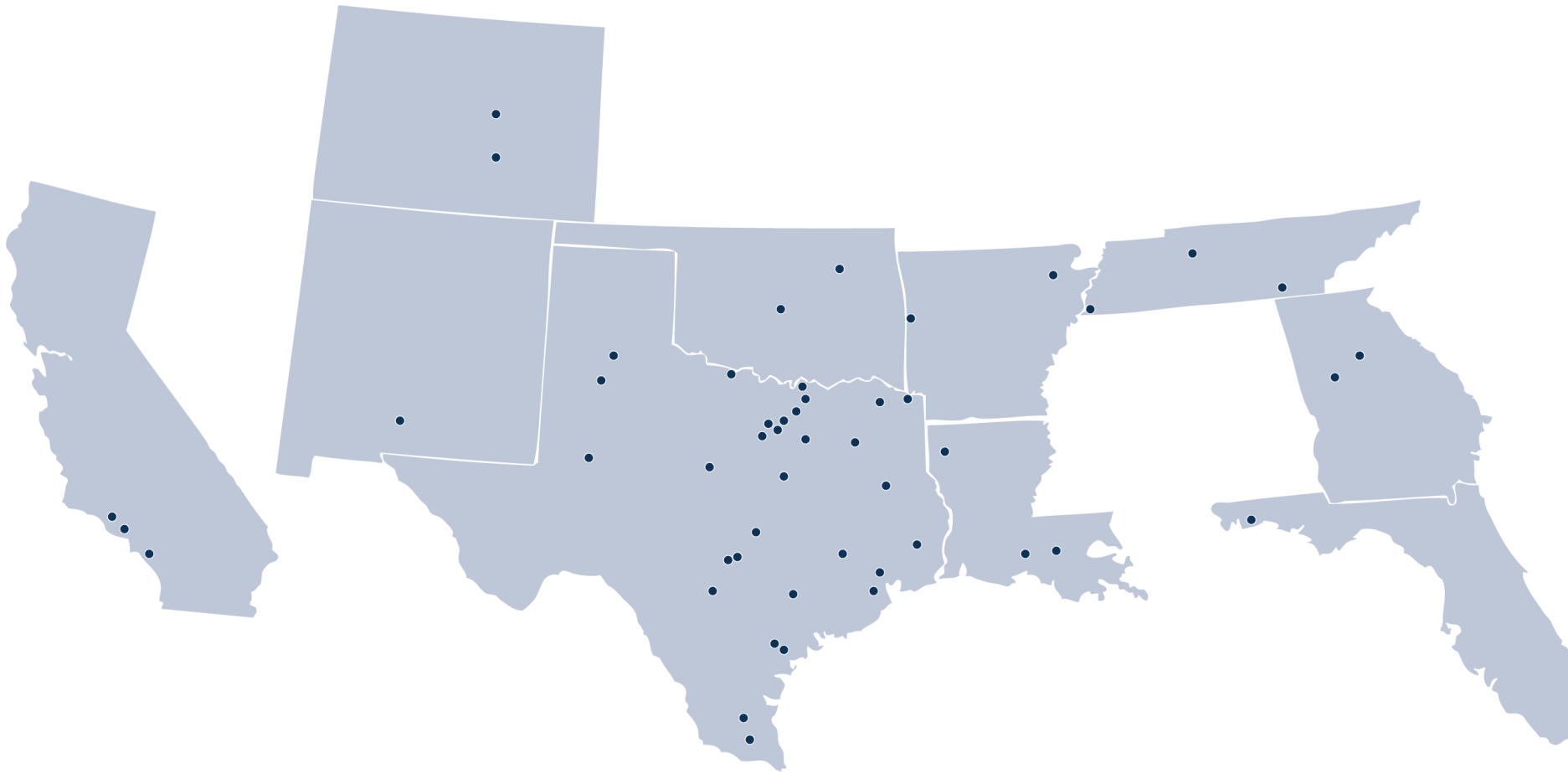
Best Agency to Work For

By Insurance Journal



Insurance Hall of Fame Rusty Reid

By Insurance Business America



Core Team



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The Higginbotham Difference

Day Two Services®

Day-to-Day Team	Wellness & Health Risk Management	Compliance	HR Technology
Dedicated Account Team Data Analytics Strategic Planning/Benchmarking Employee Service Support Financial Analysis Medical Director Pharmacy Consulting	Customized Programs Vendor Coordination	Compliance Consulting Legislative/Regulatory Updates Tactical Planning COBRA Administration CDHP Administration 5500 Reporting ERISA Documentation	Benefit Administration RFP Process Management Implementation Oversight
			
HR Service Center	HR Resources	Communications	Other Resources
Dedicated Toll-Free Phone Bilingual (English/Spanish) 140 Languages Supported 8 a.m. to 5 p.m. CT Stewardship Reports	Mineral Zywave MyWave	Customized Communications New Branding or Reinforce Existing Brand	HR Services Voluntary Benefits Executive Benefits Retirement Plan Services Globex International Group
			



Day Two Services® Team



Jennifer Speer

Director - Health Risk Management



Ross Carmichael

Managing Director - Compliance



Stephanie Holbert

Director – TPA Services



Maggie Hadden

Director – HR Technology



Francine Tebo

Director - Employee Engagement



Dr. Edwin Mathews

Medical Director



David Sirowich

Rx Consultant



Bryan Shine

Senior Financial Analyst



I. 2023 Marketing

- a. The City of Friendswood's contract with Blue Cross Blue Shield will **expire on September 30, 2023**.
- b. All lines of coverage, except vision and the flexible spending account administration, are currently provided through Blue Cross Blue Shield / Dearborn.
- c. A market search was conducted for fully insured medical and COBRA, dental, basic life and accident death and dismemberment insurance, voluntary life and accidental death and dismemberment insurance, long term disability, flexible spending account administration and employee assistance program coverages.
- d. Proposal requests were sent to **33 carriers**.
- e. Proposals were received from a total of **14 carriers** and are detailed under each benefit separately.
- f. **Historical** cost and increase percentages are illustrated in the table below

Plan Year	% Increase
2020	Data not available
2021	+5.5%
2022	+3% with ancillary bundling
2023	+4.4% + moving vision to Dearborn

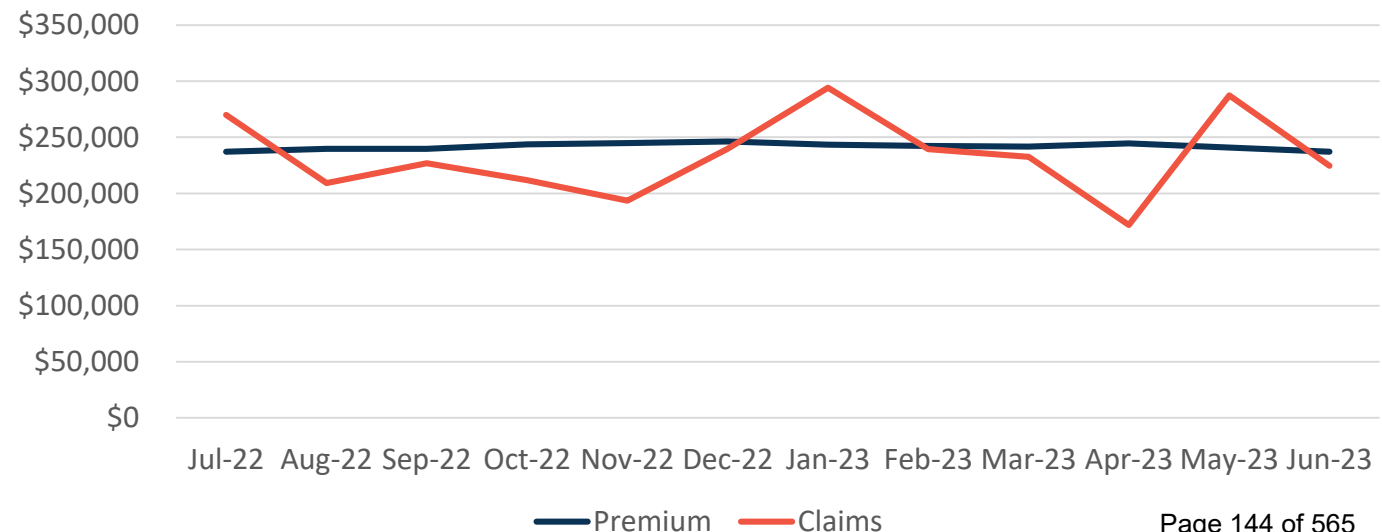
Month	Premium	Medical Paid Claims	Pharmacy Paid Claims	Total Paid Claims	Medical and Pharmacy Loss Ratio
Jul 2022	\$237,139	\$137,085	\$131,966	\$270,059	113.90%
Aug 2022	\$239,735	\$135,920	\$72,224	\$209,152	87.20%
Sep 2022	\$239,842	\$131,458	\$94,475	\$226,975	94.60%
Oct 2022	\$243,827	\$135,764	\$75,033	\$211,778	86.90%
Nov 2022	\$244,729	\$100,672	\$91,751	\$193,404	79.00%
Dec 2022	\$246,245	\$139,475	\$99,152	\$239,612	97.30%
Jan 2023	\$243,412	\$236,222	\$56,911	\$294,085	120.80%
Feb 2023	\$242,366	\$151,150	\$87,341	\$239,424	98.80%
Mar 2023	\$241,778	\$135,951	\$95,580	\$232,487	96.20%
Apr 2023	\$244,531	\$91,067	\$79,758	\$171,817	70.30%
May 2023	\$240,901	\$216,171	\$70,232	\$287,404	119.30%
Jun 2023	\$237,232	\$87,932	\$135,753	\$224,668	94.70%
SUMMARY	\$2,901,737	\$1,698,867	\$1,090,176	\$2,800,865	96.52%

Current Plan Performance:

- Paid Premium: \$2,901,737
- Paid Claims: \$2,800,865
- Loss Ratio: 97%

Premium
vs. Claims
– Most
Recent 12
Months

Premium vs. Claims

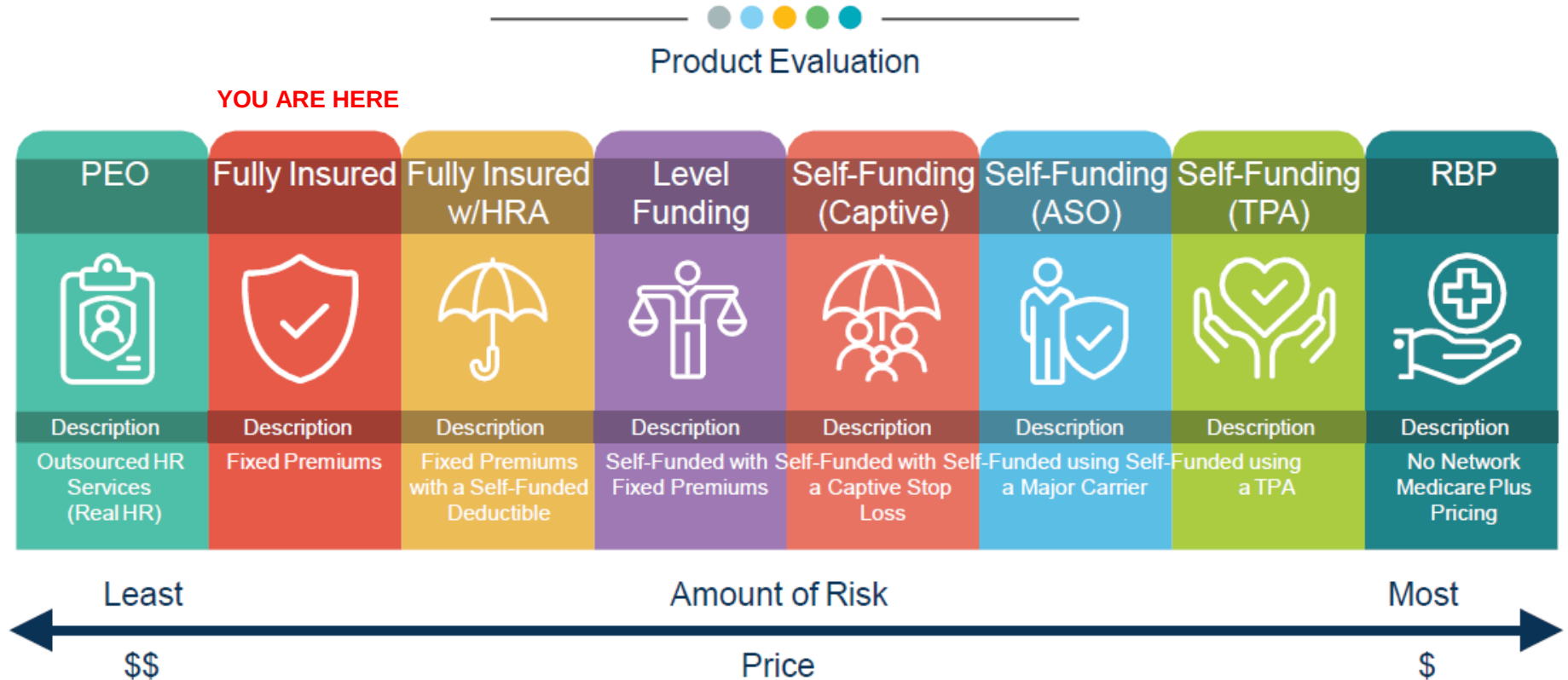


	Relationship	Gender	Age	Leading Diagnostic Category	Inpatient	Outpatient	Professional Paid	Pharmacy Paid	Total Paid Claims	Current Enrolled
1	Spouse	Male	60-64	Not Available	\$0	\$83,745	\$2,634	\$124,869	\$211,248	Yes
2	Subscriber	Male	65+	Not Available	\$0	\$1,761	\$1,302	\$207,106	\$210,169	Yes
3	Subscriber	Female	50-59	Not Available	\$0	\$0	\$1,088	\$124,539	\$125,627	Yes
4	Spouse	Female	50-59	Neoplasms	\$0	\$74,375	\$25,917	\$331	\$100,623	Yes
5	Dependent	Male	20-29	Nervous	\$56,953	\$31,985	\$9,327	\$1,568	\$99,833	Yes
6	Subscriber	Female	60-64	Musculoskeletal	\$0	\$45,178	\$11,669	\$619	\$57,466	Yes
7	Spouse	Female	30-39	Nervous	\$44,205	\$0	\$11,535	\$303	\$56,043	Yes
8	Spouse	Female	65+	Neoplasms	\$40,055	\$0	\$13,238	\$76	\$53,369	No

- 8 large claimants over 50k in total paid claims. 7 out of the 8 are still enrolled
- All large claims are all ACTIVE employees; none are retirees and/or Cobra
- Large claims make up about 33% of the total claims spend
- Pharmacy spend makes up 50% of total HCC spend

Product Evaluation

Day One Services



$$\text{Value (Cost)} = \text{Risk} + \text{Price}$$

MEDICAL

BCBS-Fully Insured

- Original Renewal: +12.4%
- Negotiated Renewal: +8% without ancillary lines of coverage
- Negotiated Renewal: +4.4% with all ancillary + add vision
- Negotiated Renewal: \$25,000 admin credit

DENTAL

BCBS-Fully Insured

- Original Renewal: +10.3%

VISION

VSP

- Original Renewal: +11.3%

LIFE / AD&D

Dearborn National

- ER Paid Life: Original Renewal: rate pass
- ER Paid Life: Negotiated Renewal: -32% rate decrease; annual savings of \$9,600
- Voluntary Life/AD&D: rate pass

DISABILITY

Dearborn National

- ER LTD: Original Renewal: rate pass
- ER LTD: Negotiated Renewal: -8% rate decrease; annual savings of \$5,582
- Voluntary STD: rate pass

Accident/CI/Hi

MetLife

- Rate Pass

Fully Insured – Medical Results – Current Carrier – Blue Cross Blue Shield Texas

a. Current Plan Performance July 2022 – June 2022

- i. Paid Premium – \$2,901,737
- ii. Paid Claims - \$2,800,865
- iii. Loss Ratio - **97%**
- iv. Eight Large Claimants over \$50K during the most recent 12 months = \$914,378
- b. Blue Cross Blue Shield Original Renewal Request = **\$350K; +12.4%**
- c. Best & Final Packaged Renewal Offer = **+128K; +4.4%**

Carrier	Annual Premium	Increase over Current	% Increase
Blue Cross Blue Shield – Current	\$2,838,405	n/a	n/a
Blue Cross Blue Shield – Renewal	\$3,190,372	\$351,966	+12.4%
Blue Cross Blue Shield – Final Negotiated Renewal	\$3,010,054	\$127,772	+4.43%
United Healthcare	\$3,204,982	\$366,576	+12.9%
Aetna	Declined to Quote		
Cigna	Declined to Quote		

City of Friendswood Employee Benefit Trust

Medical Plan Proposal

Carrier				Current + Renewal														
Plan Name				BlueCross BlueShield of Texas														
				Blue Essentials HMO				MM22 PPO \$2,500				MM16 PPO \$1,500						
In Network																		
Deductible - Ind / Family				\$2,500 / \$5,000				\$2,500 / \$7,500				\$1,500 / \$4,500						
Maximum Out of Pocket - Ind / Family				\$5,500 / \$10,200				\$5,500 / \$10,200				\$4,500 / \$10,200						
Coinsurance				80%				80%				80%						
Physician Services																		
Primary Care				\$25 copay				\$25 copay				\$30 copay						
Specialist				\$50 copay				\$50 copay				\$55 copay						
Virtual Visits																		
Simple Lab & X-ray				20% after deductible				No charge				No charge						
Other Services																		
Inpatient Hospitalization				20% after deductible				20% after deductible				20% after deductible						
Outpatient Surgery				20% after deductible				20% after deductible				20% after deductible						
Emergency Room				\$100 copay + 20% after deductible				\$100 copay + 20% after deductible				\$100 copay + 20% after deductible						
Urgent Care				\$50 copay				\$50 copay				\$55 copay						
Complex Imaging				20% after deductible				20% after deductible				20% after deductible						
Prescription Drugs																		
Rx Deductible				\$1,000 / \$3,000				\$1,000 / \$3,000				\$1,000 / \$3,000						
Generic				\$10 copay				\$10 copay				\$20 copay						
Preferred Brand				\$40 copay				\$40 copay				\$35 copay						
Non-Preferred Brand				\$60 copay				\$60 copay				\$50 copay						
Specialty				\$10/\$40/\$60 copay				\$10/\$40/\$60 copay				\$20/\$35/\$50 copay						
Mail Order - 90 Day Supply				3x retail copay				Same as retail copay				Same as retail copay						
Out of Network																		
Deductible- Ind / Family				N/A				\$5,000 / \$15,000				\$3,000 / \$9,000						
Maximum Out of Pocket - Ind / Family								\$11,000 / \$33,000				\$9,000 / \$27,000						
Coinsurance								60%				70%						
Monthly Premiums				HMO	MM22	MM16	Current	Renewal	Negotiated Renewal w/o Ancillary	Negotiated Renewal w/ Ancillary + Vision	Current	Renewal	Negotiated Renewal w/o Ancillary	Negotiated Renewal w/ Ancillary + Vision	Current	Renewal	Negotiated Renewal w/o Ancillary	Negotiated Renewal w/ Ancillary + Vision
Employee Only				2	9	98	\$600.67	\$675.15	\$648.72	\$632.50	\$659.33	\$741.09	\$712.08	\$694.28	\$697.96	\$784.51	\$753.80	\$734.96
Employee + Spouse				0	1	14	\$1,329.13	\$1,493.94	\$1,435.46	\$1,399.57	\$1,458.94	\$1,639.85	\$1,575.66	\$1,536.27	\$1,544.43	\$1,735.94	\$1,667.98	\$1,626.28
Employee + Child(ren)				1	1	41	\$1,106.74	\$1,243.98	\$1,195.28	\$1,165.40	\$1,214.83	\$1,365.47	\$1,312.02	\$1,279.22	\$1,285.99	\$1,445.45	\$1,388.87	\$1,354.15
Employee + Family				0	5	34	\$1,922.99	\$2,161.44	\$2,076.83	\$2,024.91	\$2,110.80	\$2,372.54	\$2,279.66	\$2,222.67	\$2,234.49	\$2,511.57	\$2,413.25	\$2,352.92
Monthly Premium							\$2,308.08	\$2,594.28	\$2,492.72	\$2,430.40	\$19,161.74	\$21,537.83	\$20,694.70	\$20,177.36	\$218,720.35	\$245,841.97	\$236,218.29	\$230,313.43
							Current			Renewal			Negotiated Renewal w/o Ancillary			Negotiated Renewal w/ Ancillary + Vision		
Total Annual Premium							\$2,882,282.04			\$3,239,688.96			\$3,112,868.52			\$3,010,054.28		
Total Annual Change (\$)										\$357,406.92			\$230,586.48			\$127,772.24		
Total Annual Change (%)										12.40%			8.00%			4.43%		
Includes \$25,000 transition credit																		

Includes \$25,000 transition credit

Fully Insured Dental – Current Carrier – Blue Cross Blue Shield

- a. The City currently pays 90% of the employee and 70% of dependent cost for both plan options.
- b. **Renewal** – The City implemented a 1-year contract with Blue Cross Blue Shield. The contract expires on September 30, 2023.
- c. **Experience** – The current loss ratio is 77% for the dental plans combined
- d. **Proposals** were received from 7 carriers
- e. **Benefits** quoted were a close duplication of the current benefit program

Carrier	Annual Premium	Increase over Current	% Increase	Rate Guarantee
Blue Cross Blue Shield – Current	\$179,025	n/a	n/a	n/a
Blue Cross Blue Shield – Renewal	\$197,469	\$18,444	+10.3%	2 Years
EMI Health	\$151,678	-\$27,346	-15.2%	2 Years
Delta Dental	\$179,766	\$741	+0.41%	2 Years
Ameritas	\$166,772	-\$12,252	-6.8%	2 Years
MetLife	\$170,064	-\$8,960	-5%	1 Year
The Standard	\$196,923	\$17,898	+10%	2 Years
United Healthcare	\$183,533	\$4,508	+2.5%	1 Year

RECOMMENDATIONS:



- Renew the dual option dental program with Blue Cross Blue Shield with their 2 year contract in exchange for package savings credit on medical
- Continue the current contribution strategy whereby the City pays 90% of the employee and 70% of dependent cost for both plan options.

Vision – Current Carrier – VSP

- a. **Renewal** – The City implemented a 1-year contract with VSP. The contract expires on September 30, 2023.
- b. **Proposals** were received from 8 carriers
- c. **Benefits** quoted were a close duplication of the current benefit program (Refer to the Vision Exhibit)

Carrier	Annual Premium	Increase over Current	% Increase	Rate Guarantee
VSP– Current	\$34,375	n/a	n/a	n/a
VSP– Renewal	\$38,306	\$3,930	+11.4%	2 Years
BCBS/Dearborn	\$28,733	-\$5,602	-16.30%	4 Years
EMI Health	\$35,592	\$1,216	+3.5%	2 Years
Ameritas	\$34,441	\$65.64	+0.19%	2 Years
Lincoln Financial	\$37,991	\$3,616	+10.52%	2 Years
MetLife	\$34,481	\$105.36	+0.31%	4 Years
The Standard	\$34,484	\$108.72	+0.32%	2 Years
United Healthcare	\$37,421	\$3,045	+\$8.86%	3 Years

RECOMMENDATIONS:

- 
- Move this line of coverage to BCBS/Dearborn with their Vision EyeMed plan in exchange for the package savings on the medical coverage
 - Continue the current contribution strategy whereby the employees pay for all coverage level tiers

City of Friendswood

2023 – Vision Marketing Overview



City of Friendswood

Vision Plan Proposal

Current + Renewal

Option 1

Carrier		VSP Vision Care		BlueCross BlueShield of Texas	
Network		VSP		EyeMed	
Frequency					
Exams		Every 12 months		Every 12 months	
Lenses		Every 12 months		Every 12 months	
Frames		Every 12 months		Every 12 months	
Exams		In Network	Out of Network	In Network	Out of Network
Routine Exam		\$10 copay	Up to \$45	\$10 copay	Up to \$30
Lenses					
Single		\$25 copay	Up to \$30	\$10 copay	Up to \$25
Bifocal		\$25 copay	Up to \$50	\$10 copay	Up to \$40
Trifocal		\$25 copay	Up to \$65	\$10 copay	Up to \$55
Lenticular		\$25 copay	Up to \$100	\$10 copay	Up to \$55
Allowances					
Elective Contacts Allowance		\$130 allowance	Up to \$105	\$130 allowance + 15% off balance	Up to \$104
Medically Necessary Contacts Allowance		Covered In Full (after copay)	Up to \$210	\$10 copay	Up to \$210
Frames Allowance		\$130 allowance + 20% discount on the amount you spend over \$130	Up to \$70	\$130 allowance + 20% off balance	Up to \$65
Premium		Current	Renewal	Option 1	
Employee Only	76	\$9.63	\$10.73	\$7.24	
Employee + Spouse	28	\$15.40	\$17.16	\$13.76	
Employee + Child(ren)	26	\$15.72	\$17.52	\$14.48	
Employee + Family	51	\$25.35	\$28.25	\$21.29	
Monthly Premium		\$2,864.65	\$3,192.23	\$2,397.79	
Annual Premium		\$34,375.80	\$38,306.76	\$28,773.48	
Annual Change (\$)			\$3,930.96	-\$5,602.32	
Annual Change (%)			11.44%	-16.30%	

Basic Life & Accidental Death / Dismemberment – Current Carrier – Blue Cross Blue Shield

- The City currently provides a life/ad&d benefit of 1x annual salary up to \$250,000 for all active full time employees.
- The current contract under Blue Cross Blue Shield is set to expire on September 30, 2023.
- Proposals were received from 7 carriers

Carrier	Annual Premium	Increase over Current	% Increase	Rate Guarantee
BCBS/Dearborn– Current	\$30,587	n/a	n/a	n/a
Blue Cross Blue Shield – Renewal	\$30,587	\$0	0%	2 Years
Blue Cross Blue Shield – Negotiated Renewal	\$20,974	-\$9,613	-31.4%	2 Years
MetLife	\$28,839	-\$1,747	-5.7%	2 Years
NY Life	\$20,974	-\$9,613	-31.43%	2 Years
The Standard	\$19,226	-\$11,361	-37%	2 Years
The Hartford	\$19,226	-\$11,361	-37%	2 Years
OneAmerica	\$29,713	-\$873	-2.8%	3 Years
United Healthcare	\$32,355	\$1,747	+5.7%	3 Years
Symetra	\$19,226	-\$11,361	-37.1%	3 Years



RECOMMENDATION:

- Renew the Basic Life/Accidental Death & Dismemberment program with Blue Cross Blue Shield for 2 years at the negotiated rates

Voluntary Life & Accidental Death & Dismemberment – Current Carrier – Blue Cross Blue Shield/Dearborn

- a. Employees are able to purchase additional life insurance over and above what is provided by the City.
- b. Employees can also elect coverage on their spouse and children as long as they elect coverage on themselves.
- c. The current contract with Blue Cross Blue Shield is set to expire on September 30, 2023.
- d. Proposals were received from the same carriers as the Basic Life/AD&D coverage
- e. All carriers proposed a continuation of the current coverage and premiums, with the exception of Met Life. The MetLife proposal requires an increase in premiums.



RECOMMENDATION:

- Renew the voluntary life / accidental death and dismemberment program with Blue Cross Blue Shield/Dearborn for 2 years

Short Term Disability – Current Carrier – Blue Cross Blue Shield/Dearborn

- a. Employees are able to purchase additional Short Term Disability in addition to the Long Term Disability provided by the City.
- b. The current contract with Blue Cross Blue Shield is set to expire on September 30, 2023.
- c. Proposals were received from the same carriers as the Long Term Disability coverage above.



RECOMMENDATION:

- Renew the voluntary short term disability with BCBS/Dearborn for the 2 year rate guarantee

City of Friendswood

2023 – Long Term Disability Marketing Overview



Long Term Disability – Current Carrier – Blue Cross Blue Shield/Dearborn:

- The City pays for long term disability coverage for all full time employees.
- Employees will receive 66.67% of their monthly earnings should they become disabled and unable to return to work for more than 90 calendar days.
- The current contract provided by Blue Cross Blue Shield expires on September 30, 2023.
- Proposals were received from 8 carriers

Carrier	Annual Premium	Increase over Current	% Increase	Rate Guarantee
BCBS/Dearborn– Current	\$70,633	n/a	n/a	n/a
Blue Cross Blue Shield – Renewal	\$70,633	\$0	0%	2 Years
Blue Cross Blue Shield – Negotiated Renewal	\$65,081	-\$5,582	-7.9%	2 Years
MetLife	\$60,086	-\$10,577	-15%	2 Years
NY Life	\$42,603	-\$28,059	-39.7%	2 Years
Lincoln Financial	\$45,542	\$25,121	-35z6	2 Years
The Hartford	\$38,931	-\$31,732	-44.91%	2 Years
OneAmerica	\$44,073	-\$26,590	-37.6%	3 Years
The Standard	\$44,073	-\$26,590	-37.6%	3 Years
United Healthcare	\$70,663	\$0	0%	3 Years
Symetra	\$52,887	-\$17,776	-25.1%	3 Years



RECOMMENDATION:

- Renew the Long Term Disability with BCBS/Dearborn at the negotiated rate for 2 years.

Worksite– Current Carrier – MetLife:

- a. The City implemented a 1-year contract with MetLife. The contract expires on September 30, 2023.
- b. Employees can elect Accident, Cancer, Critical Illness or Hospital Indemnity.
- c. Proposals were received from 6 carriers

Carrier	Accident Annual Premium	Hospital Indemnity Annual Premium	Critical Illness Annual Premium
MetLife	\$53,171	\$66,727	Age Rated
Aflac	\$55,504	\$74,546	Age Rated
Lincoln Financial	\$20,075	\$110,654	Age Rated
Symetra	\$42,025		Age Rated
The Hartford	\$32,542	\$78,114	Age Rated
The Standard	\$51,171	\$69,477	Age Rated
United Healthcare	\$27,186	\$63,327	Age Rated



RECOMMENDATION:

- Renew with MetLife for one year

FSA / Cobra Administration:

Carrier	Annual Premium	Increase over Current	% Increase
CPI FSA	\$8,694	\$0	0%
Higginbotham FSA	\$8,694	\$0	0%
WEX	Did not issue a proposal		
Health Equity	Did not issue a proposal		

Carrier	Annual Premium	Increase over Current	% Increase
CPI Cobra	\$0.50 PPPM; \$1,374	\$0	0%
Higginbotham	\$0.50 PPPM; \$1,374	\$0	0%
WEX	Did not issue a proposal		
Health Equity	Did not issue a proposal		



RECOMMENDATION:

- Move HSA/FSA Administration over to Higginbotham for seamless integration with our online Benefits In Hand platform.

City of Friendswood

Marketing and Renewal Timeline



Task	JUN	JUL	AUG	SEPT	OCT
RFP Released to Market	6/21				
RFP Due Date		7/6			
Marketing Data compiled and analysis completed		7/14			
Renewal Meeting(s) @ City of Friendswood		7/26			
2023 Benefit Decisions			Deadline 8/8		
Open Enrollment				9/6-9/13	
Initial eligibility data to carriers				9/15	
Eligibility loaded and ID Cards released				9/20	
2023 Plan Year Begins!					10/1
Objective setting meeting and wellness committee review					10/15

Scope of Services & Fees

The Higginbotham Edge

More individual. Less institutional.



Higginbotham does/does not provide the above-referenced services to the Client in the capacity of an ERISA plan fiduciary.

Direct Compensation

The company reasonably expects to receive compensation for the placement of the below lines of coverage in the form of either a per employee per month (“PEPM”) fee, commission fee, or flat fee, directly from you, your insurance carrier, or your third party vendor, in the amount indicated below:

Coverage Line Medical, Dental, Vision, FSA, HRA, Wellness	Carrier/Vendor/Fee Agreement	PEPM, Standard Commission, Commission Schedule, or Compensation Calculation	
Medical	BlueCross BlueShield	PEPM	\$35
Dental	BlueCross BlueShield	Standard Commission	10%
Vision	Dearborn National	Standard Commission	10%
Life / Disability	Dearborn National	Standard Commission	15%
Worksite	MetLife	Standard Commission	65% first year; 5% thereafter

Scope of Services

Strategic Planning	Frequency	Comments
Vendor Management	Ongoing	Monitor administration, stop loss insurance, provider network, PBM, ancillary lines-of-coverage, executive benefits
Benchmarking	As needed	
Health Plan Activation	Ongoing	Full support – preparation of print communication, mobile messaging, onsite meetings
Marketing	As needed	- Preparation of RFP with detailed analysis of proposals from responding vendors - Completion of final negotiations with selected “best team” of vendors - Recommendation of appropriate funding method - Implementation schedule detailing all phases of benefit process

Scope of Services

Financial Management	Frequency	Comments
Data Analytics	Annually/Quarterly	Identify “hot spots” and underlying causes in medical and pharmacy claims
Actuarial Services	As needed	Calculate plan design changes, IBNR reserves and trend analysis
Financial Monitoring	Monthly/Quarterly	- Monthly medical and prescription claims reports, with calculations of both variable and fixed plan costs - Quarterly Executive update
Pharmacy Benefit Management	Ongoing	Negotiation of pricing and clinical oversight

Scope of Services

Administration	Frequency	Comments
Full-time Resource for HR	Ongoing	Plan inquiries, billing problems, premium reconciliation and compliance
Employee Response Center	Ongoing	Assistance with member enrollments, claim issues and benefit questions
ERISA Documents	Annually	- Proofing and editing plan documents - Wrap document preparation
Flexible Spending Account (FSA)	Ongoing	\$6.00 per participant per month
COBRA Administration	Ongoing	\$0.80 per employee per month
Review HR Technology Platform	As needed	Assist with selecting the right HR technology
HR Services	As needed	Assist with ad hoc projects as identified

Scope of Services

Health Risk Management	Frequency	Comments
Program Design	Annually	• Customized
Health Promotion Challenges	As needed	• “Challenges” that promote healthy life styles (i.e. weight loss/physical fitness)

Scope of Services

Custom Communication	Frequency	Comments
Comprehensive Benefits Guide	Annual	• Design, writing and fulfillment
Additional Employee Materials	As needed	• Design, writing and fulfillment
Conduct Onsite/Webinar Meetings	As needed	• Travel included in our fee

Scope of Services

Legal & Compliance	Frequency	Comments
Access to Higginbotham's ERISA Attorney	As needed	Higginbotham is a consulting firm; we do not practice law. We always suggest you have any legal documents and other interpretation ultimately reviewed by your legal counsel.
ACA Reporting	Annual	Preparation of 1095 Forms. Client is responsible for IRS Filing Fees
Form 5500 Preparation	Annual	Signature-ready
HIPAA Compliance	As needed	Maintain business associate agreements
Medicare Part D Notice	Annual	Included along with other legal notices in annual benefits guide
Legislative Updates	As needed	Email

**Lead with values and
value leads.**

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/26/2023

Prepared by: Karen Horner, City Attorney

Subject: Consider authorizing an Agreement for Public Improvement District and Tax Increment Reinvestment Zone Creation and Administrative Services with P3Works LLC.

Originating Department: City Attorney

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The proposed agreement authorizes P3Works LLC ("P3") to provide creation and administration services for both a public improvement district pursuant to Chapter 372 of the Texas Local Government Code and a tax increment reinvestment zone pursuant to Chapter 311 of the Texas Tax Code. Specifically, P3 will perform the following services:

Public Improvement District	
PID Formation, Service and Assessment Plan Preparation, and Bond Issuance Support Services	
Prepare of PID Plan of Finance	P3's Prevailing Hourly Rate
Prepare Service and Assessment Plan	
Provide Support for Bond Issuance	
Make Presentations to Council and Other Public Forums	
Basic District Administration Services	
Prepare Annual Service and Assessment Plan Update	Monthly Collection Fees will begin once Assessments are Levied
Administer Bond Funds (if bonds are sold)	
Provide Public Information Assistance	
Manage Delinquent Assessments	
Setup Website, which shall include a searchable database	
District Administration Setup Services	
Review bond transcript	\$7,500 One-Time Lump Sum Fee
Prepare written summary of all City Administration and Disclosure Requirements	
Prepare Calendar of Relevant Dates and Deadlines	
Meet with County Tax Office to Establish Procedure to include District Assessment Roll on Property Tax Bill	
Assist In Finalizing Policies And Procedures Relating To PID Administration	
Additional Services	
Provide Continuing Disclosure Services	P3's Prevailing Hourly Rate
Developer Payment Request Administration	

Provide Consulting Services Related to Future Improvement Areas and related Bond Issuance	(to be paid from Developer funds advanced to City)
Review Development Agreement Specific to the PID/TIRZ Boundary	
Tax Increment Reinvestment Zone	
TIRZ Formation, preliminary and Final Project and Finance Plan Preparation Services	
Preparation of TIRZ Project and Finance Plan	P3's Prevailing Hourly Rate
Prepare Preliminary and Final Project Plan	
Provide Support for Bond Issuance	
Make Presentations to City Council and Other Public Forums	
Basic District Administration Services	
Provide Consulting services Relating to Future Improvement Areas and Related Bond Issuance	P3's Prevailing Hourly Rate (to be paid from Developer Funds advanced to the City)
Prepare Annual Report	

The agreement is for a term of three (3) years and will automatically renew but may be terminated at anytime after providing sixty (60) days' written notice.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. PID & TIRZ Agreement with P3Works
2. Texas Government Code Verifications
3. Form 1295

**AGREEMENT FOR PUBLIC IMPROVEMENT DISTRICT (PID) AND TAX INCREMENT
REINVESTMENT ZONE (TIRZ) CREATION AND
ADMINISTRATION SERVICES**

This Agreement for Public Improvement District ("PID") and Tax increment Reinvestment Zone ("TIRZ") Creation and Administration Services ("Agreement") is entered into this 25th day of July, 2023, by and between P3Works, LLC ("P3Works"), and the City of Friendswood, Texas ("City").

RECITALS

WHEREAS, the City Council is considering the creation of a public improvement district ("PID No. 1" or "District") to finance the costs of certain public improvements for the benefit of property within the District; and

WHEREAS, the City may consider issuing bonds to fund certain improvements in the PID as authorized by the Public Improvement District Assessment Act, Texas Local Government Code, Chapter 372, as amended; and

WHEREAS, the City is also considering the creation of a tax increment reinvestment zone ("TIRZ"), in which the boundary will be commensurate with the boundary of the District, to fund certain improvements as authorized by the Tax Increment Financing Act, of the Texas Tax Code, Chapter 311, as amended; and

WHEREAS, the City requires specialized services related to the creation, revision and updating of the Service and Assessment Plan ("Service and Assessment Plan"), bond issuance, and the administration of the District; the creation, revision and updating of the Final Project and Finance Plan ("Final Plan") and the Annual Reporting of the TIRZ as more fully set forth in this Agreement; and

WHEREAS, P3Works has the expertise to properly establish and administer the District and ensure compliance with Texas Local Government Code Chapter 372, and Texas Tax Code 311; and

WHEREAS, the City desires to retain P3Works to provide District and TIRZ creation and administration services;

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, and for good and valuable consideration, P3Works and the City agree as follows:

ARTICLE I

TERM OF AGREEMENT

1.0 The Agreement shall be effective as of its approval by all parties, and shall be for a period of three (3) years and shall automatically continue on a year-to-year basis until terminated pursuant to Article IV of this Agreement.

ARTICLE II

SERVICES TO BE PROVIDED BY P3WORKS

2.0 The scope and timing of services to be performed by P3Works are set forth in Exhibits A and B, which are attached hereto and incorporated into this Agreement by this reference.

2.1 P3Works agrees that its services pursuant to this Agreement shall at all times be subject to the control and supervision of the City and that nothing in this Agreement shall constitute an assignment of any right or obligation of the City under any applicable contract, agreement, or law. P3Works shall not represent to any property owner or any other person that it or any of its employees are acting as the City or employees of the City.

2.2 No substantial changes in the scope of services shall be made without the prior written approval of P3Works and the City.

2.3 P3Works shall supply all tools and means necessary to perform the services and production of the work product described in Exhibits A and B.

ARTICLE III

PAYMENT TERMS AND CONDITIONS

3.0 In consideration for the services to be performed by P3Works and subject to Section 3.3 hereinbelow, the City agrees to pay P3Works the fees for all services and related costs and expenses set forth in Exhibits A and B, beginning the first day of the month following the execution of this Agreement. Once assessments have been levied the Monthly Collection Fees will begin, and then the February 1 following the levy of assessments, and each February 1 thereafter, the fees shall increase by 2%.

3.1 Monthly invoices shall be submitted to the City for work completed. Subject to Section 3.3 hereinbelow City agrees to pay the amount due to P3Works within thirty (30) days after the City's receipt of invoice.

3.2 Copies of all invoices to P3Works for expenses, materials, or services provided to P3Works will accompany the invoice to the City. P3Works will pass any third-party cost through to the City without markup and will not incur any expense in excess of \$200 without written consent of the City.

3.3 The only source of payment for P3Works' fees and services shall be the District or funds advanced by the developer. The City is required to notify P3Works if the balance of the Account from which payments are being made falls below \$5,000. The City general fund shall never be used to pay

for any expenses relating to P3Works' administration of the District. In the event there are insufficient District funds in a given year to pay P3Works' fees and expenses, P3Works, at P3Works' discretion, agrees to either defer the fees and expenses, without interest or penalty, until such time as there are sufficient District funds or funds advanced by the developer, or cease work on the project, until such time as P3 receives payment.

ARTICLE IV

TERMINATION OF THIS AGREEMENT

4.0 Notwithstanding any other provisions of this Agreement, either party may terminate this Agreement at any time by giving sixty (60) days written notice to the other party without penalty and without limitation of its right to seek damages. City shall pay P3Works, within 30 days of such termination, all of P3Works' fees and expenses actually accrued or incurred to and including the date of termination, including any amount incurred or accrued in connection with work in progress.

ARTICLE V

GENERAL PROVISIONS

5.0 This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to rendering of services by P3Works for the City and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party of this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party which are not embodied herein and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding.

5.1 This Agreement shall be administered and interpreted under the laws of the State of Texas. Venue for all purposes hereunder shall be in Galveston County, Texas. This Agreement shall not be construed for or against any party by reason of who drafted the provisions set forth herein. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall remain in full force and effect.

5.2 Neither this Agreement or any duties or obligations under this Agreement may be assigned by P3Works without the prior written consent of the City.

5.3 P3Works is a PID Administration firm, does not provide financial advice, and is not an Independent Registered Municipal Advisor under the SEC and MSRB Rules; therefore, P3Works will request an IRMA Exemption Letter if not already provided on the City's website, and then provide to the City an IRMA Exemption acceptance letter in the general form attached as Exhibit C upon execution of the Agreement.

5.4 The waiver by either party of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach thereof.

5.5 All records, reports, and other documents prepared by P3Works for the purposes of providing the services described in this Agreement shall be property of the City. All such documents shall be

made available to the City during the course of performance of this Agreement. Any reports, studies, photographs, negatives, or other documents or drawings prepared by P3Works in the performance of its obligations under this Agreement shall be the exclusive property of the City and all such materials shall be remitted to the City by P3Works upon completion, termination, or cancellation of this Agreement.

5.6 The City acknowledges P3Works' ownership of its software, programs, inventions, know-how, trade secrets, confidential knowledge, source code, or other proprietary information relating to products, processes, services, software, formulas, developmental or experimental work, business plans, financial information, or other subject matter ("Confidential Information") pertaining to the business of P3Works. This Agreement shall not in any way give rise to any requirement or obligation for P3Works to disclose or release any Confidential Information.

5.7 The headings and article titles of this Agreement are not a part of this Agreement and shall have no effect upon the construction or interpretation of any part hereof.

5.8 All notices, requests, demands, and other communications which are required to be given under this agreement shall be in writing and shall be deemed to have been duly given upon the delivery by registered or certified mail, return receipt requested, postage prepaid thereon, as follows:

To P3Works:

Mary V. Petty
Managing Partner
P3Works, LLC
9284 Huntington Square, Ste. 100
North Richland Hills, Texas 76182

To City:

Morad Kabiri
City Manager
City of Friendswood
910 S. Friendswood Dr.
Friendswood, TX 77546

5.9 The parties hereby warrant that the persons executing this Agreement are authorized to execute this Agreement and are authorized to obligate the respective parties to perform this Agreement. A facsimile signature on this Agreement shall be treated for all purposes as an original signature.

Executed on this 25th day of July, 2023:

P3Works, LLC

BY: _____
Mary V. Petty
Managing Partner

City of Friendswood

BY: _____
Morad Kabiri
City Manager

EXHIBIT A
PUBLIC IMPROVEMENT DISTRICT SERVICES TO BE PROVIDED

PID FORMATION, SERVICE AND ASSESSMENT PLAN PREPARATION, AND BOND ISSUANCE SUPPORT SERVICES

Billed at P3Works' prevailing hourly rates, which are currently as follows:

Title	Hourly Rate
<i>Partner</i>	<i>\$250</i>
<i>Project Manager</i>	<i>\$210</i>
<i>Senior Analyst</i>	<i>\$185</i>
<i>Analyst II</i>	<i>\$160</i>
<i>Analyst</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

**Not more than once a year, P3Works' hourly rates may be adjusted to reflect increased costs of labor and/or adding/reclassifying titles. P3 Works shall give notice of such adjustment at least sixty (60) days in advance of the effective date of the adjustment. Travel times will be billed at hourly rates.*

District Due Diligence and Preparation of PID Plan of Finance

1. P3Works will review project information and review the plan of finance for the proposed transaction, including
 - a. Assessed value schedules, value to lien analysis, and overall structuring to achieve City goals and objectives,
 - b. Identify areas of risk and with the City's Financial Advisor, solutions to mitigate the risks,
 - c. Bond sizing and bond phasing by improvement area,
 - d. Sources and uses of funds by improvement area,
 - e. Debt service schedules, and
 - f. Assessment allocation and associated estimated annual installment by lot type for each improvement area.

Preparation of Service and Assessment Plan

1. P3Works will prepare a complete and final Service and Assessment Plan to be adopted by City Council and included in the Official Statement for the Bonds based on the Plan of Finance.
2. P3Works will present the Service and Assessment Plan to City Council and request approval of Assessment Roll.

Bond Issuance Support

1. P3Works will ensure bond documents, including the PID financing agreement, bond indenture, and official statement are all consistent with the Service and Assessment Plan.
2. P3Works will provide ad-hoc analysis as requested by the underwriter in preparation of the preliminary official statement.

Participation in Presentations to City Council or other Public Forums

1. P3Works will prepare and present information as requested to the City Council or any other public forum.

BASIC DISTRICT ADMINISTRATION SERVICES

MONTHLY COLLECTION FEES WILL BEGIN ONCE ASSESSMENTS ARE LEVIED

If no bonds are sold:

Monthly Fee = \$1,500 beginning the first of the month following levy of assessments for the District for the first improvement area; and \$1,000 per month for each improvement area thereafter. (Proration will occur for any partial month if not begun on the 1st day of the month.)

If bonds are sold:

Monthly Fee amounts will be \$2,500 for the first improvement area beginning the first month following the issuance of bonds; and \$1,250 per month for each improvement area thereafter.

For PIDs that P3Works did not create: Monthly Collection Fees will not begin until the first Annual SAP Update is drafted by P3Works and approved by Council, therefore all work completed to that point will be billed hourly.

See Section below related to "Consulting Services Relating to Future Improvement Areas and related Bond Issuance" for hourly fees if bonds are contemplated.

Prepare Annual Service and Assessment Plan Update

1. If possible, obtain updated construction cost estimates (or actual costs for completed facilities) for District improvements, and update service and assessment plan text and tables.
2. Update service and assessment plan text and tables as necessary to account for any changes in development plan or land uses.
3. Update annual District assessment roll.
4. Identify parcel subdivisions, conveyance to owners' associations, changes in land use, and any other information relevant to the levy of special assessments.
5. Review maps of tax parcels to compile/audit list of parcels that are within the District for the upcoming bond year. Classify each parcel pursuant to the approved service and assessment plan.
6. Identify and parcels dedicated to any property types classified as exempt by the service and assessment plan.
7. Update District database with newly subdivided parcels and property type classifications.
8. Calculate annual special assessment for each parcel. Verify the sum of annual installments for all parcels in the District is sufficient to meet the annual debt service requirement, administration expenses, and any provisions for delinquency or prepayment reserves.
9. Calculate other funds available, such as reserve fund income, capitalized interest, and interest income. Reduce annual assessment based on findings according to approved service and assessment plan.
10. Present preliminary annual assessment roll to City. Upon approval by City, submit final annual assessment roll to County Tax Collector.

Administration of Bond Funds (if bonds are sold)

1. Review and reconcile the account statements for the funds maintained by the trustee. Ensure annual special assessment calculation is compliant with Indenture as it relates to each fund.
2. Provide annual summary of all District accounts maintained by Trustee at the time the annual service and assessment plan update is performed.

Provide Public Information Request Support

1. If requested, P3Works will respond to any calls and or emails relating to the District. P3Works will only provide technical answers relating to the annual assessments or the District generally. P3Works will not provide any commentary on City policy relating to PIDs.
2. If the City receives a notice from a property owner alleging an error in the calculation of any matters related to the annual assessment roll for the District, P3Works will review and provide a written response to the City. If a calculation error occurred, P3Works will take corrective action as required to correct the error.

Delinquency Management

1. After the end of the annual assessment installment collection period, P3Works will prepare a delinquent special assessment report, which details which parcels are delinquent and the amount of delinquency.
2. P3Works will advise the City what action must be taken relating to delinquent parcels, if any, to remain in compliance with the District bond documents.

Website Setup

1. Prepare website database searchable by property tax ID for use by property owners, title companies, mortgage companies, or other interested parties. The search results will provide assessment information, including outstanding principal, annual installment amount, payment information, and a breakdown of the assessment installment by use (principal, interest, reserve fund accounts, administrations, etc.)
2. Prepare "District Information" page for website. Information will include a background of the District formation and bond issuance process, District boundary map, and description of improvements. In addition, P3Works will provide a link to District documents.

DISTRICT ADMINISTRATION SETUP SERVICES

\$7,500 One Time Lump Sum Fee

1. P3Works will review the full bond transcript and identify all requirements of the City relating to District administration and/or disclosure requirements.
2. Prepare written summary of all City administration and disclosure requirements.
3. Prepare calendar of all relevant dates and deadlines for District administration and disclosure requirements.
4. Meet with County Assessor's office to establish procedure for obtaining parcel information for assessment roll.
5. Meet with County Tax Office to establish procedure to include District assessment roll on property tax bill.
6. Meet with City representatives to finalize policies and procedures relating to District Administration.

ADDITIONAL DISTRICT SERVICES

Billed at P3Works' prevailing hourly rates, which are currently as follows:

Title	Hourly Rate
<i>Partner</i>	<i>\$250</i>
<i>Project Manager</i>	<i>\$210</i>
<i>Senior Analyst</i>	<i>\$185</i>
<i>Analyst II</i>	<i>\$160</i>
<i>Analyst</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

**Not more than once a year, P3Works' hourly rates may be adjusted to reflect increased costs of labor and/or adding/reclassifying titles. P3 Works shall give notice of such adjustment at least sixty (60) days in advance of the effective date of the adjustment. Travel will be billed at the hourly rates.*

Continuing Disclosure Services

1. P3Works will prepare the form of the annual report as required by the continuing disclosure agreements and work with the City and the Developer to complete.
2. P3Works will request from developer the reports due pursuant to the developer disclosure agreement and disseminate these reports pursuant to the disclosure agreement; including Seller's Disclosures.
3. Upon notification by any responsible party or if P3Works independently becomes aware of such knowledge, P3Works will prepare notices of material events covering the events enumerated in the disclosure agreements.
4. P3Works will coordinate with the Trustee or the City's dissemination agent to disseminate the annual reports, quarterly reports from the developer, and notice of significant events to the Municipal Securities Rulemaking Board (MSRB) and any other parties required in the continuing disclosure agreement.

Developer Payment Request Administration

1. P3Works will review all developer payment requests to ensure the request complies with the PID Financing Agreement, the District service and assessment plan, and any other relevant provisions contained in the District documents.
2. P3Works will audit the developer payment request to ensure there is proper backup documentation and that the accounting is accurate.
3. P3Works will coordinate with the City's designated representative to ensure the improvements were built to the standards of the accepting governing body.
4. P3Works will ensure improvements to be dedicated are free and clear of all liens and encumbrances.

Consulting Services Relating to Future Improvement Areas and related Bond Issuance (to be paid from Developer funds advanced to City)

1. P3Works will update the Service and Assessment Plan to comply with Bond documents.
2. P3Works will prepare an updated Assessment Roll including the future Improvement Area
3. P3Works will coordinate with City's bond counsel, financial advisor, and the bond underwriter to ensure the Bonds and all related documents are in compliance with State Law.
4. P3Works will prepare any additional reports or analyses as needed to successfully issue the Bonds.

Development Agreement Review Specific to the PID/TIRZ Boundary

1. Participate in meetings or calls at City Manager's, or his/her designee, direction.
2. Review and comment on Development Agreement drafts.
3. Prepare Ad hoc analysis as requested.

EXHIBIT B
TAX INCREMENT REINVESTMENT ZONE SERVICES TO BE PROVIDED
TIRZ FORMATION, PRELIMINARY AND FINAL PROJECT AND FINANCE PLAN
PREPARATION SERVICES

Billed at P3Works' prevailing hourly rates, which are currently as follows:

Title	Hourly Rate
<i>Partner</i>	<i>\$250</i>
<i>Project Manager</i>	<i>\$210</i>
<i>Senior Analyst</i>	<i>\$185</i>
<i>Analyst II</i>	<i>\$160</i>
<i>Analyst</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

**Not more than once a year, P3Works' hourly rates may be adjusted to reflect increased costs of labor and/or adding/reclassifying titles. P3 Works shall give notice of such adjustment at least sixty (60) days in advance of the effective date of the adjustment. Travel will be billed at the hourly rates.*

District Due Diligence and Preparation of TIRZ Project and Finance Plan

1. P3Works will review project information and prepare a Preliminary Plan for the proposed creation, including:
 - a) Assessed value schedules and overall structuring to achieve City goals and objectives.
 - b) Drafting the TIRZ Agreement.
 - c) At the direction of Staff, facilitate presentations to the Council and the TIRZ Board.
2. Estimated annual TIRZ Credit by lot type for each improvement area.

Preparation of Preliminary and Final Project Plan

1. P3Works will prepare a Preliminary Project and Finance Plan ("PPFP") and a Final Project and Finance Plan ("FPFP") to be adopted by the TIRZ Board and the City Council and included in the Official Statement for the PID Bonds based on the Plan of Finance.
2. P3Works will prepare a draft TIRZ Agreement to be adopted by the TIRZ Board
3. P3Works will present the PPFP to the Council at the creation of the TIRZ and request approval of TIRZ Creation Ordinance.
4. P3Works will present the FPFP to the Council after conducting all necessary steps for public hearings and notifications and request approval of TIRZ FPFP.
5. P3Works will file the necessary creation forms with the Secretary of the State of Texas after the creation of the TIRZ.

Bond Issuance Support

1. P3Works will ensure bond documents, including the bond indenture and official statement are all consistent with the TIRZ Final Plan.
2. P3Works will provide ad-hoc analysis as requested by the underwriter in preparation of the preliminary official statement.

Participation in Presentations to City Council or other Public Forums

1. P3Works will prepare and present information as requested to the City Council or any other public forum.

2. If requested by the City, P3Works will respond to any calls and or emails relating to the TIRZ.
3. P3Works will only provide technical answers relating to the annual TIRZ Credit or the TIRZ generally.
4. P3Works will not provide any commentary on City policy relating to TIRZs.

BASIC DISTRICT ADMINISTRATION SERVICES

Billed at P3Works' prevailing hourly rates, which are currently as follows:

Title	Hourly Rate
<i>Partner</i>	<i>\$250</i>
<i>Project Manager</i>	<i>\$210</i>
<i>Senior Analyst</i>	<i>\$185</i>
<i>Analyst II</i>	<i>\$160</i>
<i>Analyst</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

Preparation of the Annual Report to be filed with the Secretary of State and then presented to the TIRZ Board and City Council for approval.

See Section below related to "Consulting Services Relating to Future Improvement Areas and related Bond Issuance" for hourly fees if future TIRZ changes are contemplated.

Consulting Services Relating to Future Improvement Areas and related Bond Issuance (to be paid from Developer funds advanced to City)

1. P3Works will coordinate with City's bond counsel, financial advisor, and the bond underwriter to ensure the Bonds and all related documents are in compliance with State Law.
2. P3Works will prepare any additional reports or analyses as needed to successfully issue the Bonds.

Prepare Annual Report

1. If possible, obtain updated construction cost estimates (or actual costs for completed facilities) for TIRZ improvements
2. Update Annual Report as necessary to account for any changes in development plan or land uses.
3. Identify parcel subdivisions, conveyance to owners' associations, changes in land use, and any other information relevant to anticipated estimate of Tax Increment to be generated.
4. Calculate annual TIRZ Credit for each parcel.
5. Present preliminary Annual Report to TIRZ Board. Upon approval by TIRZ Board, submit final Annual Report to the Texas Secretary of State.

EXHIBIT C
IRMA EXEMPTION LETTER



P3Works, LLC.
9284 Huntington Sq.
Suite 100
North Richland Hills,
Texas 76182

Mary V. Petty
Managing Partner
+1.817.393-0353 Phone
Admin@P3-Works.com

Date

City Manager
Address

RE: IRMA Exemption/Acceptance Letter

To Whom It May Concern:

We have received your written representation, dated July 26th, 2023, that the City of Friendswood (the "City") has engaged and is represented by P3Works, an independent registered Municipal Advisor ("IRMA"). In accordance with Section 15Ba1-1(d)(3)(vi) of the Securities Exchange Act of 1934 ("Securities Exchange Act"), we understand and intend for the City to rely on IRMA's advice in evaluating recommendations brought forward by P3Works, LLC that constitute "advice" as defined in the Securities Exchange Act ("IRMA Exemption").

Furthermore, P3Works, LLC has conducted reasonable due diligence and is confirming that to the best of our knowledge, the IRMA is independent from P3Works, LLC, that P3Works, LLC is not a municipal advisor and is not subject to the fiduciary duty to municipal entities that the Security and Exchange Act imposes on municipal advisors, and that P3Works, LLC has a reasonable basis for relying on the IRMA Exemption. We will advise you, in writing, if we become aware of any changes.

P3Works, LLC provides PID Administration as consult services to Cities and Counties.

As required by the relevant sections of the Securities Exchange Act regarding Municipal Advisors, we are informing your identified IRMA of these facts.

Mary V. Petty
Managing Partner
P3Works, LLC

Jon Snyder
Managing Partner
P3Works, LLC

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/26/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider approving the formation of an Ad Hoc Committee related to City-wide parking issues.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

This item was added at the request of Councilmember Branson. Within the planning profession, there has been a national dialogue encouraging a reduction in parking ratios for various uses, predominantly for nonresidential developments. The initiative is intended to:

- Reduce impervious coverage;
- Encourage carpooling, use of mass transit, or alternative modes of transportation;
- Encourage shared parking facilities amongst multiple properties; and
- Encourage walkability.

The last two were noted in the Downtown Improvement Plan adopted by City Council in 2019. Though included within the City's current standards, a greater effort may be needed.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Offering greater parking ratio reductions based upon a variety of metrics may encourage additional commercial investment.

RECOMMENDATIONS

Councilmember Branson is seeking concurrence from City Council to create an ad hoc committee to evaluate this issue further and ultimately, come back to the Planning & Zoning Commission and City Council with recommendations. The committee can be made up of members of existing boards and committees (i.e. CEDC, FDEDC, P&Z, etc.).

ATTACHMENTS

1. Friendswood Downtown District Improvement Plan



Friendswood Downtown District Improvement Plan



Index

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60	Probable Costs

Appendix

62	Appendix A - Branding Assessment
66	Appendix B - Brand Guidelines
10	Appendix C - Precedents

Lauren Griffith Associates *Landscape Architecture and Planning*



CORE DESIGN STUDIO



Executive Summary

The mission of the Friendswood Downtown Economic Development Corporation, FDEDC, is to communicate and engage with Friendswood citizens, make well planned and strategic recommendations to City Council regarding improvements to the Downtown District, and exercise fiduciary responsibilities to the tax payers. In May 2016, Friendswood voters approved a one-eighth (1/8) of one cent Type B sales tax to promote new or expanded business in the downtown area as defined by the City of Friendswood Downtown District Map, including but not limited to streets, targeted infrastructure, paved sidewalks, pedestrian amenities including lighting, benches, signage, and other related public improvements, and the maintenance and operations expenses for any of the above-described projects. Current annual revenue projections are \$450,000.

The FDEDC retained Lauren Griffith Associates to assist with their Downtown District Improvement Plan in order to identify and prioritize projects that will promote economic development, attract businesses and patrons, provide more retail and entertainment options in town, foster community, and create a vibrant, distinct downtown district that enhances Friendswood's appeal.

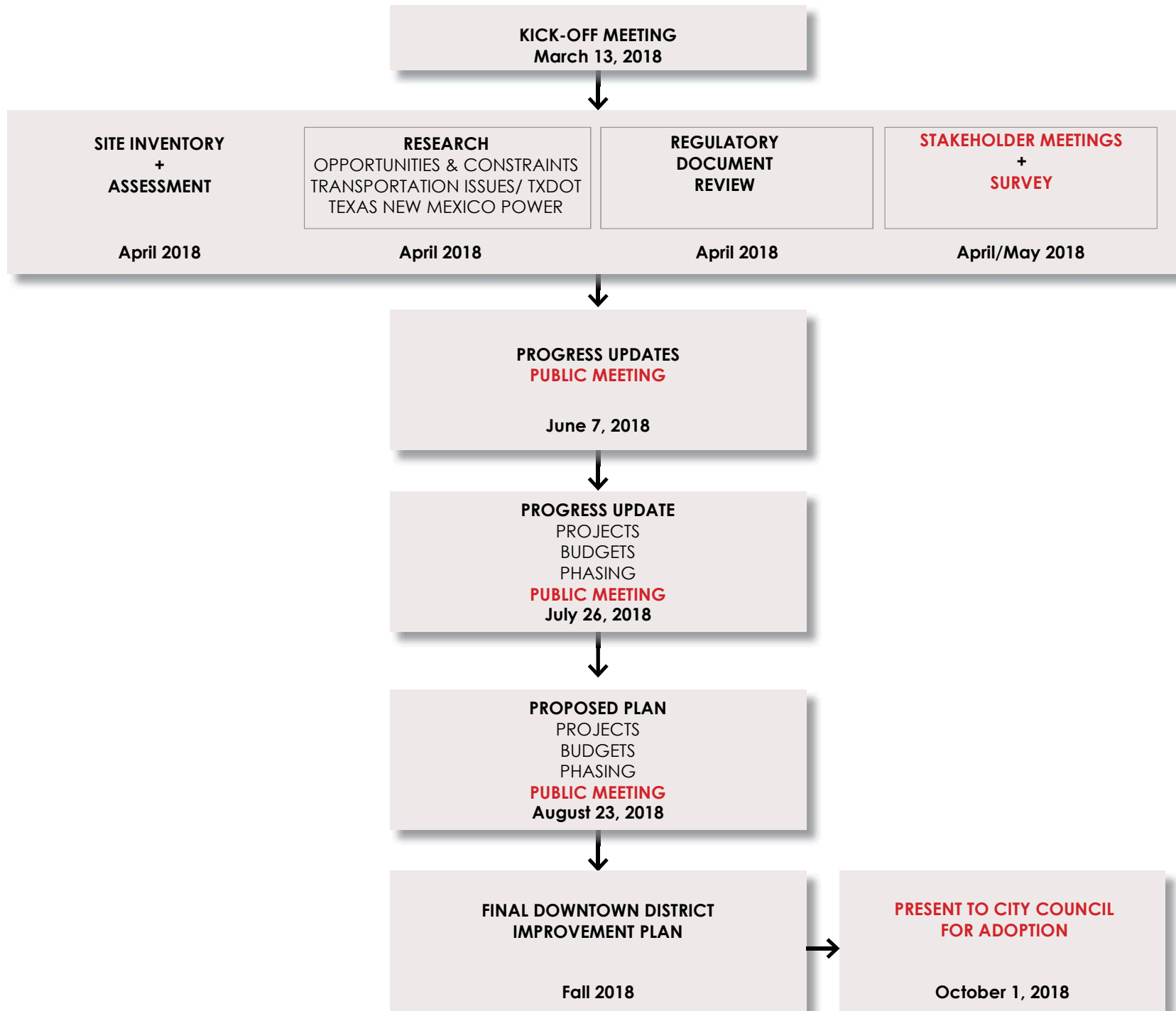
The Downtown District faces several challenges. TXDOT controls FM 581, the wide, heavily traveled S. Friendswood Drive which bisects the District. It must efficiently convey traffic through the District, not just to it. In addition, the "downtown" is not like a traditional, older downtown. It lacks a strong historical architectural fabric. Because the city was founded by Quaker missionary farmers, buildings other than the church, the home and the school were not developed early in Friendswood's history. Most commerce took place in nearby towns. Opportunities within the District, are possible because of the amount of vacant or underutilized land ripe for development, the affluent population who will patronize downtown, strong civic organizations supporting its enhancement, and the contributions of TXDOT to its beautification and maintenance.

Lauren Griffith Associates' comprehensive study involves documentation of goals and objectives, site analysis, research and review of ordinances affecting the Downtown District, and a thorough public process determining the needs and desires of the community. Our team includes Traffic Engineers, Inc., Gandy² Lighting Design, and Core Design Studio graphic designers. We have identified projects and opportunities throughout the district; projects are improvements within the public realm and District boundaries that the FDEDC can fund,

while opportunities are improvements that would have to be made by partners within and around the District. While these projects are in a general order of priority, they may be implemented in any order or configuration as funding becomes available.

The FDEDC is hoping to use the sales tax monies they collect as matching funds for grants and other funding mechanisms in order to implement the improvements more quickly. Our team is identifying opportunities to apply for such funding. Public improvement projects are already underway in the District. The FDEDC has begun a program of burying overhead utility lines on the south side of S. Friendswood Drive to reduce visual clutter and allow the planting of street trees to create a more pedestrian scale. In addition, this Downtown Improvement Plan includes branding concepts to be applied to the District as whole.

There is a strong sense of community and family in Friendswood, and community events such as festivals and parades are currently its unifying force. Stevenson Park and the Library are significant amenities that serve the city well. Citizens are proud of their history and still honor the founding values of faith, family and education. They view the area at S. Friendswood Drive and Spreading Oaks that encompasses Friends Church and Cemetery and the library as the heart of the District and especially value the old Live Oaks. Many participants in the public process expressed their desire for a charming, quaint, "small town feel" downtown. Our team came to understand that it is the warm quality of the interactions that Friendswoodians experience when shopping or dining downtown that they want to preserve and enhance. Our goal is to create a walkable, charming streetscape that will unify the district, inspire appropriate development and foster opportunities for more such interactions within a vibrant Downtown District.



GOALS AND OBJECTIVES

PUBLIC INPUT PROCESS



Downtown District Goals

(Why we want to improve the District)

- Foster community by providing opportunities for residents to interact and get to know each other within Friendswood.
- Reduce necessity of traveling out of town for entertainment and retail needs.
- Provide opportunities for families with young children, teenagers, young adults, empty-nesters and senior citizens that can be accessed without highway travel.
- Enhance Friendswood's identity, appearance, and appeal to potential residents by creating a "heart of the city."
- Attract businesses consistent with the vision and mission of the FEEDC.
- Attract patrons creating a vibrant downtown district.
- Create a memorable downtown district identity that is expressed in all aspects of public improvements.

Downtown District Objectives

(How we will achieve our goals)

- Create a comfortable, safe, walkable, bike-able downtown district.
- Manage vehicular traffic to enhance pedestrian experience.
- Create a downtown district that is active both day and night.
- Identify opportunities for additional open space.
- Identify opportunities for linking to potential trail systems along creek.
- Attract mixed-use development to increase property and sales tax revenues.

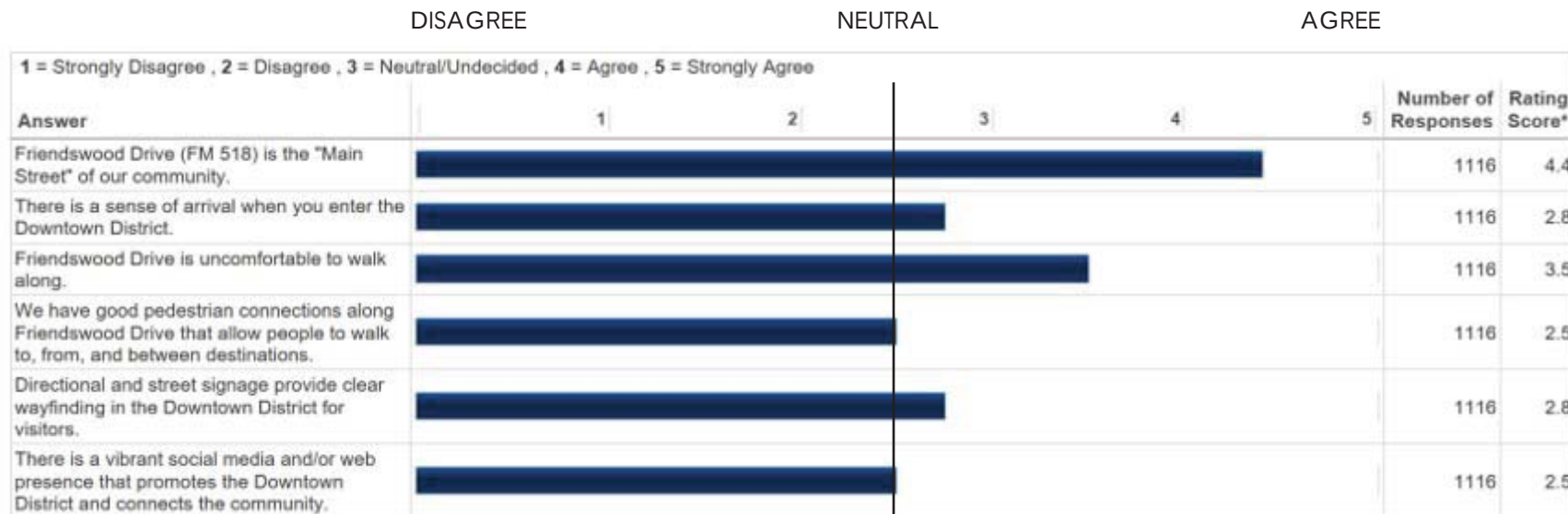
Survey

Through email blasts and posts on the City's website, the community was invited to participate in a 10-question survey that addressed program elements, uses and events for the Downtown District. The survey was a means to broadly engage the community and give feedback to the consultants prior to public meetings. It solicited information on how respondents experienced the District, why they went there, how often they visited and how they got there, how they would like to get there, how they described Friendswood and what makes it unique, and what sorts of amenities and improvements they would like to see. More than 1,000 people responded, a significant number in a community of 40,000.

The results clearly indicate that the respondents value the small town character of the District and want to see it preserved and enhanced. Improving walkability, increasing dining options, preserving and adding trees, and attracting more shops and small businesses were their top priorities.

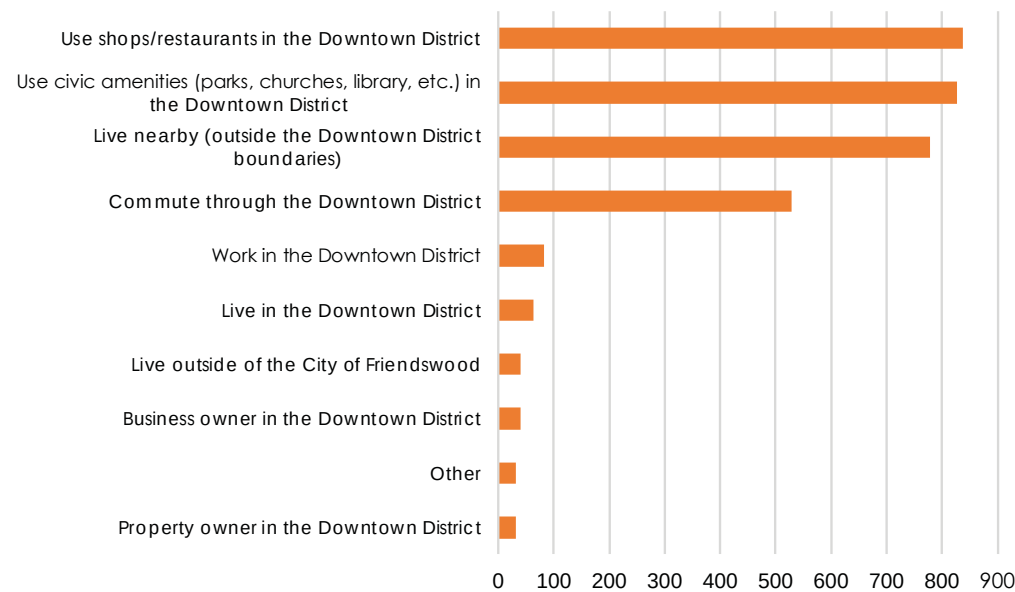
Interestingly, the word "small" was used 938 times in the responses. Residents feel strongly about a small town feel, small shops and small businesses. They prefer unique shops and food service establishments over chains and enjoy warm, personal interactions when conducting business or dining.

1. Do you agree or disagree with the following statements?

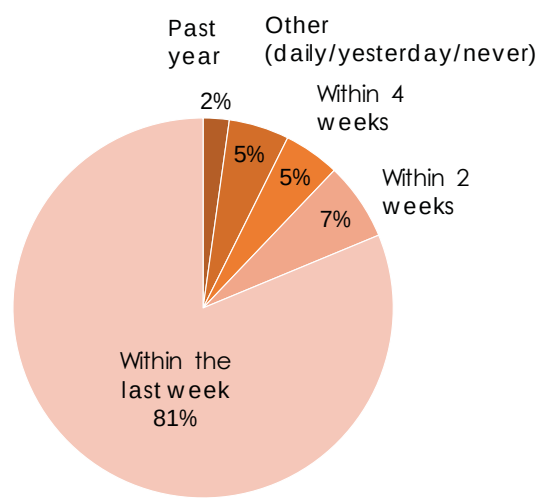


*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

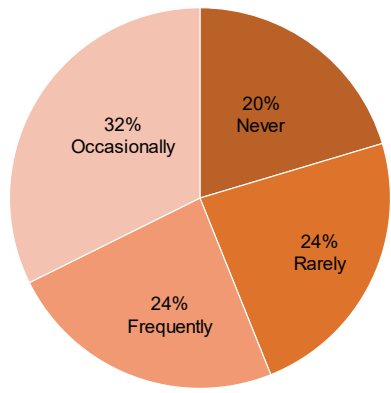
2. Please tell us your connection to the Downtown District.
Select all that apply.



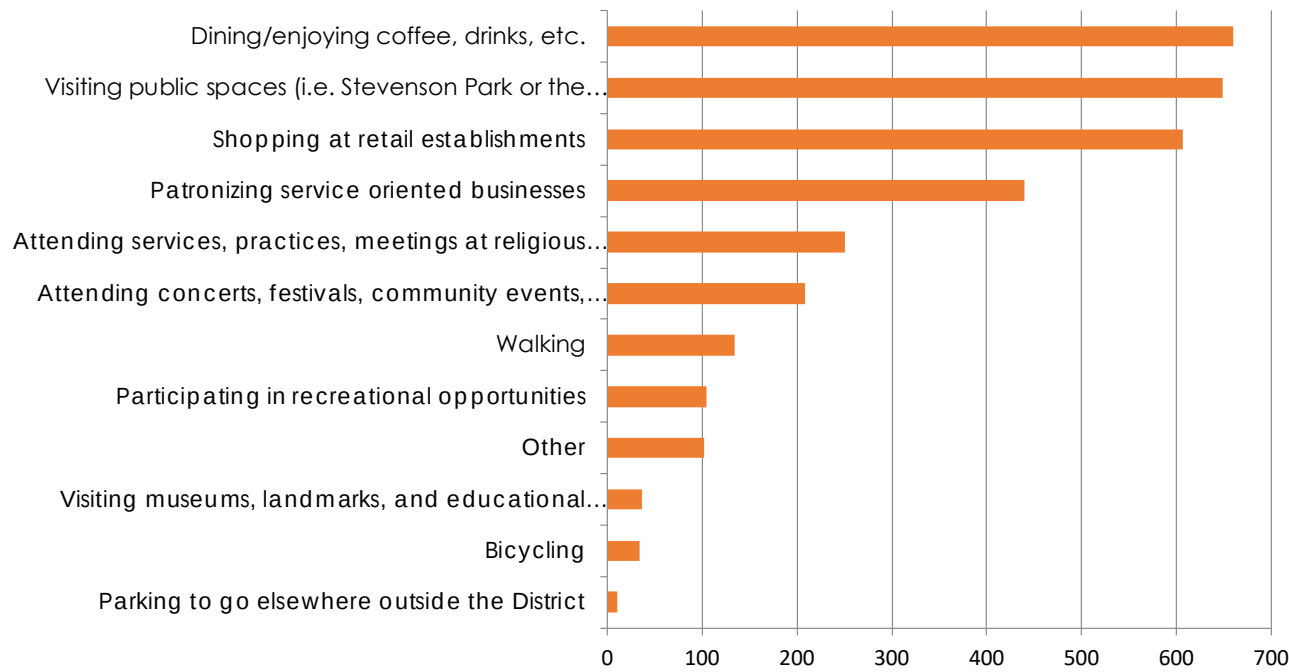
3. How long ago was your most recent visit to the Downtown District?



4. How often would you prefer walking or riding a bike as opposed to driving a car within an improved Downtown District?



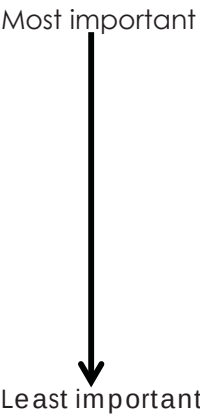
5. What were the purposes of your most recent three (3) visits to the Downtown District?



6. What additional offerings and amenities would make you or your family more likely to visit the Downtown District?

Offerings and Ammenities

- More walkable development and destinations**
- Better pedestrian accommodations**
- Better pedestrian crossings**
- Improvements to traffic signal timing
- Security lighting
- More shade trees
- Underground utility lines
- to replace overhead lines
- Protected bike lanes
- More travel lanes (fewer medians)
- Slower traffic speeds



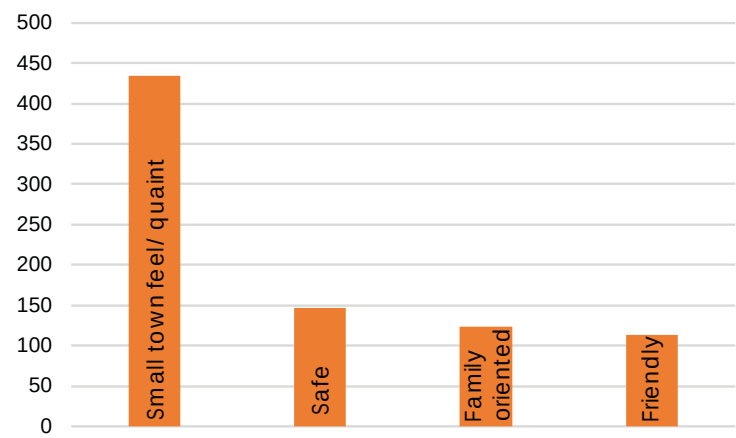
7. What overall improvements would do the most to make the Downtown District safer and more attractive for all people?

Overall Improvements

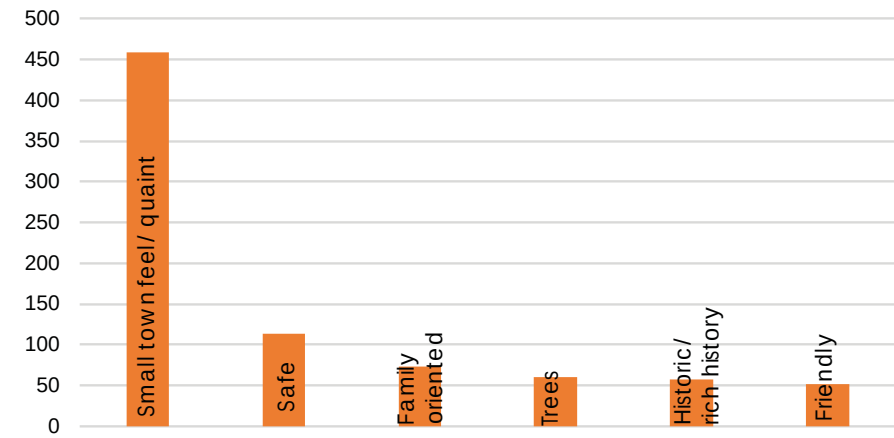
- Dining options**
- Retail choices**
- Concerts, festivals, community events, and entertainment
- Public open spaces
- Recreational opportunities
- Pedestrian oriented streets
- Service oriented businesses
- Museums, landmarks, and educational opportunities
- Safe bike routes
- Parking



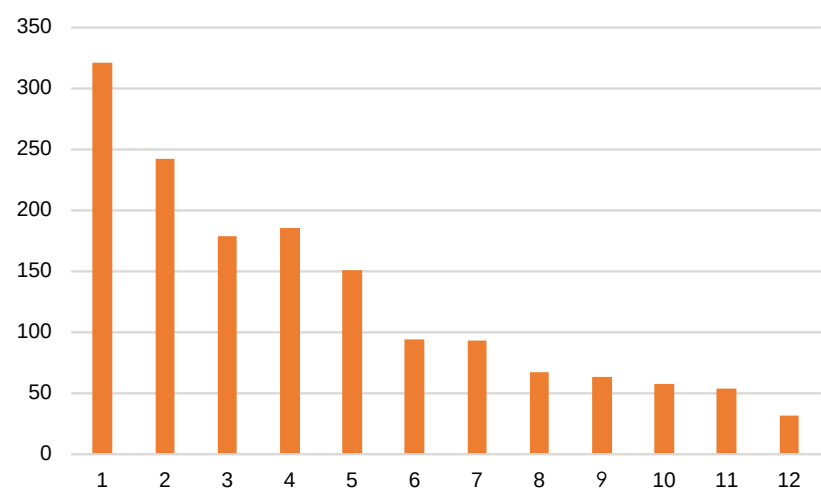
8. How is Friendswood different from nearby cities?
What makes it unique?



9. How would you describe Friendswood to someone who has never visited?



10. Please share your vision for the future Downtown District.
What would you preserve, modify, or add?



- 1. Sidewalks/walking
- 2. More restaurants/dining
- 3. More/preserve trees
- 4. More shops
- 5. More businesses (small)
- 6. More parking
- 7. Signs (reduce commercial signs, add signs)
- 8. More bike routes
- 9. Preserve history
- 10. Family oriented
- 11. Better lighting
- 12. Improve medians

Stakeholder Meetings

Stakeholders are people who have a particular interest in the Downtown District. The consultants worked with the FDEDC board to identify groups and individuals to be invited to contribute to the public discussion of potential District improvements. The Economic Development Coordinator issued the invitations.

In general, the groups were eager to discuss their visions and concerns. The consultant team had to emphasize that the Downtown District improvements could only be implemented on public property.

Identified Stakeholders

City Senior Staff, Keep Friendswood Beautiful, Planning and Zoning Commission, EMS, School Administration, Library Board, Senior Center Advisory, Community and Economic Committee, Masons, Historical Society, Friendswood Friends Church, Friendswood Fine Arts, Art in the Park, Friendswood Methodist Church, Heritage Gardeners, Mary Queen Church, New Hope Church, Farmers Market, Friends of Downtown Friendswood Association, Rotary Club, Reach Church, First Baptist Friendswood, Friendswood Chamber of Commerce.



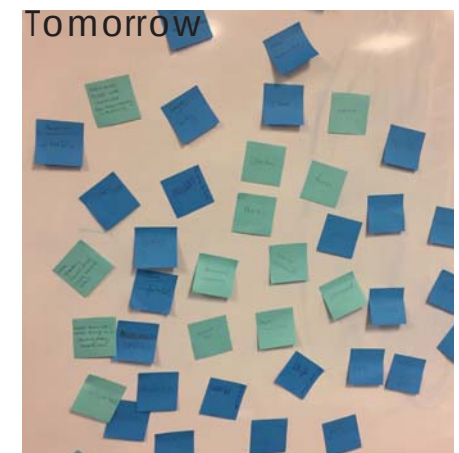
Stakeholder Input

City Staff: City staff members met with the team of landscape architects, urban designers, and traffic engineers to discuss issues and identify opportunities and constraints within the public realm. 23 attended. 04/04/18.

Interest Groups: Discussion of who programmed events, shared parking, shared food service facilities, bike safety, medians, lack of district identity, pride in community history and values, desire to maintain warmth and character of the community – small town feel defined by the interactions among the people rather than by the architecture. 21 attended. 04/04/18, 04/11/18 (morning and afternoon sessions).

Businesses: Business and property owners within the District engaged in a thoughtful discussion of its positive and negative aspects, concluding that consistency in appearance and branding is key to attracting quality development. Distinctive, uniform lighting and brick sidewalks were the priorities. No one objected to the District's funding of these improvements going forward. 30 attended. 04/17/18.

High Schools: 36 Students from Friendswood HS, Clear Brook HS, Clear Springs HS, participated in workshops to convey how they see the District now and what they would like to see in the future. Students noted they would like to see more activities (movies), more food service (something between Whataburger and fine dining), and more color/ less brown appearance (buildings, etc.) in the Downtown District. 04/11/18 and 05/08/18.





Public Meetings

Three public meetings were held at City Hall about a month apart. They were advertised by Facebook newspaper email, website, and through meeting public notice.

The landscape architects, urban designers, planners and traffic engineers presented summaries of the survey and stakeholder meetings at the first public meeting, along with lighting and traffic research and site analysis documentation. The presentation included images of places survey respondents liked, along with images of Tomball and Rosenberg, Texas, two similar towns with downtown districts bisected by state highways. Following the presentation, citizens had the opportunity to examine the exhibits closely and talk with the consultants one on one. 20 people attended. The overall response was positive.



The landscape architects, urban designers and planners presented the preliminary Projects identified as priority improvements for the Downtown District in the second meeting, along with precedent images of similar amenities and general budgets. Opportunities for supporting improvements spearheaded and funded by others were also presented. Again, citizens examined exhibits and gave feedback to the consultants after the presentation. 20 people attended. Participation was lively, and there was general enthusiasm for the projects. No significant input was received that necessitated revising the plans.

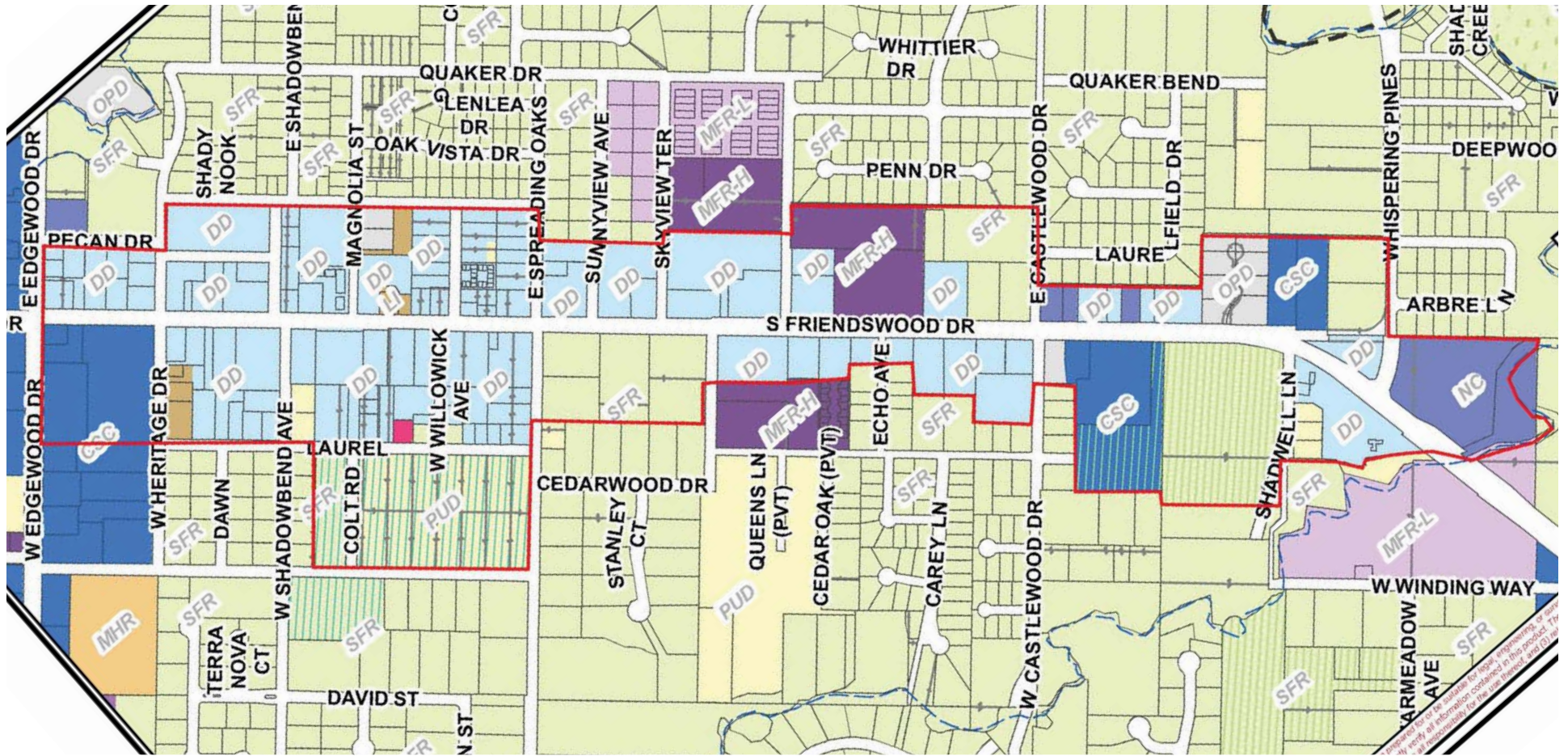


The landscape architects, urban designers and planners presented the preliminary Projects and Opportunities identified as priority improvements for the Downtown District again in the third meeting, along with precedent images and general budgets. In addition, the team's graphic designers presented branding concepts for the Downtown District, including a logo, banners, entry features, intersection treatments and shop window treatments. Following the presentation, participants joined the consultant team to examine the exhibits more closely and discuss their thoughts one on one.

27 people attended, including all but one City Council member. The response was very enthusiastic, and it was determined that the consultant team should move forward with documenting the Downtown District Improvement Plan for adoption by City Council.

SITE INVENTORY + ASSESSMENT RESEARCH REGULATORY REVIEW

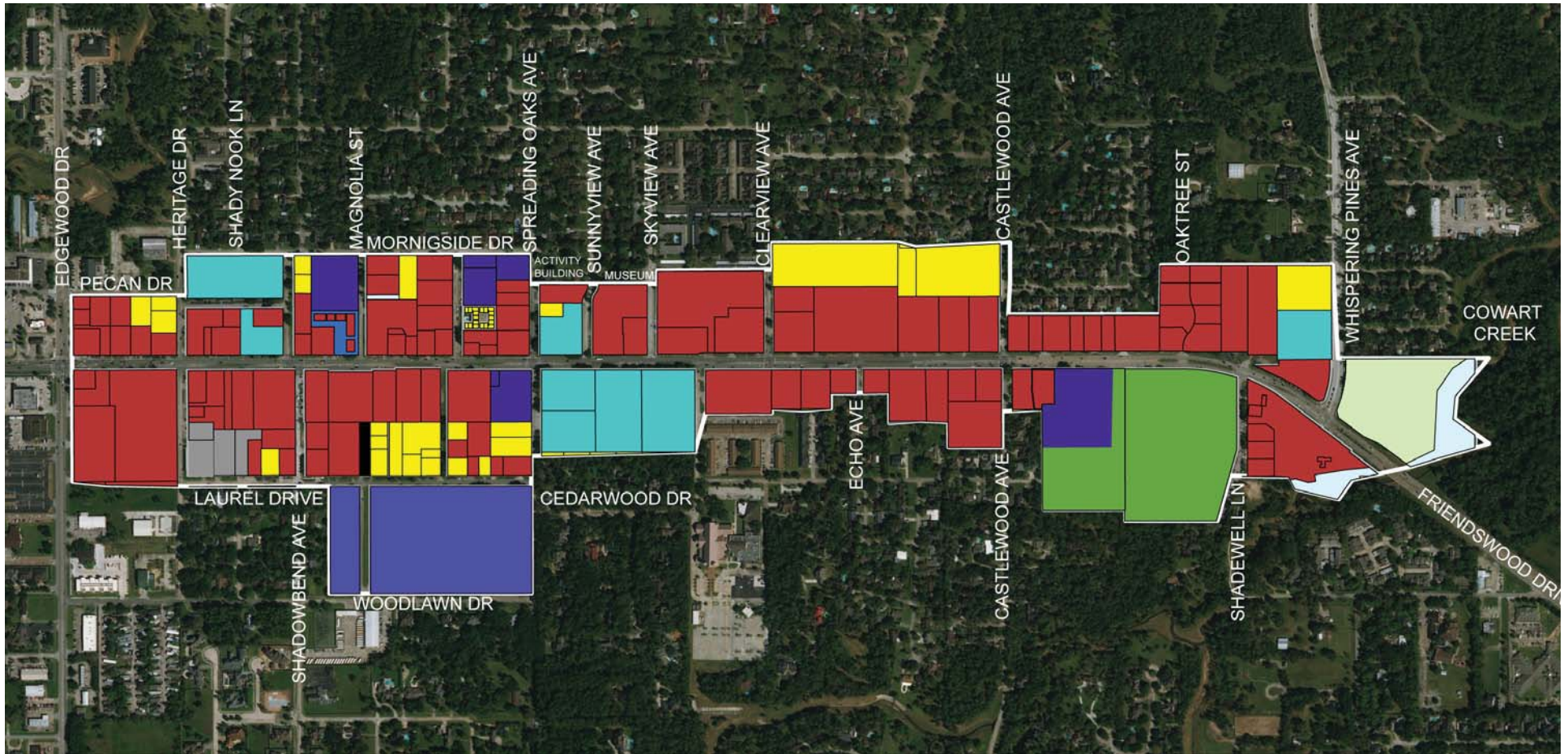




Zoning Map

Legend

- Downtown District Boundary
- Downtown District
- MFR-H
- SFR
- CSC
- OPD
- LI
- MFR-M
- NC



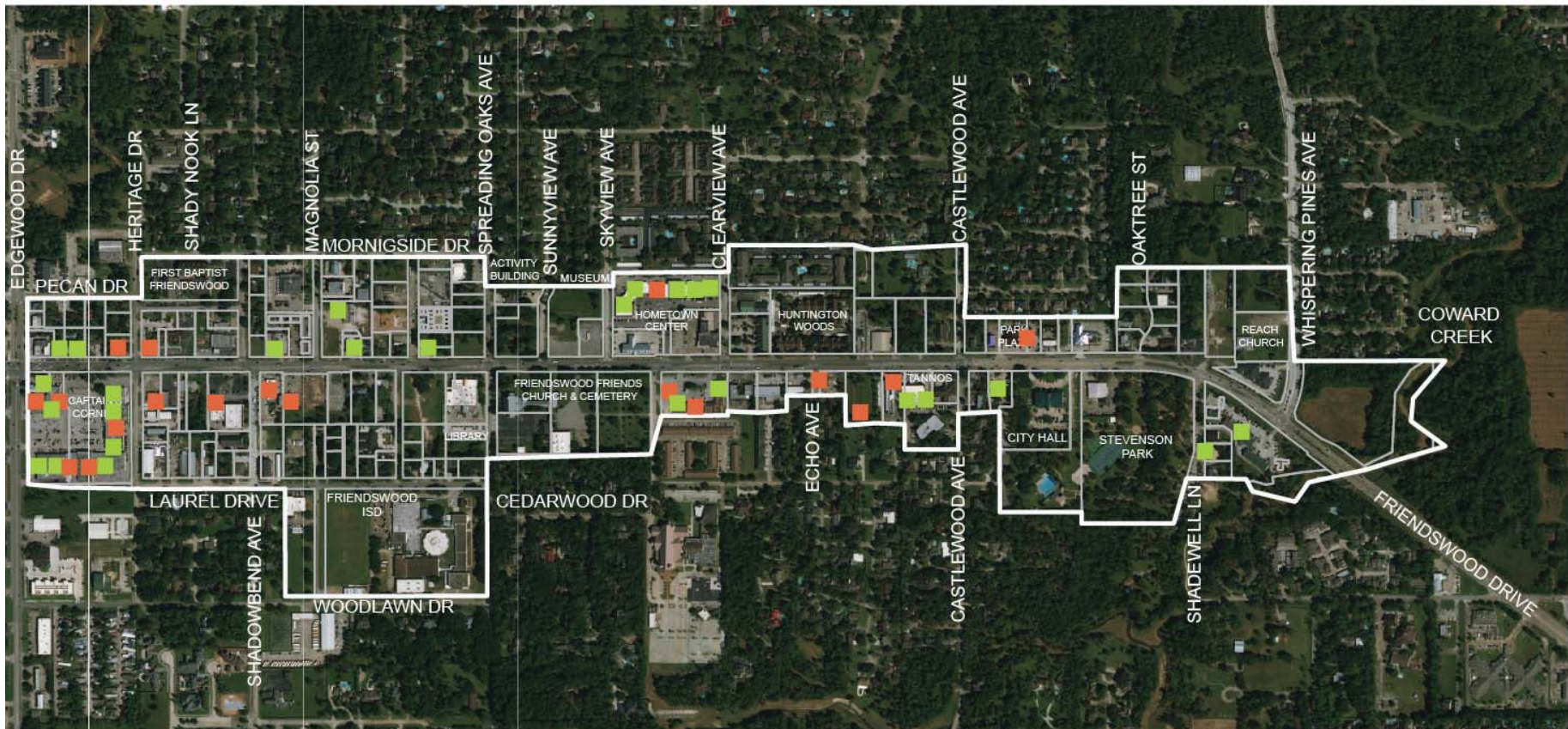
Land Uses

The majority of the properties in the Downtown District are commercial, especially along S. Friendswood Drive. Notable exceptions are Friends Church and Cemetery, Friendswood Public Library and City Hall, and Stevenson Park along S. Friendswood Drive, and the US Post Office, the Friendswood Activity Center, the First Baptist Church and the Friendswood Independent School District properties on side streets. Multi-family residential and a small amount of light industrial comprise the rest of the District.

Surrounding land uses are primarily single-family residential. There are a number of vacant and underutilized lots along S. Friendswood Drive. Reach Church's parcel and the undeveloped land on the creek along Whispering Pines are ideally located to transform the eastern entry to the Downtown District. In the "heart of the downtown district," several properties are currently being developed for mixed-use. Other lots are being offered for sale, contributing to the transformation of the District.

Legend

■ Civic/Community	■ Church
■ Park	■ Light Industrial
■ Commercial	■ Open Space
■ Residential	■ Flood Plain



Retail/ Food Service

Retail and food service establishments currently are distributed along S. Friendswood Drive, with most being concentrated toward the east end and the center of the District. Survey respondents and stakeholders expressed a strong desire for more retail and dining options. Breakfast places and options for casual food service experiences between fast food and fine dining were the most frequently requested. Friendswoodians prefer small, unique retail establishments, as well.

Creating an urban streetscape that is attractive to more retail and dining establishments will both encourage development and generate more foot traffic for existing businesses, creating a vibrant, sustainable District. The additional dollars spent in the District will build the sales tax revenue used to fund future improvements.

Legend

- Retail
- Food Service



Destinations/ Points of Interest

While Friendswoodians are justifiably proud of their history, only a few historical points of interest exist in the District. The Nathan and Mary Perry Home, Friends Church and Cemetery and the Junior High School Museum are within the District. The Frank J. Brown Heritage Museum and Barn are adjacent to it. The Quaker Trail as mapped by the Friendswood Historical Society has a total of 11 points of interest.

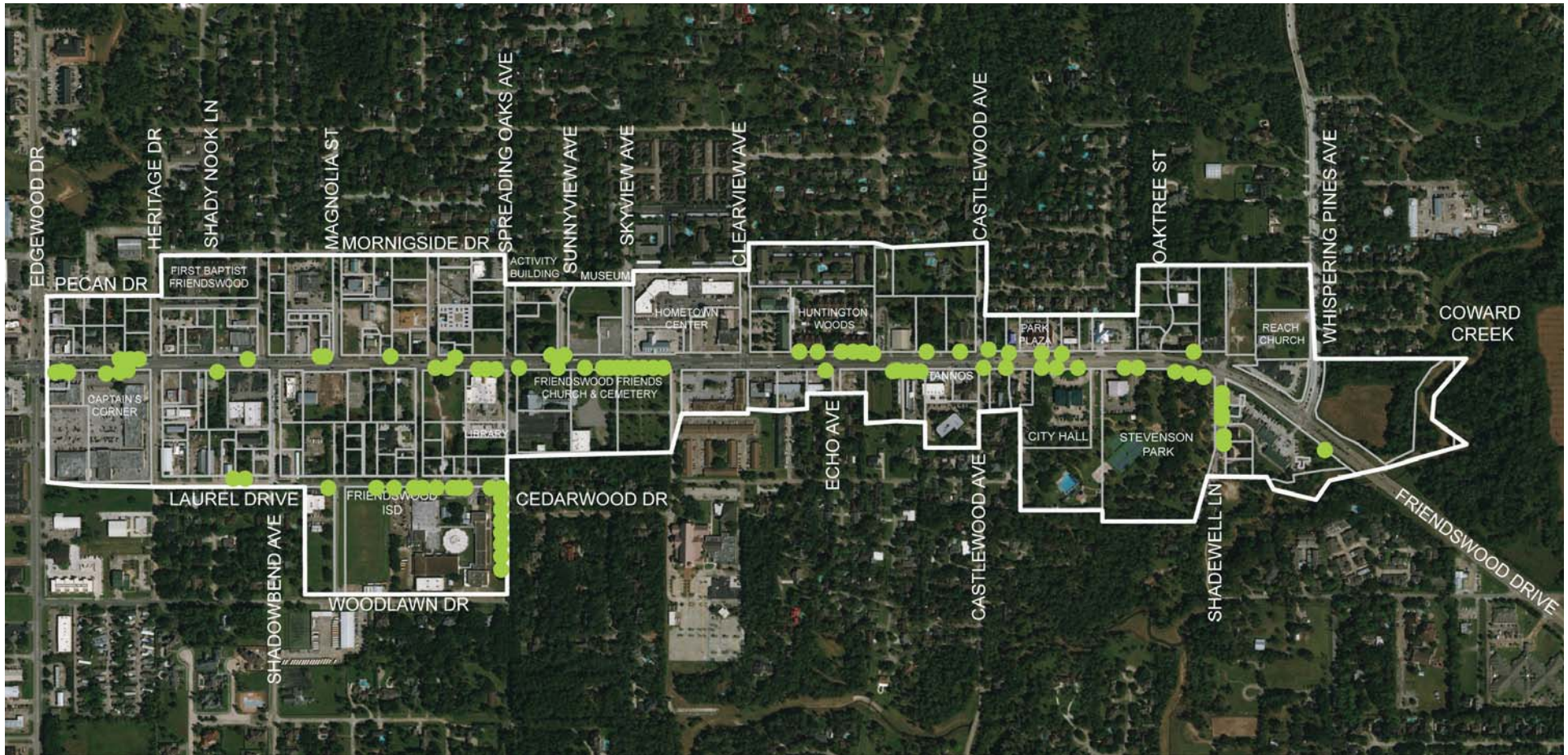
Friendswood City Hall, Public Library, Activity Center and Post Office are destinations for citizens. Beloved Stevenson Park is well used year round and a prime destination for traditional city celebrations. Creating more destinations and small moments of surprise within the District is a goal of the Downtown Improvement Plan.



Overhead Utilities

Like many state highways, S. Friendswood Drive is lined with overhead utility lines, creating visual clutter and limiting the ability to plant street trees. The FDEDC has begun a program of burying overhead lines on the south side of the street with good success. Unfortunately, burying the electrical power lines on the north side of the street will be prohibitively expensive.

In addition, traffic signals hanging from lines across the intersections contribute to the clutter. Mast arm traffic signals would give a cleaner, more contemporary look to the District.



Street trees

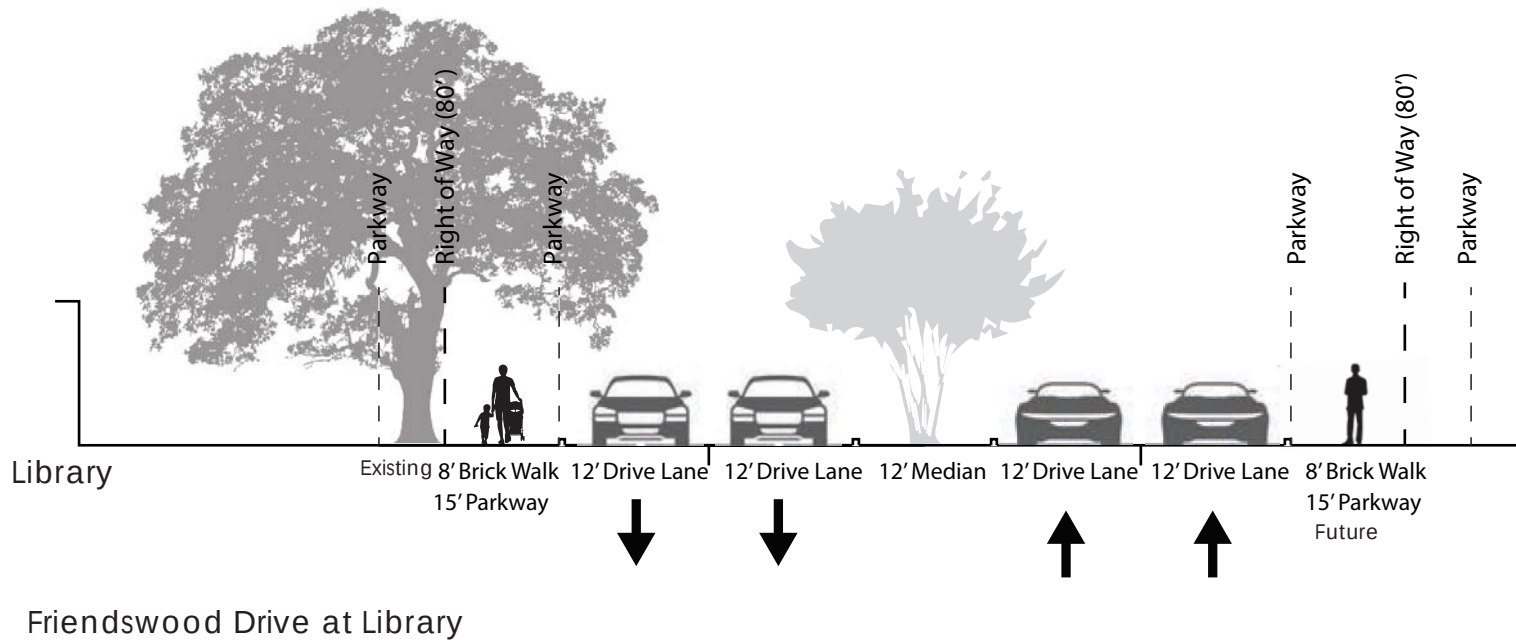
Friendswoodians cherish the Live Oaks along S. Friendswood Drive and identify with them strongly. Stakeholders, survey respondents, and the public felt strongly that the Live Oaks at the Cemetery defined the heart and image of the Downtown. The community agreed that street trees, especially the historic Live Oaks, needed to be preserved and added to the District.

Friendswood's City Ordinance requires every property to plant a Class II or Class III street tree every 25'. The "Qualified Street Tree List" of the City's Design Guidelines describes the classes of trees. Class I contains the tallest street trees, while Class III contains the smallest street trees. Given the 80' R.O.W. width, Class III street trees do not provide enough

shade for pedestrian comfort.

As utilities are buried along the south side of FM 518, the Planning and Zoning Commission may consider allowing Class I trees (where appropriate). Live Oaks are considered Class 1 trees.

While overhead lines on the north side of the street prohibit planting of large trees under them, if there is room to plant Live Oaks within the adjacent private property, it is encouraged. Alternatively, a consistent planting of American Hollies would create a pleasant rhythm and evergreen canopy, offering a consistent visual experience along S. Friendswood Drive.



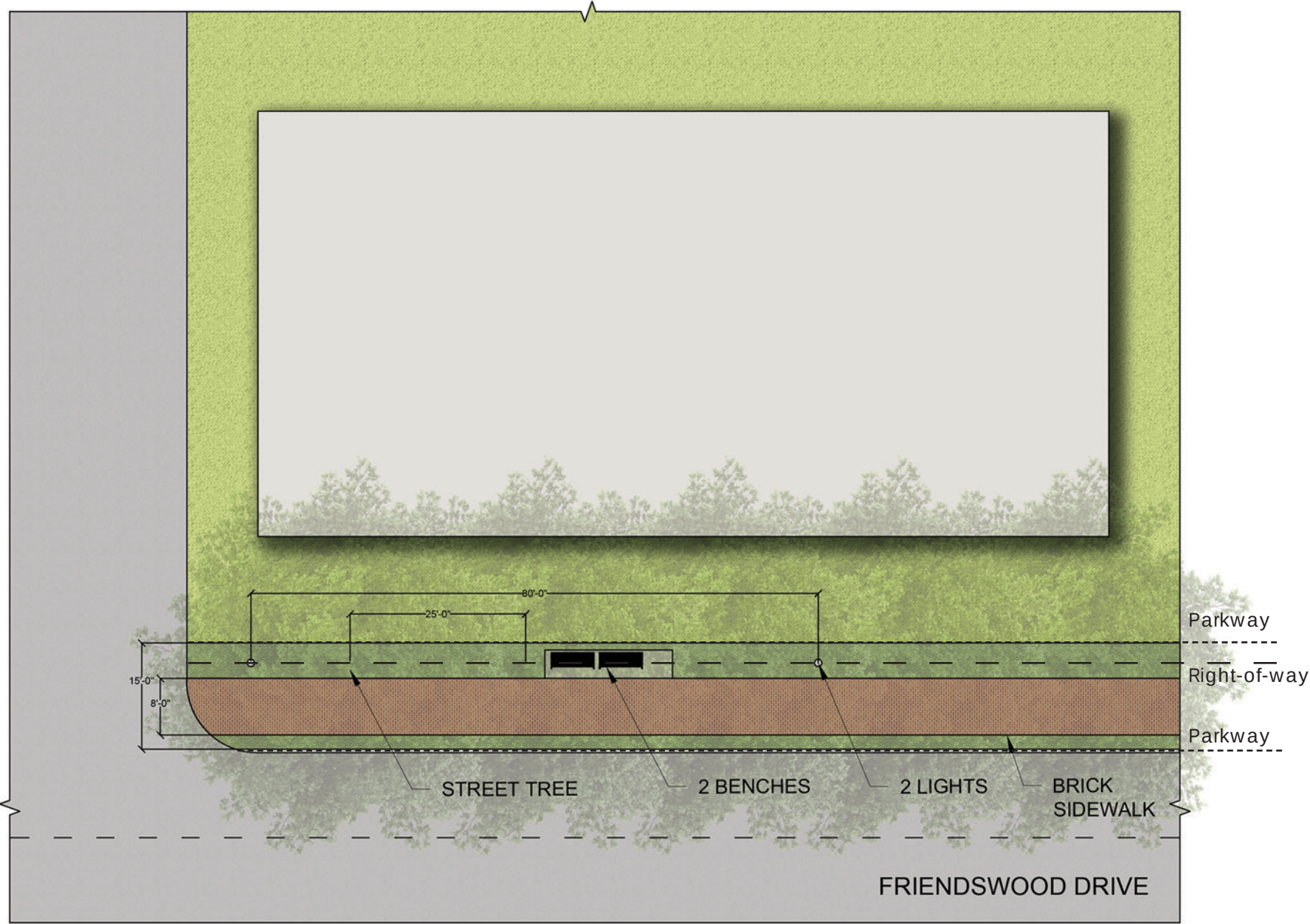
Friendswood Streetscape Design Guidelines

Friendswood's Code of Ordinances, Appendix C – Zoning, Section 8 – Supplementary District Regulations, states that every property fronting Friendswood Drive within the Downtown District must include a 15' wide parkway extending into the property from the curb. This parkway may extend beyond the FM 518 right-of-way. The parkway shall have an 8' brick sidewalk, one tree every 25', two lights, and two benches. Properties within the district but along the side streets require a 10' landscape buffer extending into the property from the curb. The buffer must include a 6' concrete sidewalk and one tree every 25'.

Inconsistent implementation of the required improvements has resulted in an inconsistent streetscape. Materials and products vary from

property to property. This lack of consistency detracts from the image of a unified district.

Friendswood Streetscape Design Guidelines





Lighting Assessment

Existing lighting conditions are inconsistent and of poor quality overall. The color temperatures vary wildly from ~2200K from the TNMP (Texas New Mexico Power) approved standard roadway lights, to the district improvement pedestrian pole lights at ~5500K. Neither temperature is appropriate for their intended uses.

Ideally, roadway lighting would be between 3000K - 4000K so that the light color is a slightly warm to neutral white. Studies have shown that blue wavelengths of the visible light spectrum cause our bodies suppress melatonin, which helps keep drivers awake and alert. There has also been significant pushback from the medical community in recent years concerning the poor effect that excessive blue wave lengths have on

our health. Additionally, the cooler the color and more blue that color contains, the less inviting and coherent the lit area becomes. Therefore, selecting a color temperature greater than 4000K is not recommended.

Ideally, pedestrian lighting would be between 2700K – 3500K so that the light color is reminiscent of candlelight-warm to almost neutral white. This creates a welcoming atmosphere. With pedestrian lighting, color rendering (CRI) becomes more important too as it contributes to colors being more vibrant and distinguishable. Shop owners will appreciate their products looking better, as will the pedestrians because perception will improve.

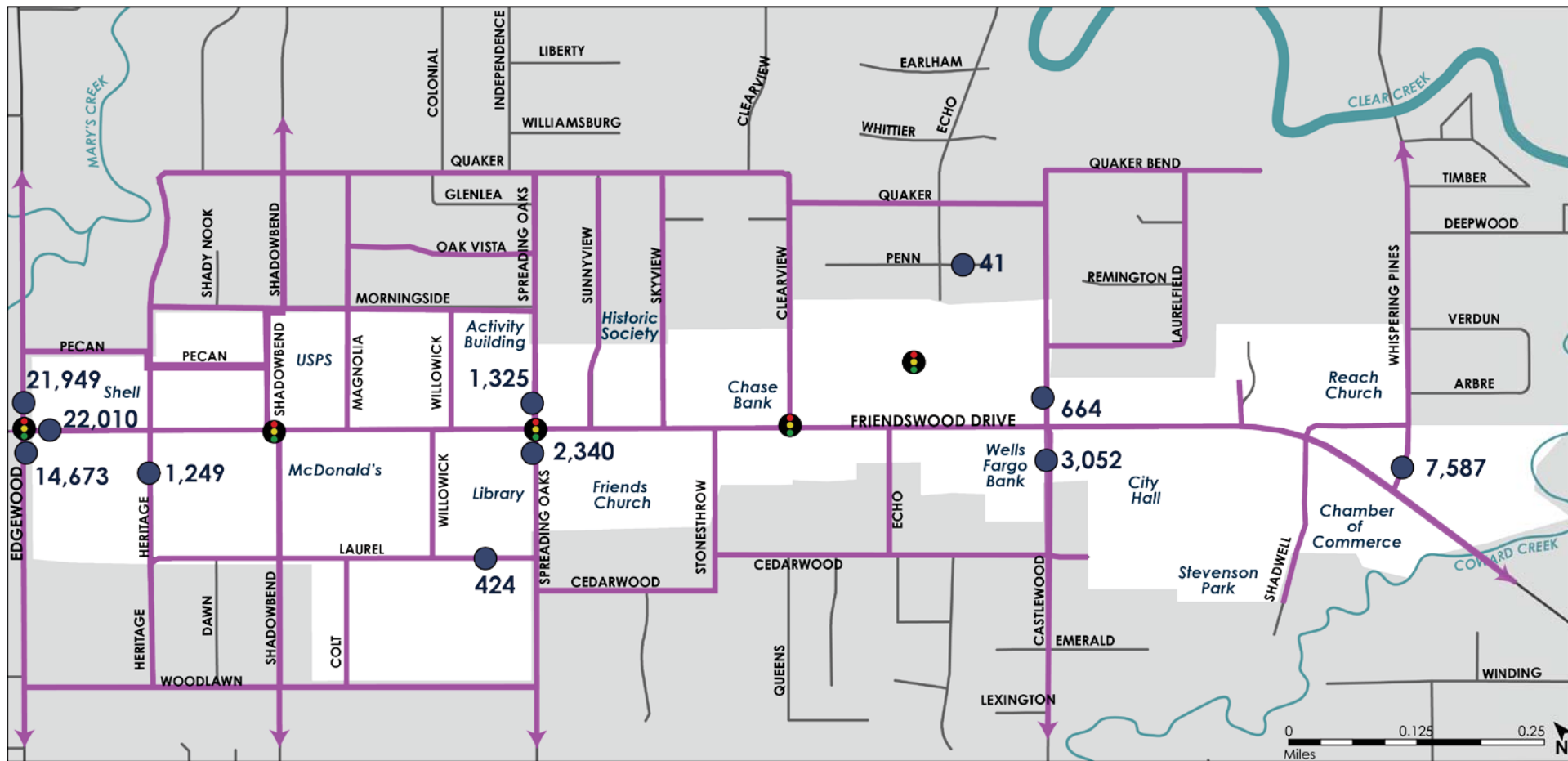


Mobility Assessment

Friendswood's Downtown District is centered along Friendswood Drive (FM 518*) bound by Edgewood Drive (FM 2351*) on the west limit, to Coward's Creek on the east limit with at least one block to the north and south sides of FM 518 for the length of the district. The mobility assessment for the Friendswood Downtown District Improvement Plan provides existing conditions for driving, walking, and biking, as well as project recommendations that support an inviting, walkable, bikeable downtown experience.

The following pages provide the mobility characteristics of the District including an evaluation of corridor and intersection operations, average daily traffic, crash history, driveway density, median locations, parking availability, existing sidewalks and crosswalks, and regional bicycle circulation. Assessment of these existing mobility characteristics provide a baseline understanding of the District. The assessment will help identify public infrastructure improvements that support the vision of the Downtown District that can be implemented over time.

*FM 518 and FM 2351 are TxDOT-owned roadways. Improvements within the TxDOT right-of-way must be coordinated with TxDOT.



Source: TxDOT Urban Saturation Counts, 2016

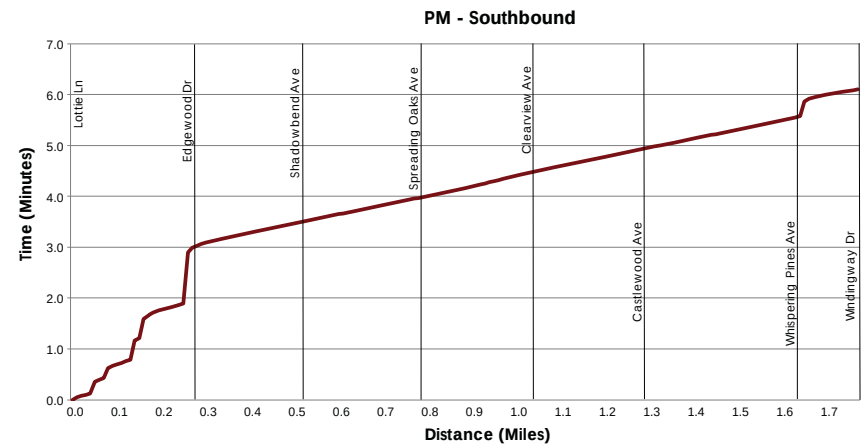
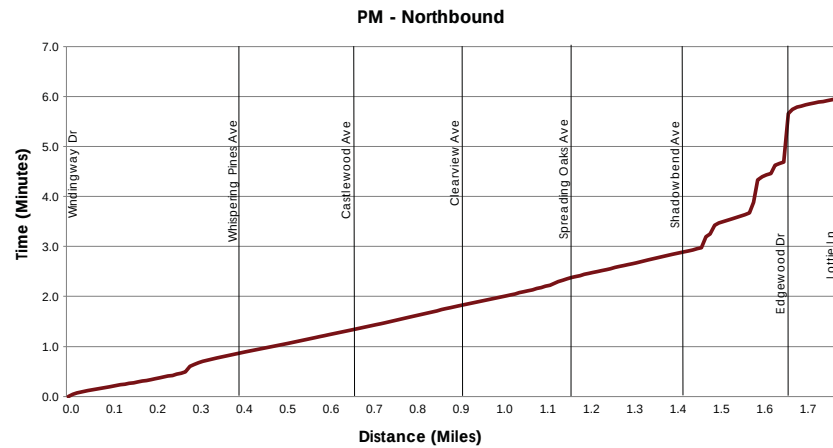
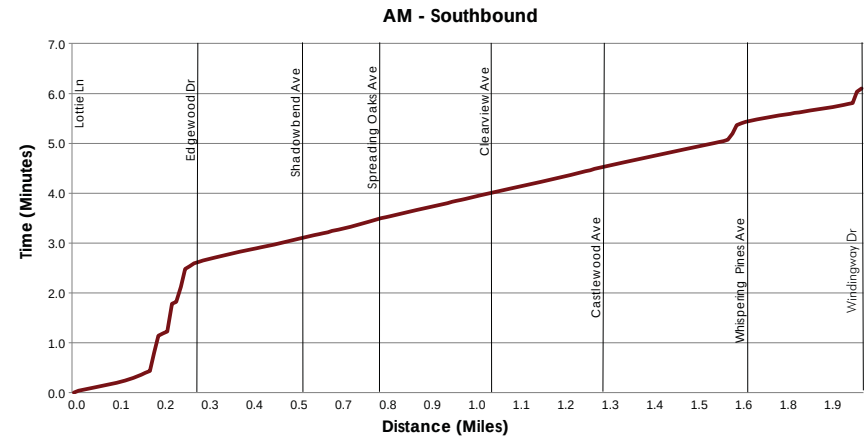
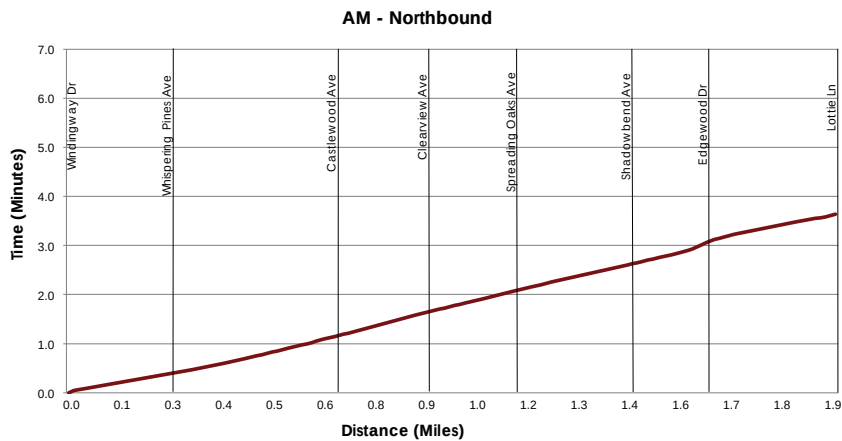
Corridor Operations

FM 518 is a four lane divided curb and gutter roadway with raised medians. The corridor is maintained by TxDOT. Right-of-way (ROW) is approximately 80 feet along the corridor, however it is wider in some locations. There are six signalized intersections along the corridor. Average Daily Traffic (ADT) for FM 518 and the surrounding roadways are included in the figure above. FM 518 has an ADT of 22,010 vehicles per day. Planning level level-of-service (LOS) values from the Highway Capacity Manual (HCM) Exhibit 16-14 were used to determine capacity along the corridor. The LOS for the corridor within the study area is LOS D, an acceptable LOS for a corridor within an active suburban area with high commercial activity.

The Downtown District has five span-wire signalized intersections along FM 518 including Edgewood, Spreading Oaks, Clearview, Castlewood, and Whispering Pines, and one signalized intersection that has a galvanized mast arm at Shadowbend. Replacing the span wire at the five intersections with black powder coated mast arms would contribute to a more cohesive look and

Legend

- Connected Street Grid
- ● ● Signalized Intersection
- 24-hour Average Daily Traffic (ADT) Count (TxDOT - 2017)



Source: Team Analysis

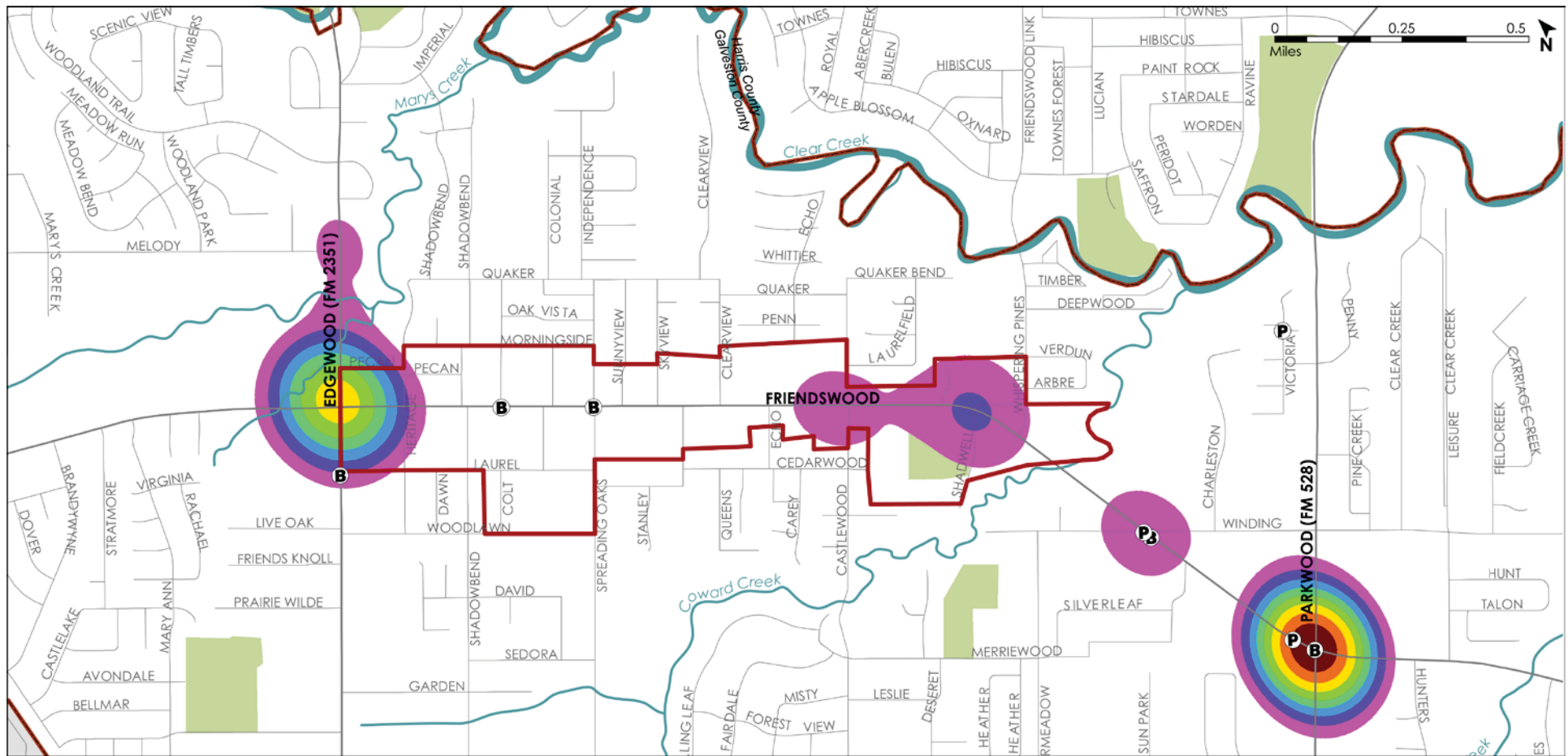
Speed Limit

The current speed limit along FM 518 is 30 mph. Directly outside of the District boundaries north and south along Friendswood Drive, the speed limit is 45 mph. There is little to no transition between the 45-mph roadway and the 30-mph District. There are opportunities to provide better signage and warning of a speed limit change as well as opportunities to designate the gateway of entering downtown Friendswood. According to the public survey for this effort, residents expressed the need for both speed limit enforcement and red light enforcement.

Adjacent corridor speed limits vary from 20 mph to 30 mph.

Travel Time Runs

To better understand how the traffic flows along the main corridor, travel time runs were performed along FM 518 at peak times of the day (7:00 to 8:00 am and 4:00 to 5:00 PM) during the school year. Driving the corridor from one end of the Downtown District to the other at an average speed of 30 to 35 mph, the signal timing coordinated well with the posted speed limit and traffic flow was unobstructed. The only obstruction to traffic flow was at the FM 2351 (Edgewood) and FM 518 intersection approaching the Downtown District. During peak times, there was delay at the intersection and vehicles were required to wait through multiple signal cycles.



Source: TxDOT CRIS Database, 2010-2017

Vehicular Crashes

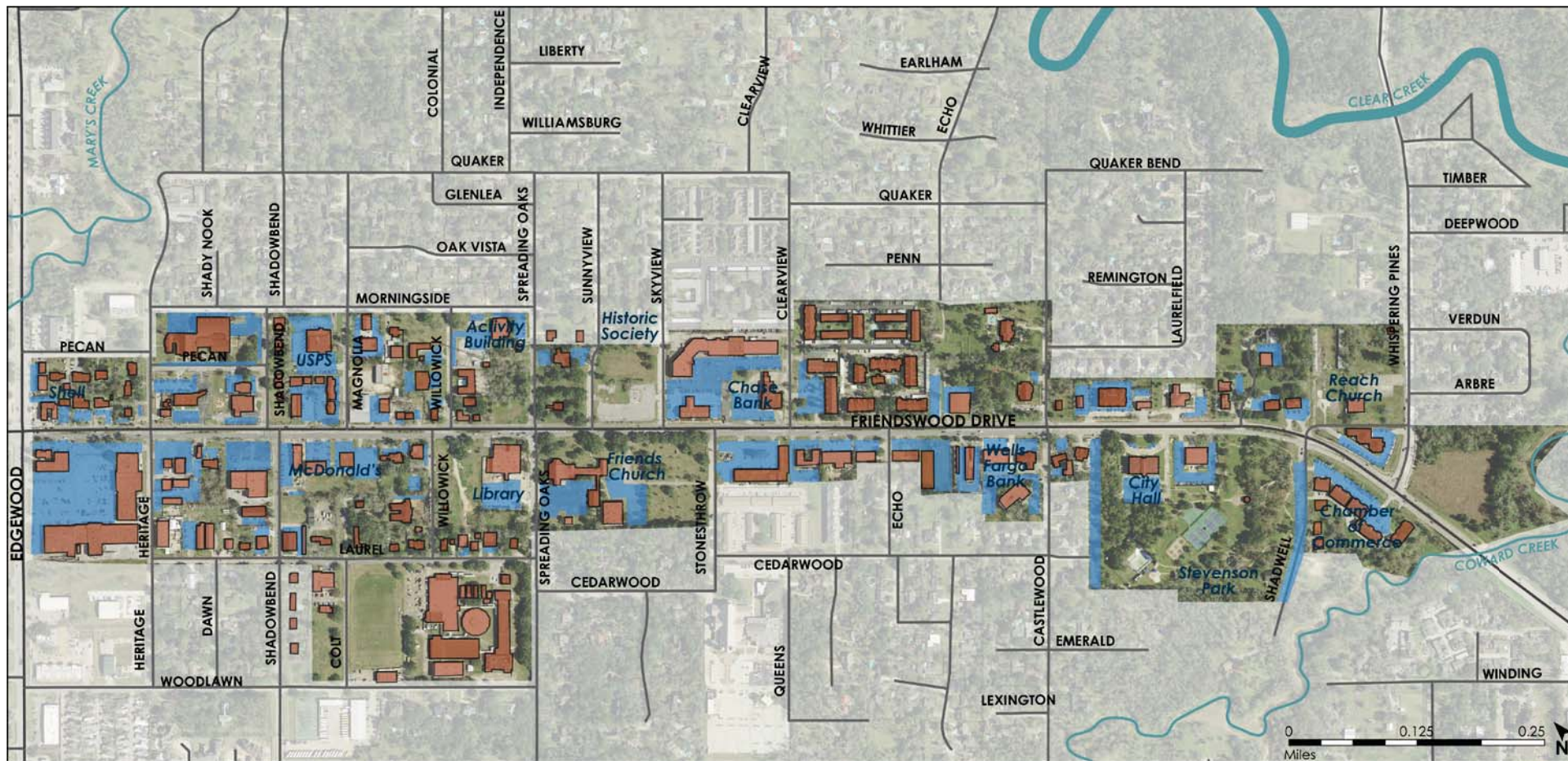
Crashes within the study area from 2010 to 2017 were collected from the TxDOT CRIS database and analyzed. A density map was developed to indicate areas with a high concentration of crashes. The heat map above depicts two hotspots within the study area, both at signalized intersections. The intersection of FM 518 at FM 2351 has a crash rate of 0.85 crashes per million entering vehicles (MEV). The intersection of FM 518 at Whispering Pines has a crash rate of 0.74 crashes per MEV.

The corridor crash rate along FM 518 within the study area is 349.08 crashes per 100 million vehicle miles. This value is greater than the TxDOT average for similar urban FM roadways (301.42 per 100 million vehicle miles) as well as higher than the average for a 4-lane urban divided roadways (193.14 per 100 million vehicle miles).

The map above also indicates locations of pedestrian and vehicle crashes. There were two crashes that involved a bicyclist along FM 518.

Legend

- Ⓑ Bicycle Crash Location
- Ⓟ Pedestrian crash Location
- Downtown District Boundary
- County Line
- Crash Density
- Less Crashes → More Crashes



Source: Team Analysis

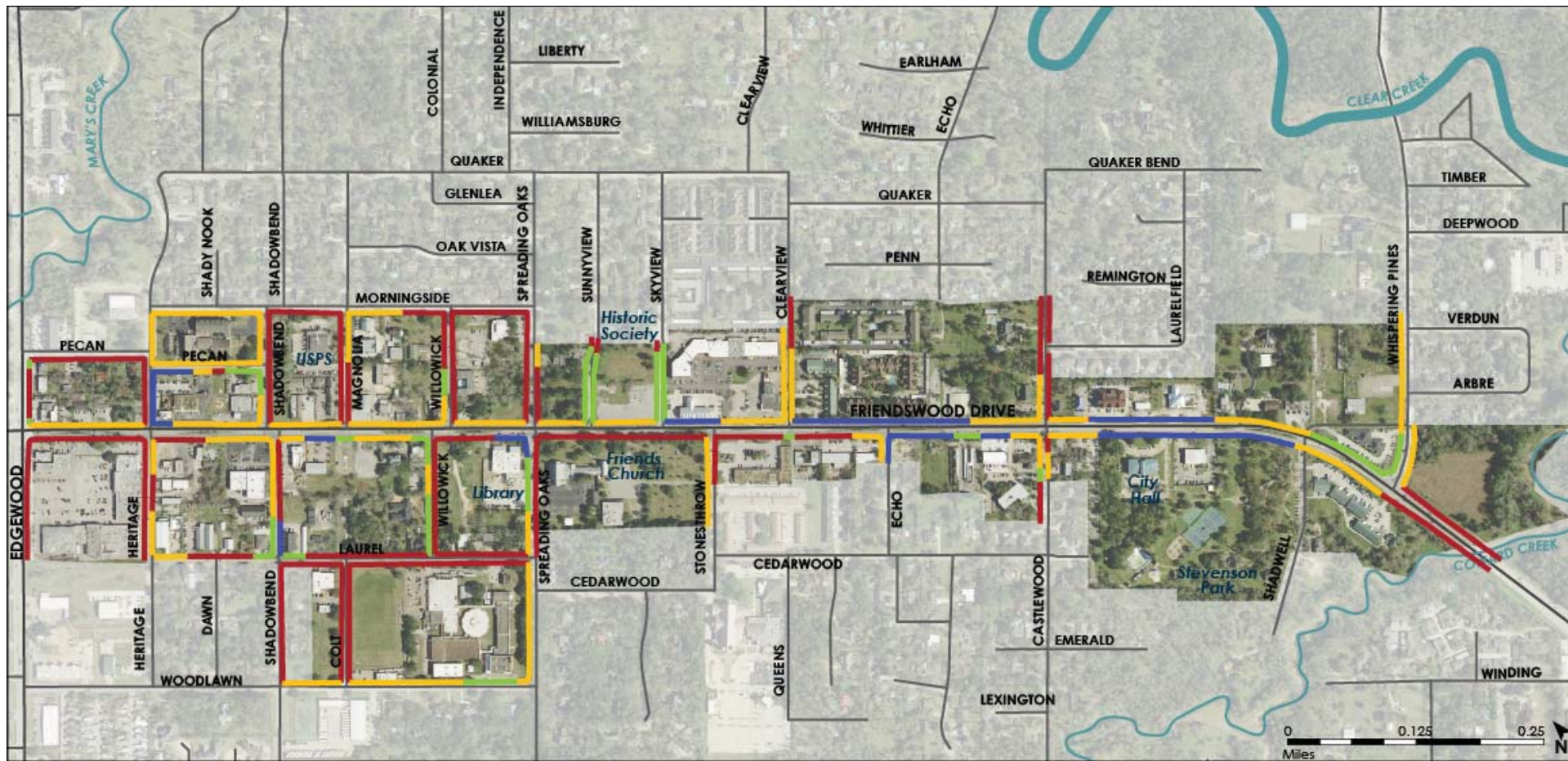
Parking

On a day to day basis, parking that serves downtown destinations is adequate. However, parking can be challenging or even scarce during larger downtown events. A parking inventory was created to illustrate the existing surface lots within the Downtown District to identify any shortages or potential opportunities to encourage shared parking. The only on-street parking opportunities are located near Stevenson Park. The mapped surface lots add up to approximately 30.5 acres of parking for the Downtown District. Parking was a key topic discussed at public meetings verifying that parking day to day is adequate, but parking for larger events is problematic.

The parking lot conditions are a maintenance and aesthetic concern. There are surface lots within the Downtown District that could be resurfaced or improved to enhance the overall look. There are also opportunities for the City to perform a parking study to identify areas where shared parking would help daily use as well as provide formalized coordination for satellite parking with shuttles for large Downtown events.

Legend

- Building Footprint
- Surface Parking Lot



Source: Team Analysis

Sidewalks and Walkability

Walkability was a shared priority for the Downtown District Improvement Plan. Comfortable, consistent, and connected sidewalks allow people to walk to and between downtown destinations. Currently, there are many gaps in the existing downtown sidewalk network where no sidewalks exist, as well as sidewalks that are narrow, uncomfortable, and often unsafe to walk on today. Through the sidewalk inventory, it is apparent where improvements could be made to complete the walkable downtown network.

Photos of the existing pedestrian conditions downtown can be seen on the following page illustrating the variety of existing sidewalks, poor curb ramps, and other pedestrian hazards that make walking Downtown undesirable. There are certain segments of downtown that have recently been improved under the Downtown District's design guidelines and requirements to provide red brick paver sidewalks that support a consistent look and feel.

Legend

Existing Sidewalks and Lengths

- Brick (5,329')
- 5' Wide & Good Condition (4,157')
- Poor or Narrow Condition (14,575')
- No Sidewalk Present (18,862')



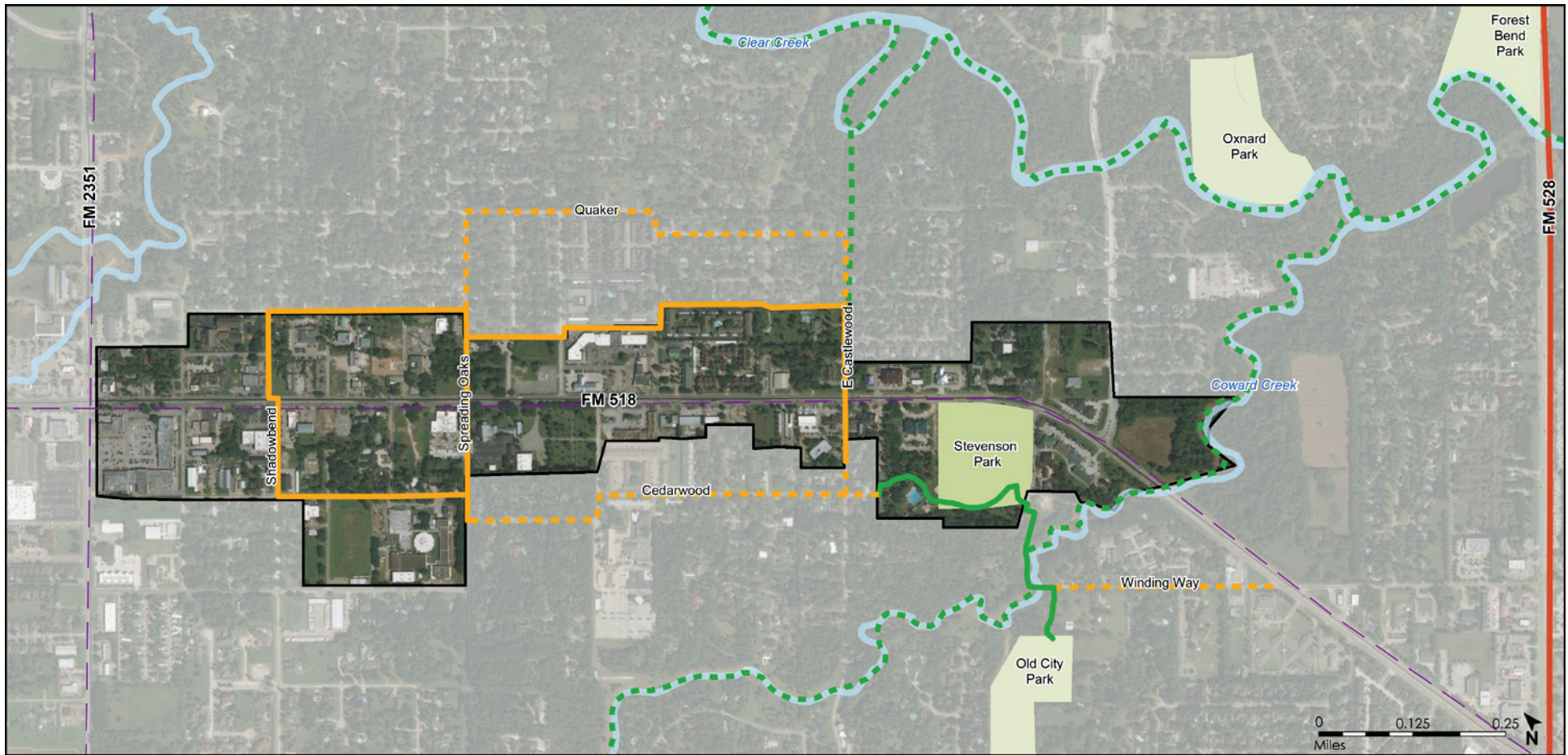
Sidewalk Conditions and Pedestrian Ramps

Curb ramps and crosswalks are also important for accessibility and walkability, especially as it relates to people using wheelchairs, walkers, or strollers. Numerous curb ramps at the signalized intersections are not ADA accessible with either no ramp, or a ramp that is inadequate or has been destroyed. Many of the ramp locations at the intersections direct the pedestrian into the middle of the intersection instead of safely onto the designated crosswalk. Improvements to the overall sidewalk network must also include curb ramps, access across driveways, and safe crosswalks at intersections.

Redesign of the signalized intersections would include ADA compliant ramps, wide well-marked crosswalks, pedestrian crossing priority, and clearly marked stop bars for cars to stop in advance of the crosswalk.

Legend - FM 518 Existing Sidewalks

- A** - Narrow sidewalk adjacent roadway
- B** - Poor driveway acting as sidewalk
- C** - Poor curb ramp, non-ADA
- D** - No connecting sidewalk; poor ramp
- E** - Poor driveway, narrow sidewalk
- F** - Downtown standard brick pavers



Bicycle Circulation

Through stakeholder engagement, public survey, and public meetings, people want to bike to the Downtown District destinations and would prefer there are designated and safe places to do so. Through the Houston-Galveston Area Council's regional bikeway viewer map, there are two lines designating an "Identified Bikeway Need" along FM 2351 and FM 518 within the Downtown District. Unfortunately, FM 518 have the right-of way for bike lanes, but there are opportunities to circulate bicycles towards the Downtown District without heavy vehicular conflicts on the major roadways. Currently, there are no signed bike routes near the Downtown District. However, this map presents a few potential corridors where signed bike routes could be considered in partnership with the City and the FDEDC, as the recommendations fall outside of the Downtown District boundary. Connections along Coward's Creek could also provide an off-street shared use path connecting Old City Park, Stevenson Park, and other neighborhoods and locations outside of the Downtown District. In addition to providing opportunities for bicyclists to get to Downtown from outlying areas, businesses within the district could also consider providing bicycle parking to encourage people to ride and stay a while.

Legend

- Existing Trail
- Existing Bike Lane
- Proposed Bike Route within Downtown District
- - - Proposed Bike Route Outside Downtown District
- - - Regional Proposed Shared Use Path/Trail
- - - H-GAC Regional Bikeway Needs

Source: Team Analysis & H-GAC Regional Bicycle Plan

Mobility Recommendations

The mobility characteristics assessed for the Downtown District Improvement Plan expands on previous improvements made and identifies public infrastructure-related improvements to be made to enhance the District improving safety, making it more inviting, and more accessible. Below are a few mobility-related recommendations identified as a result of this assessment. Many recommendations can be grouped into "intersection improvements" including curb ramps, mast arms, crosswalks, and pedestrian signals. However, each of these are discussed individually on the following pages.

Sidewalks

To provide a more consistent walkable Downtown experience, it is recommended that the FDEDC prioritize completing the entire sidewalk network along FM 518 using the eight-foot wide brick paver design standards, and implementing six-foot wide standard concrete sidewalks along the adjacent streets off of FM 518.

Filling in the gaps of the sidewalk network is a priority.



Existing



Recommended 8' wide sidewalks

Curb Ramps

To provide a safe, walkable, accessible Downtown experience, it is recommended that the FDEDC improve all curb ramps to allow people in wheelchairs, walkers, and people pushing strollers, safer access at intersections and driveways. The current curb ramps are substandard and prohibits pedestrian connectivity.



Existing



Recommended

Mobility Recommendations Continued

Mast Arms at Intersections

The majority of the signalized intersections in Downtown are on span wire. To provide a more cohesive look throughout Downtown, replacing the span wire with black powder coated mast arms is recommended at the following intersections:

Edgewood
Spreading Oaks
Clearview
Castlewood
Whispering Pines
Shadowbend will need black powder coating only.



Existing



Recommended

Crosswalks and Pedestrian Signals

There are faded crosswalks at the signalized intersections Downtown, and eventual intersection reconstruction could allow for new crosswalks and other enhancements. Stamped concrete within the standard white crosswalk lines could be one option during reconstruction.

In the interim, repainting the crosswalks with a pattern or stylized paint may be considered.



Existing



Recommended

Mobility Recommendations Continued

Signed Bicycle Routes

There are opportunities to implement signed bicycle routes on low-speed, low-traffic corridors, to access and circulate within the Downtown District. Per the proposed bikeways map, signed bicycle routes are recommended within the district along Shadowbend, Morningside, Spreading Oaks, Laurel, and East Castlewood. Signed bicycle routes outside of the district that connect to the district are recommended along Quaker, Cedarwood, and Winding Way. Coordination will be required with the City outside the FDEDC boundaries.



Existing Low-Traffic Downtown Street



Recommended Bike Route Signage

FM 2351 Intersection Study

Travel time runs indicated considerable delay at the intersection of FM 2351 and FM 518. Residents also expressed frustration with delay at the intersection as well as concerns of adequate storage for left-turning vehicles. It is recommended the FDEDC request TxDOT to study the intersection to improve signal operations.



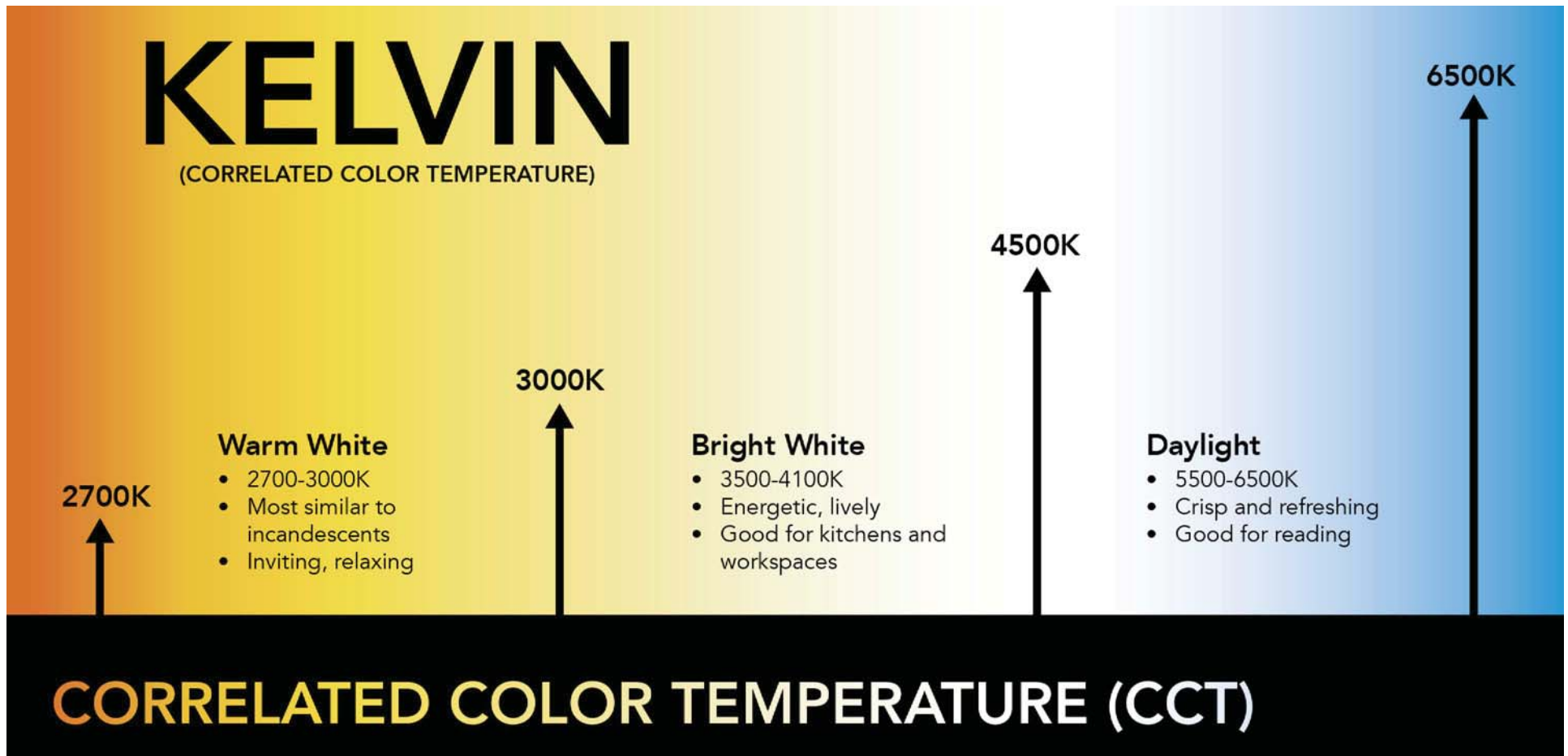
Existing FM 2351 Intersection

Downtown Shared Parking Study

Parking is not usually an issue, but for major events and other parking concerns, a shared parking study could be performed to facilitate parking agreements between businesses.



Existing Parking at Major Events



High Pressure Sodium vs. LED Lighting

High Pressure Sodium (HPS), which is currently in use by TNMP, is a type of lamp that has been used heavily for roadway lighting since the mid-60's but it can no longer compete with the quality and performance of LED technology. LED lighting provides a more efficient source of light, thus a lower utility bill as less energy is needed to run them. They also provide several color temperatures (CCT) to choose from, and better color rendering (CRI). The higher the CRI the more the colors will pop.

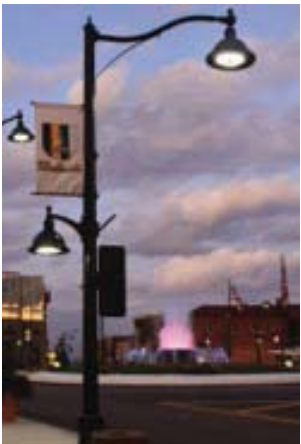




Texas-New Mexico Power Flood Lights

Texas-New Mexico Power (TNMP) only offers 100 watt and 200 watt HPS flood lights which have several major flaws:

- Lamp Life of HPS vs LED (24,000 hours vs up to 100,000 hours)
- Low color rendering (HPS rates only 24 for color rendering ability, while LED street lights are typically in the 80s—100 is a perfect score),
- An overly yellow color temperature and poor beam control causes excessive light trespass and light pollution. Light pollution means the overall amount of light in an area increases, which is why we can't see as many stars in the sky the closer we are to cities. Light trespass means unwanted light spills onto adjacent properties. We want to keep the light where it belongs and try to avoid letting it go where it doesn't.



Lighting Recommendation

The district should also enforce what Correlate Color Temperature (CCT) range should be allowed in certain areas to keep the consistent lighting approach long after this phase of development is complete.

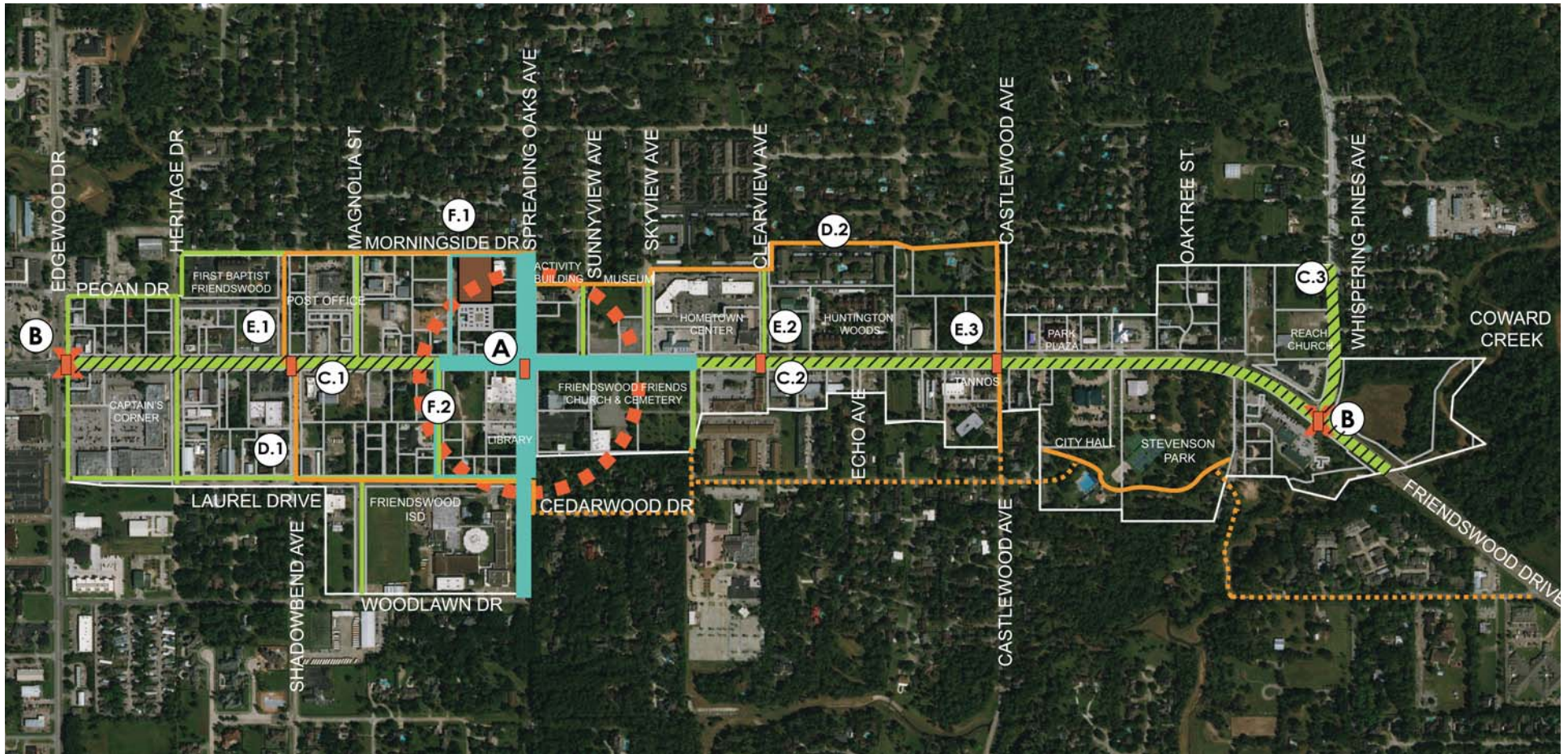
Unfortunately, existing pedestrian lights have metal halide lamps, an outdated technology that may become unavailable in the future. In addition, the requirement to have 2 lights per property can result in uneven spacing, leading to distracting light and dark spots along the corridor. Replacing all lights with LED fixtures at a consistent spacing will create a uniform, consistent, appearance. Residents, workers, and visitors will feel safe and welcome, leading to an active evening district.

Because Friendswoodians cherish the old Live Oaks at Friends Church and Cemetery in the "Heart of the District", uplighting those trees will enhance their status as symbols of the community and create a stunning signature element for the district.

Note that specific light poles and fixtures have not been selected, but the general scale and spacing are proposed.

PROJECTS AND OPPORTUNITIES



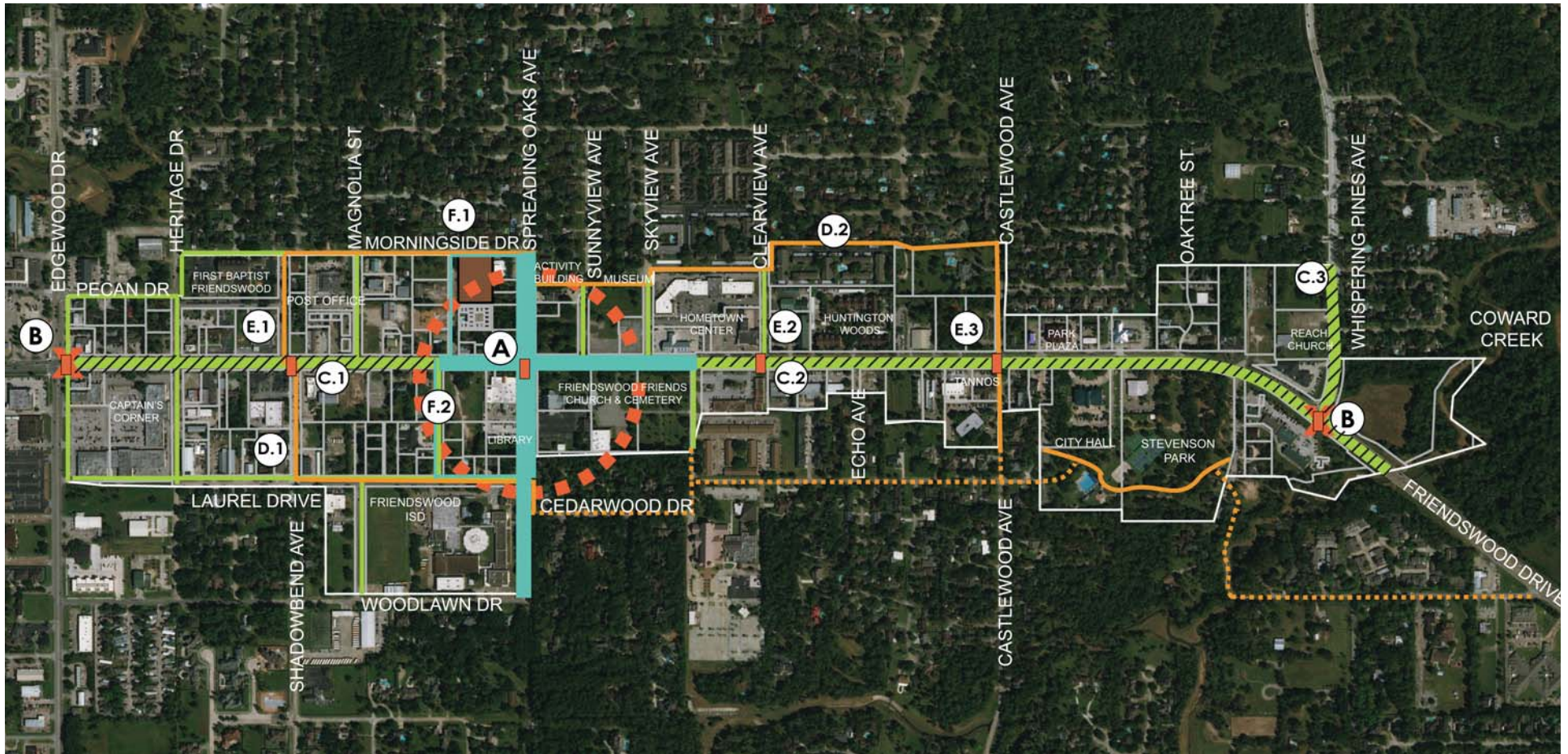


Downtown District Improvement Plan

The Downtown District Improvement Plan identifies projects within the District Boundaries that can be funded and implemented by the FDEDC. The projects must be within the public realm and contribute to the economic development of the District. Through our process, we have identified projects that will bring a cohesive, consistent appearance to the District's streetscape, creating a distinct identity and sense of place. This recognizable framework will allow the architectural styles of buildings on private property to vary within it without detracting from the District's identity. These improvements will attract appropriate development and bring people Downtown, creating a vibrant, active area that will support both existing and new businesses.

The design guidelines for the Downtown District currently require developers to build brick and concrete sidewalks, plant street trees, and install benches and pedestrian scaled lights. These improvements have been implemented in a piecemeal, inconsistent fashion over time as properties have been developed. Undeveloped properties often have substandard or no sidewalks or pedestrian lighting, creating gaps in a safe, walkable district. Having the FDEDC fund and implement these improvements will result in a cohesive streetscape that serves the entire District.

Improvements within the proposed projects include brick paver sidewalks, concrete sidewalks on side streets, pedestrian and roadway lighting, street trees, landscaping, branding elements, crosswalks and mast arm traffic signals. The specification of actual materials and products would be part of the proposed projects.



Projects

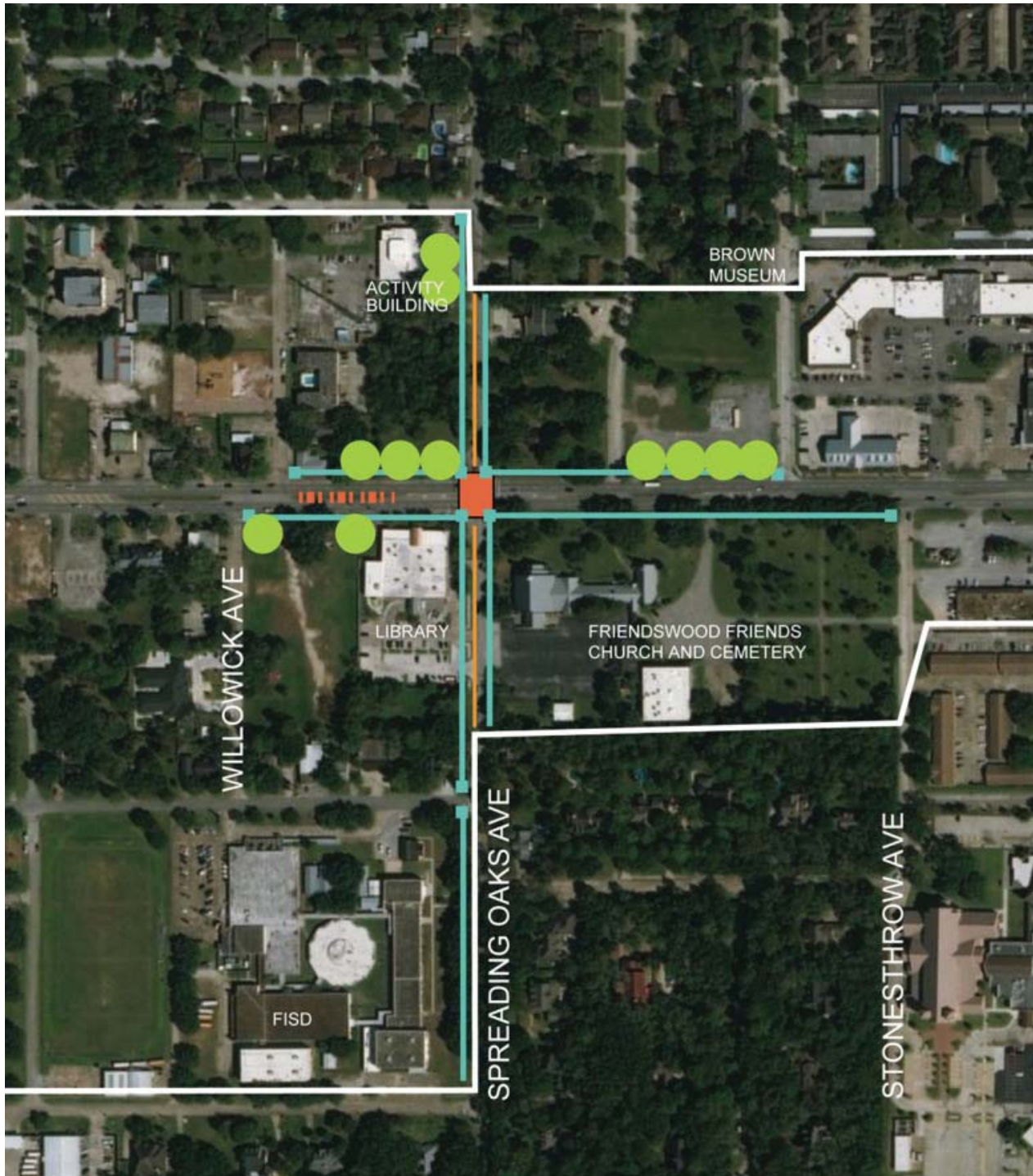
The projects are keyed in alphabetical order in a general order of priority, but they may be implemented in any order as funding becomes available. We believe constructing all improvements in the Heart of the District at S. Friendswood Drive and Spreading Oaks would create an inspiring precedent, but improvements may be implemented in layers rather than zones if funding dictates such an approach. For example, it is possible to construct the sidewalks throughout the District before improving the lighting or planting additional street trees rather than constructing a complete streetscape in a particular area. In addition, intersections may be improved independently of other projects.

Branding concepts are an independent project that will apply to the District as a whole. The branding concepts have been developed in

conjunction with the Downtown District Improvement Plan and can be found in the Appendix.

In addition, we recommend that the City request a traffic study of FM 518 from TXDOT. Timed runs through the District at morning and evening rush hours indicated that traffic moves through fairly quickly at 30 mph, becoming congested primarily at the Edgewood Drive intersection on the western end. Perhaps the lights could be timed differently or existing lanes could be designated as turn lanes only to move traffic through the intersection more efficiently without major reconstruction.

Note that 30 mph is an appropriate speed for both commuting and noticing attractive businesses along the way. This speed should be consistently enforced.



Project A

Heart of the Downtown

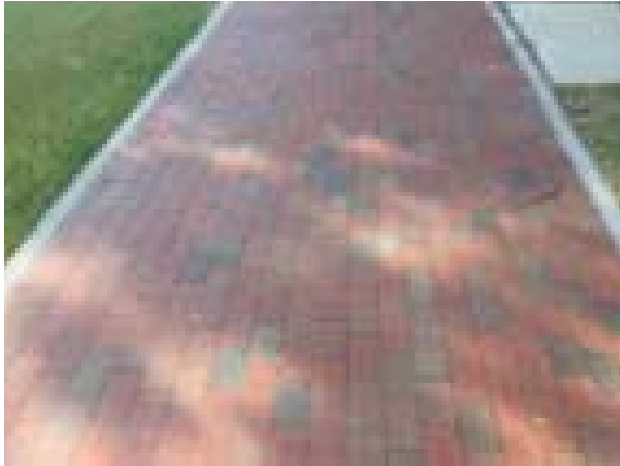
Friendswoodians identified this area as the heart of downtown throughout our public input process. In addition to the historic church, cemetery and Live Oaks, the well-used library is located on S. Friendswood Drive. Two new, mixed-use development projects are also underway. The City of Friendswood Activity Center anchors the area on the north, while the Friendswood Independent School District property anchors it on the south. This property has great potential for shared use or development, pulling activity into the quieter side streets and away from the traffic on FM 518.

Care must be taken to preserve the existing Live Oaks in front of Friends Church and Cemetery. Consider setting the brick sidewalk further from the curb to preserve roots through obtaining easements on the property. Uplighting these Live Oaks will highlight their historical value and create a magical nighttime feature for Downtown.

Add street trees on the north side of S. Friendswood Drive to create a green ceiling for the parkway. Add consistently spaced pedestrian and street lights throughout. Add site furnishings in appropriate locations. The median in front of the library is wide enough to accommodate a feature of some sort. Larger trees, sculpture or branding elements may be considered.

Overhead utility lines should be buried where possible.

A completed streetscape with an upgraded intersection featuring enhanced crosswalks and mast arm traffic signals would serve as a prototype for the rest of the District.



Project A

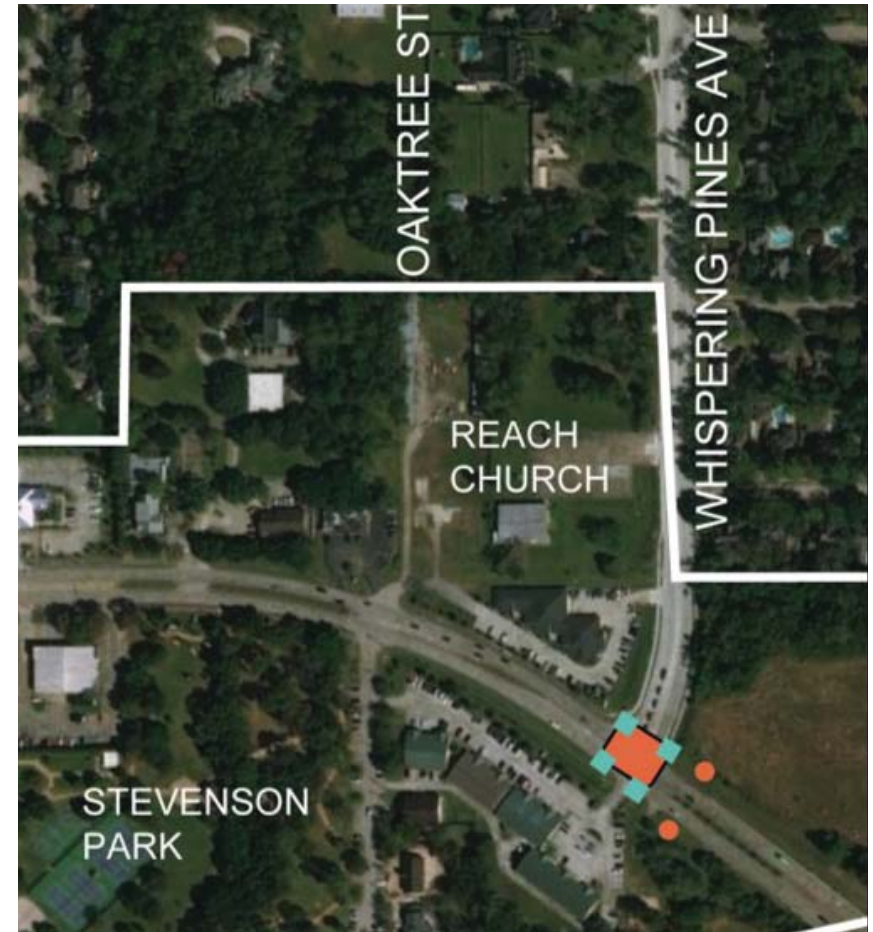
Brick sidewalks
Lighting
Street
Pedestrian
Historic Live Oaks
Feature

Signed bike route on
Spreading Oaks
Intersection improvements
Crosswalks
Traffic signals
Site amenities
Street furniture
Features

Trees and landscaping

Buried utility lines





Project B

Gateways/ Intersections

Many members of the public commented that they did not know where Downtown Friendswood is. If citizens of Friendswood do not know where it is, commuters traveling through certainly do not. Establishing gateways at the east and west ends of the District along Friendswood Drive will define its major boundaries and alert drivers that they are entering a special area. Improved intersections with mast arm traffic signals and updated crosswalks, along with branding elements such as gateway pylons and painted bridge walls, will signify the District's major entries.

Note that specific design of the improvements would be part of the project. The images pictured here are just precedents.



Project B Gateways/ Intersections

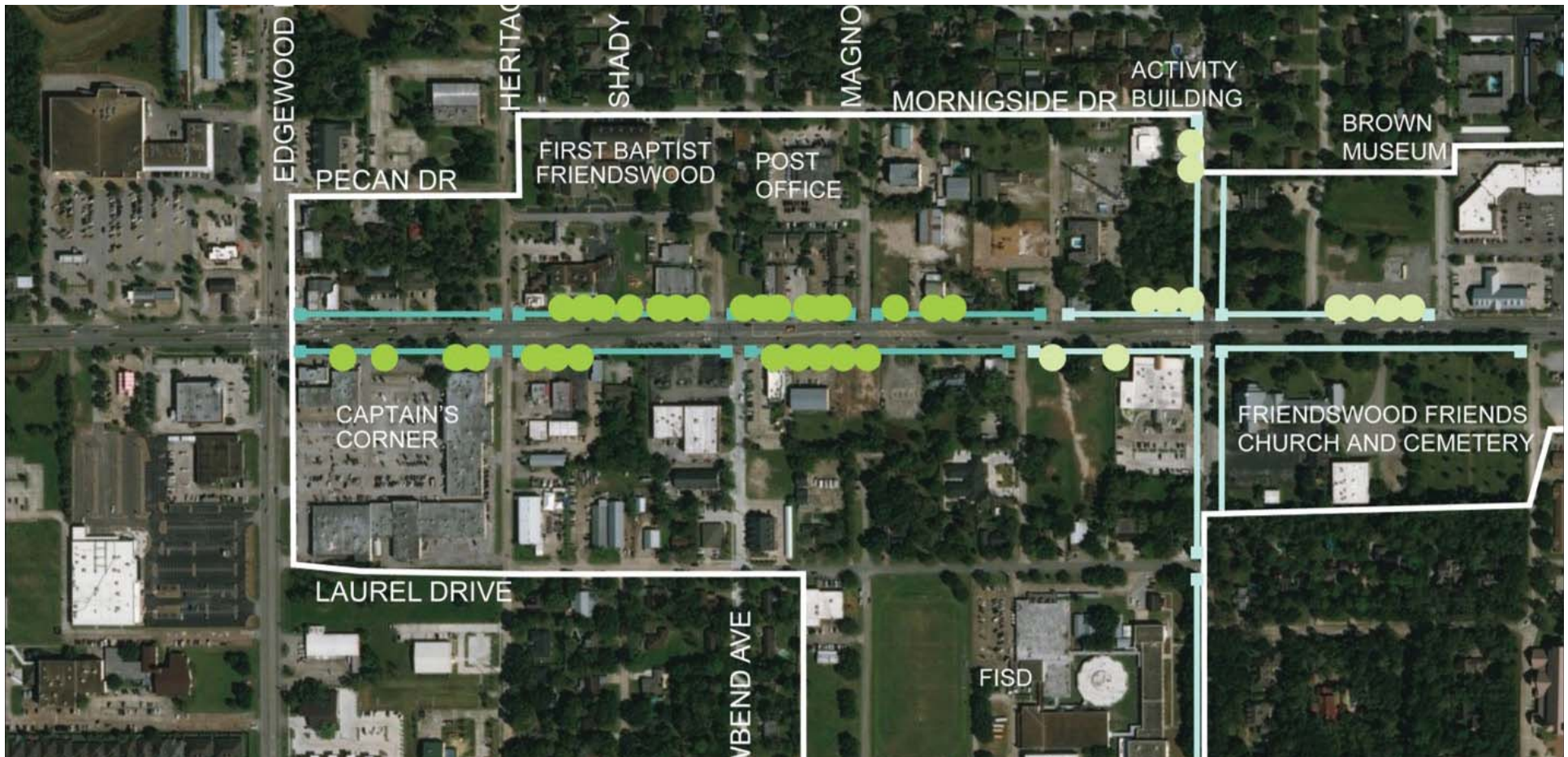
Branding elements

Intersection improvements

Crosswalks

Traffic signals

Buried utility lines

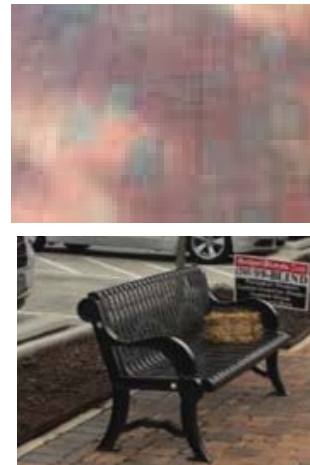
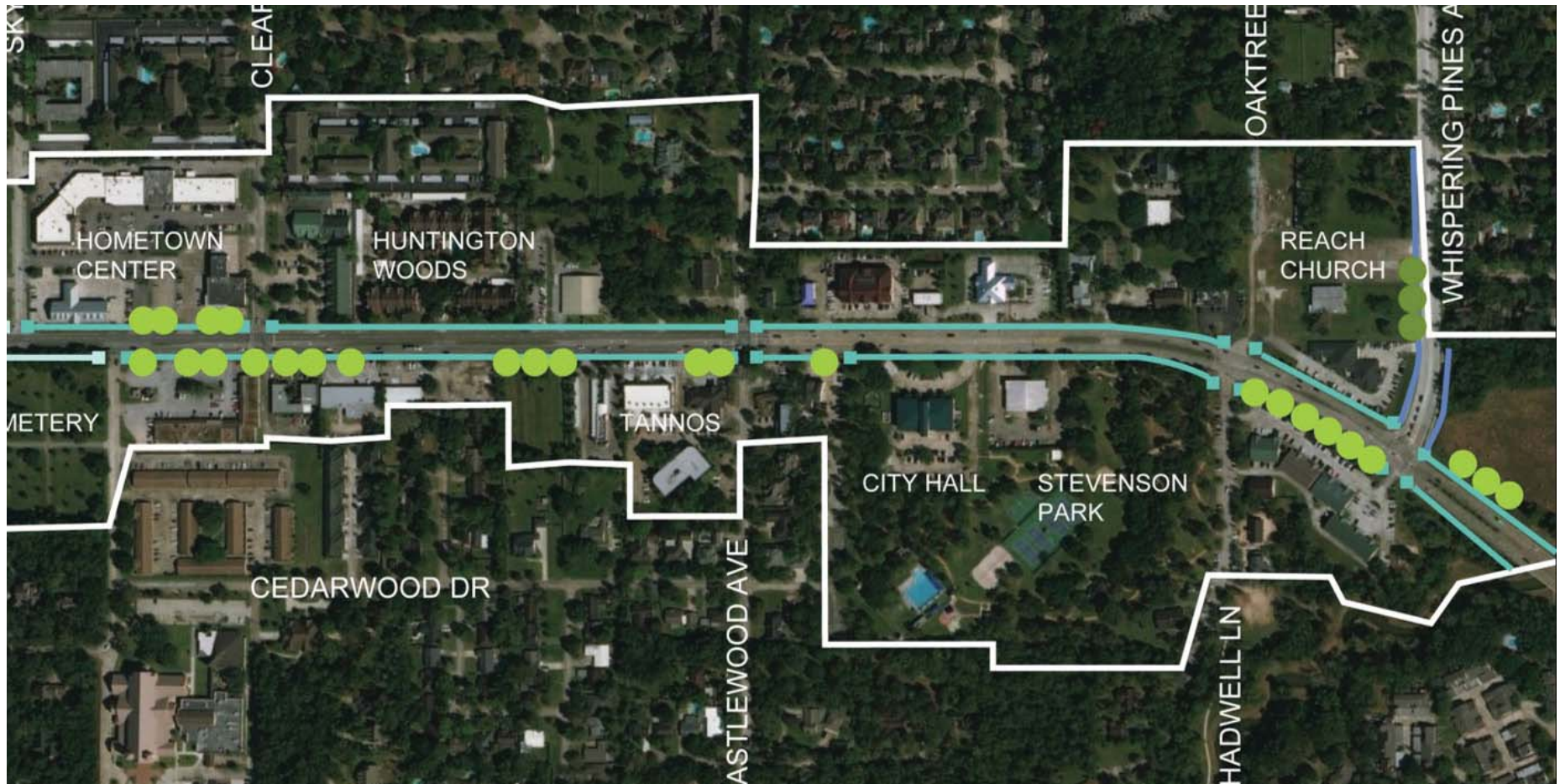


Project C

Streetscape Enhancements

Connecting the Heart of Downtown with the Gateways through consistent streetscape enhancements on the remaining stretches of S. Friendswood Drive would achieve the cohesive identity the District is seeking. Extending the streetscape improvements to the north on Whispering Pines would capture that area with developable properties, welcoming drivers entering from the north into the District at its boundary.

Streetscape enhancements will include brick sidewalks, pedestrian and street lights, street trees and landscaping, and site furnishings. Overhead utility lines should be buried where possible. Note that specific design of the improvements would be part of the project. The images pictured here are just precedents.



Brick sidewalks

Lighting

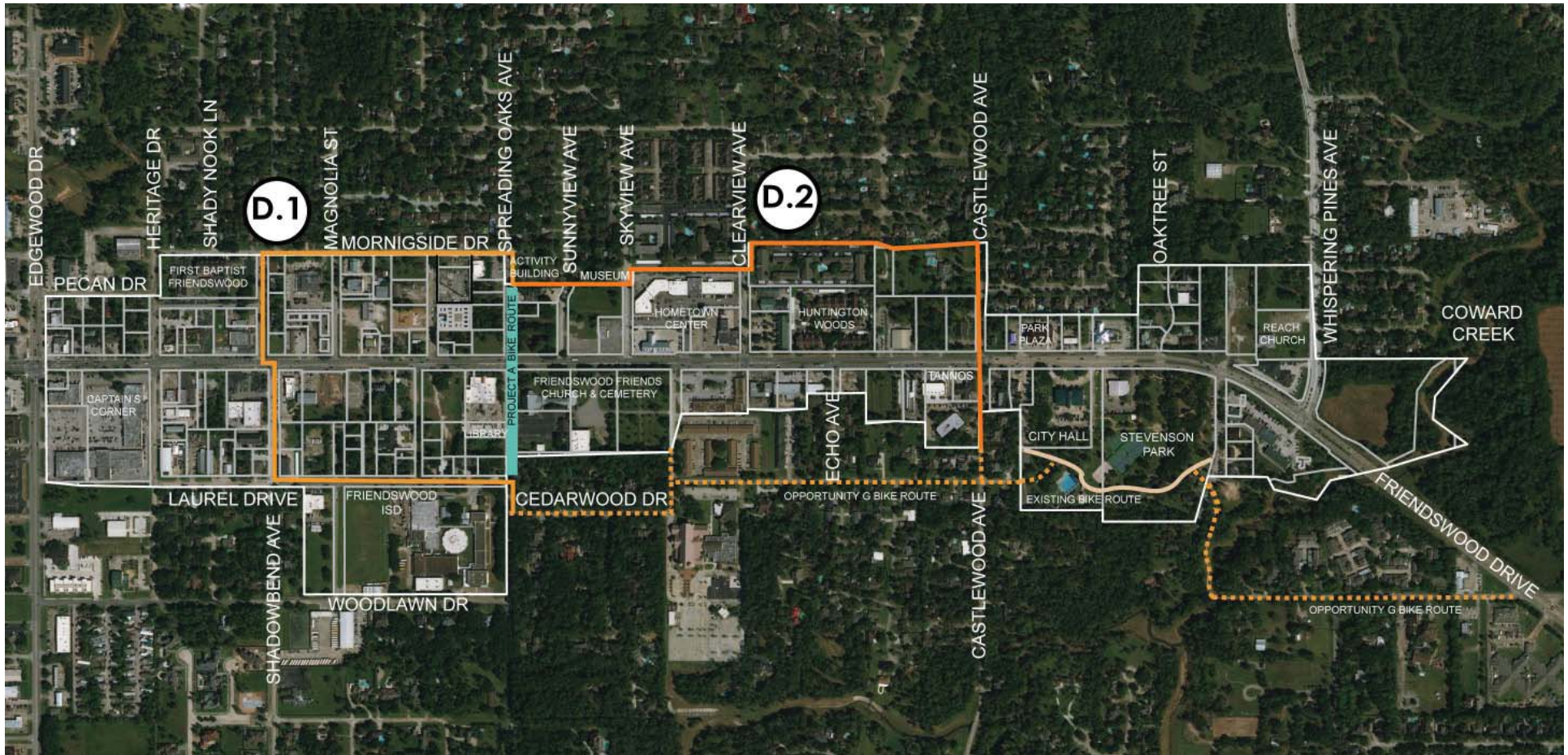
Street
Pedestrian

Site amenities

Street furniture
Features

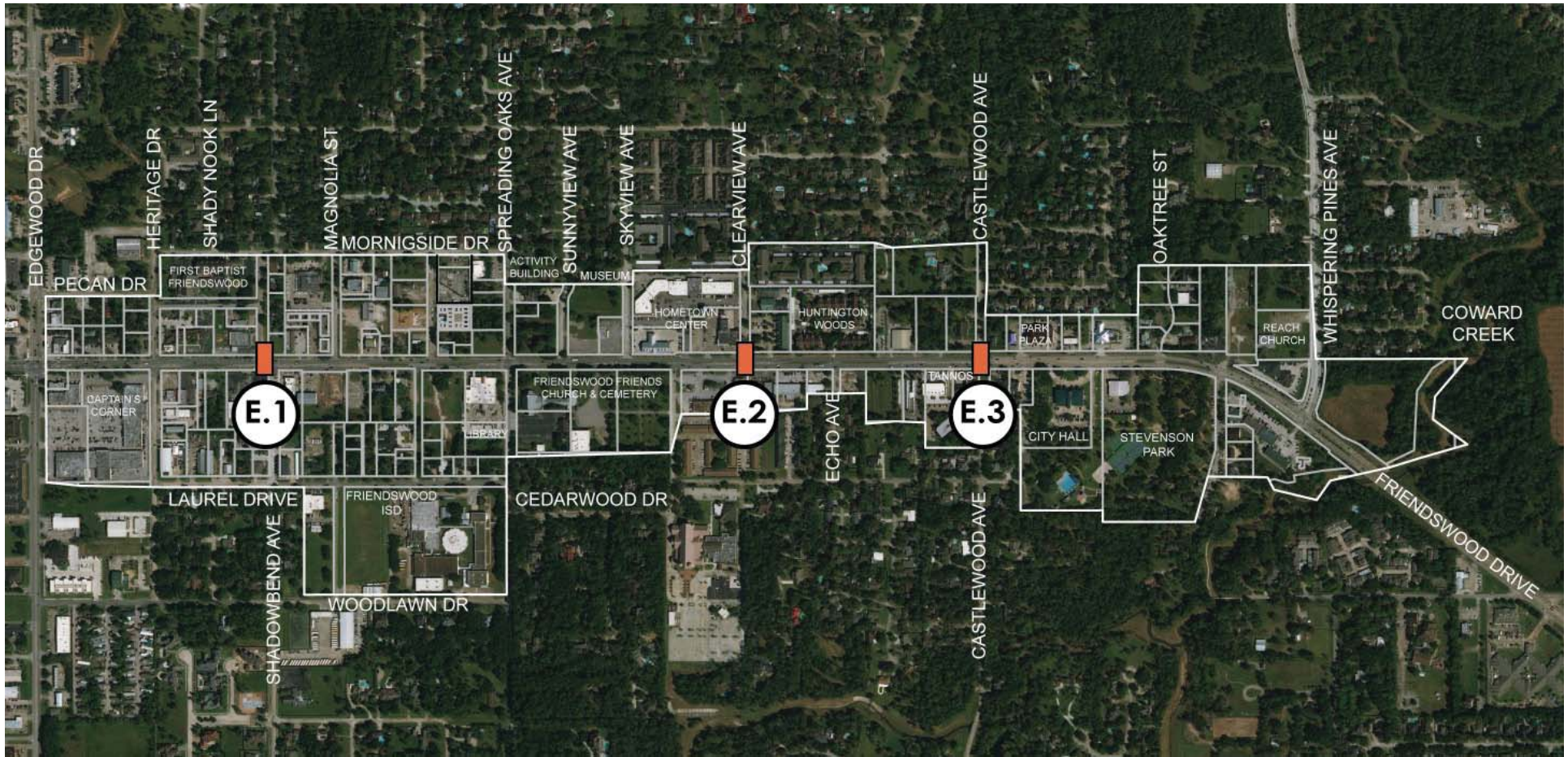
Trees and landscaping

Buried utility lines



Project D Cycling Routes

Connectivity throughout the region is key to the Downtown District's success. Many members of the public commented on the difficulty they have cycling safely to restaurants and events downtown. Others responded positively to the survey question asking if they would bike to downtown in the future. Our team identified safe, efficient routes connecting through and around the District and on to proposed regional bike trails. Because the existing streets are fairly narrow and lightly traveled at this time, no bike lanes are proposed. Signage identifying cycling routes is proposed on streets within the District boundaries. Additional signage outside the boundaries to complete the routes would have to be funded and implemented by another entity.



Project E Intersection Improvments

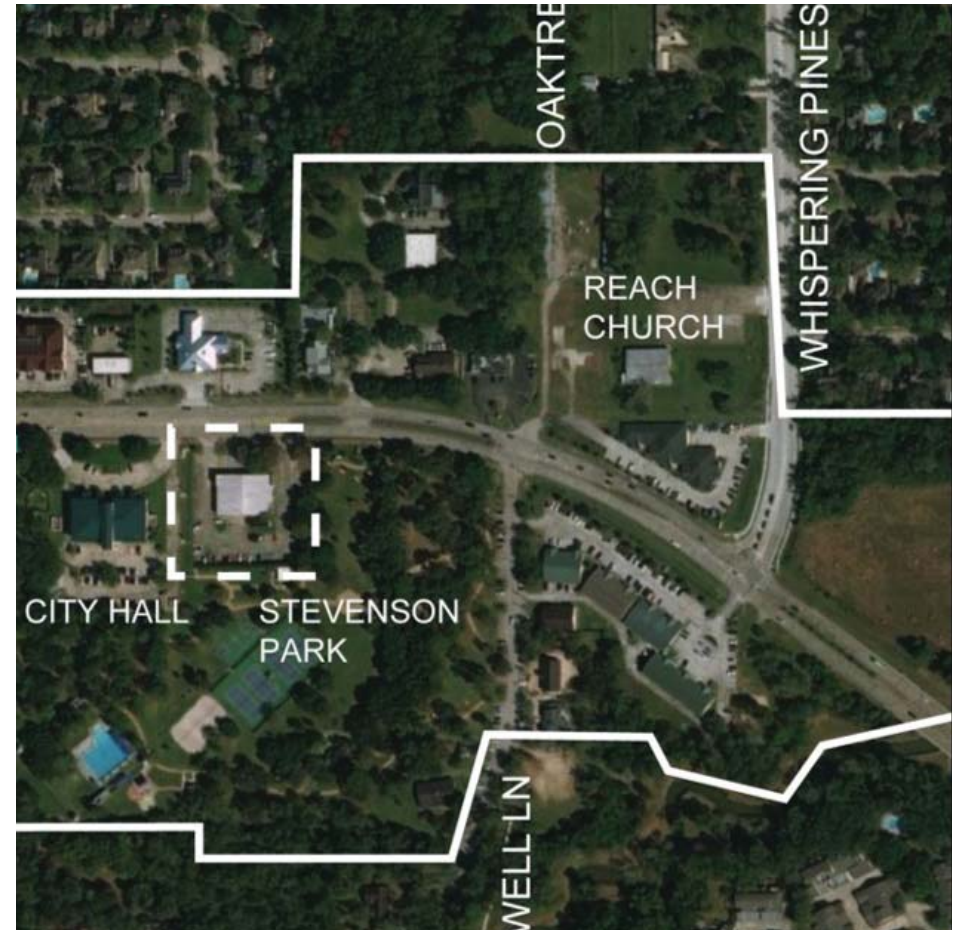
The remaining intersections on S. Friendswood Drive should be enhanced with mast arm traffic signals and upgraded crosswalks to be consistent with previous intersection improvements.





Project F
Activity Center Project

The Activity Center has underutilized land where a structure previously stood. Developing this area into a multi-purpose space that could be programmed for activities and special events would draw visitors into the side streets of the District and increase pedestrian and cycling traffic. Consider collaborating on events with the Masonic Lodge across the street by making use of their outdoor barbecue pit and picnic area.



Project G
Project Next to Stevenson Park

The area next door to City Hall where the Fire Station previously stood is within the District and could be improved with FDEDC funds. Because that area is already under study by another organization, however, it is not considered a priority for the FDEDC.



Project H Street Signs and Stop Signs

Carrying the branding throughout the District by including the logo, fonts and colors on street signs and upgrading the stop signs to include uniform posts and black backs will reinforce the Downtown identity.



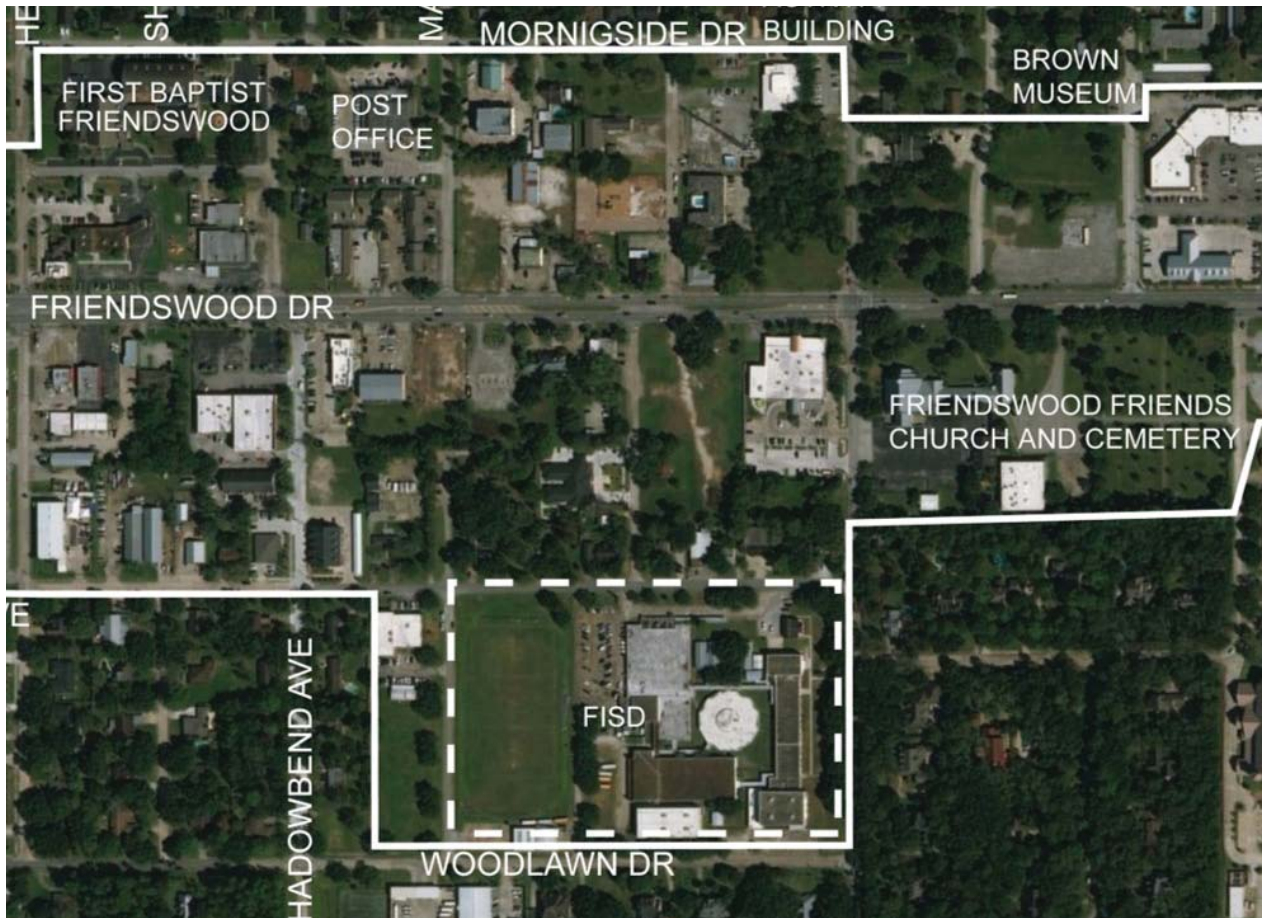
Project I Banner Program

Introducing the branding concepts to the District through an upgraded banner program will unify and enliven Downtown.



Opportunity A Food Service

The Anson Jones Lodge, Friendswood's Masonic Lodge, has a large outdoor barbecue pit, picnic area and commercial kitchen that are available for use by other organizations. With some minor improvements, the facilities could function as a weekend breakfast spot, Sunday afternoon barbecue spot, or special event food service facility to supplement the Activity Center. Activating the side streets of the District by providing more food service options will encourage development away from the traffic along FM 581, creating the slower paced, smaller scaled, "quaint" district that Friendswoodians desire.

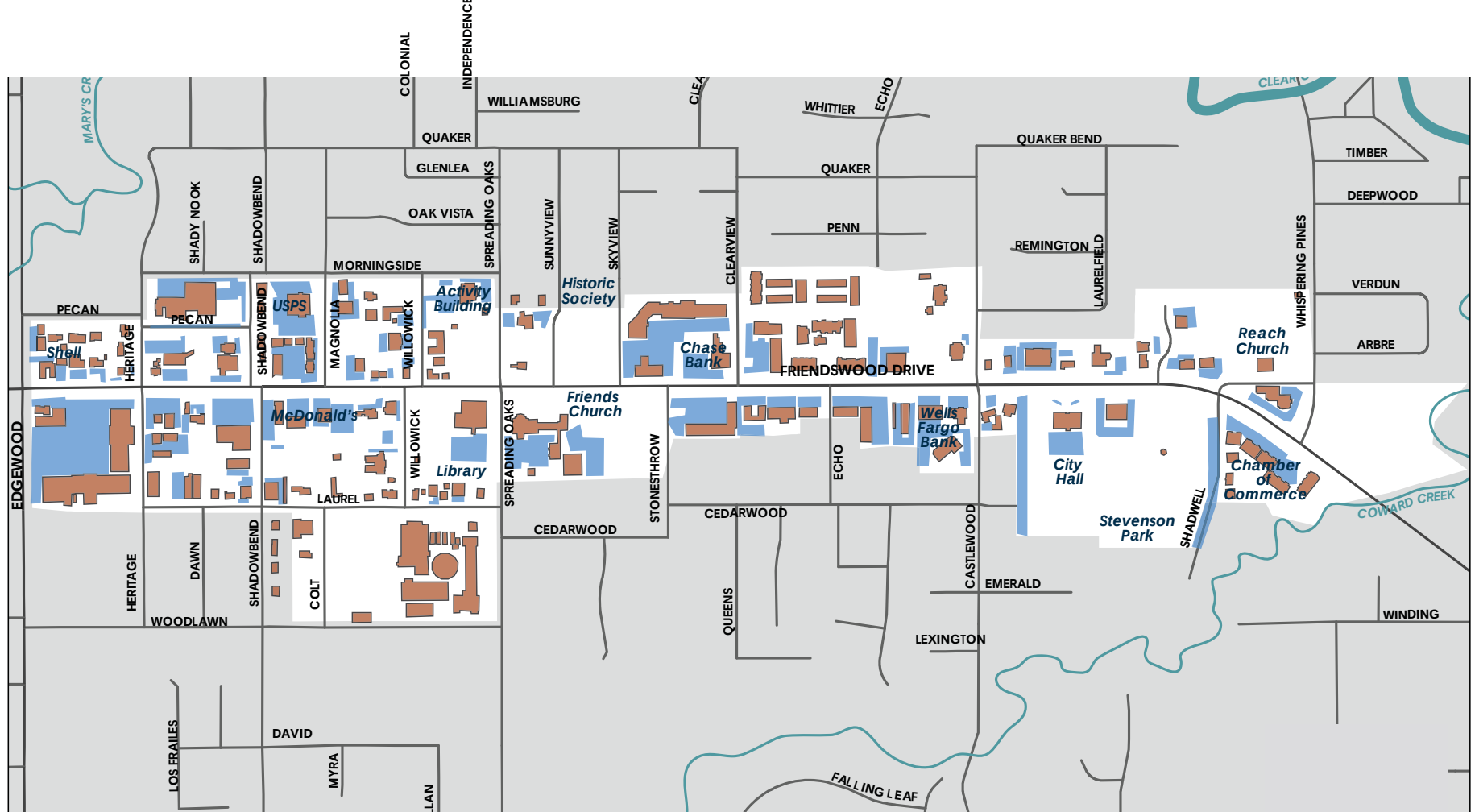


Opportunity B Shared Facilities

Friendswood Independent School District owns a large parcel in the Heart of Downtown. A former school, the facilities are now partially used by FISH, partially leased, and partially a museum that is open only occasionally. In addition to buildings, included a cafeteria, the property includes sports fields. Activating these spaces through special events would draw visitors to the District, increasing the customer base for businesses.

The open space serves as a green counterpart to Stevenson Park and could potentially be programmed with more teen-oriented activities and special events, such as movies in the park, music festivals, parkour and yoga classes, etc. High school students in our stakeholder meetings mentioned that they love Stevenson Park but find the movies and activities geared toward younger children.

Increasing traffic to the area by opening more of the property up to businesses or mixed-use development would benefit the District, as well.



Opportunity C

Shared Parking

While parking is an issue during special events, the Downtown District appears to have adequate parking already in place. Church parking lots are typically underutilized except on Sundays, and shared use agreements could be worked out with them for parking at other times if the District becomes more pedestrian and bike friendly. Shuttles could take people from the lots to Stevenson Park for festivals. Some of the Tannos Development properties already have shared parking agreements in place..



Opportunity D

Signed Bike Route

As discussed in Project D, the proposed cycling routes extend beyond the District boundaries. Another entity will need to fund and implement a signage program identifying the routes in those areas.





Opportunity E Storefront Branding

Engaging the District businesses in promoting the District brand will strengthen and reinforce it. Opportunities exist throughout the District for adding logos and branding material to active storefronts and even vacant building fronts. Creating unique displays, such as the annual scarecrow contest, will draw visitors to the District.



PROBABLE COSTS



<i>Heart of the Downtown</i>				
Demo existing sidewalk	1814	sy	25.00	\$45,350.00
8' Brick Sidewalks: Including 4.5" concrete base under pavers and 4" edge along pavers	4,563	lf	133.33	\$608,400.00
Curb Ramps	27	ea	2700.00	\$72,900.00
Demo existing driveway	466	sy	26.00	\$12,107.33
Driveways Paved: 7" concrete	466	sy	70.00	\$32,596.67
Driveway: 6" curb	480	lf	15.00	\$7,200.00
Intersection Rebuild: Including mast arms, ped signals, curb ramps, striping	1	ls	250000.00	\$250,000.00
Intersection Crosswalks: Stamped Concrete	222	sy	85.00	\$18,888.89
Streetscape Lighting	1440	lf	75.00	\$108,000.00
Tree Uplighting	14	ea	1000.00	\$14,000.00
Median Installation	1	ls	200000.00	\$200,000.00
Landscape	1440	lf	80.00	\$115,200.00
Irrigation	20160	sf	0.85	\$17,136.00
Engineering/Design (15%)				\$225,266.83
Mobilization for Intersection Rebuild (10%)				\$26,888.89
Mobilization for Sidewalks Rebuild (3%)				\$23,356.62
30% Contingency				\$410,832.87
Project A Sub-Total				\$2,188,124.10

<i>Gateways and Intersection Improvements</i>				
Intersection Rebuild, Edgewood: Including mast arms, ped signals, curb ramps, striping	1	ls	300000.00	\$300,000.00
Intersection Rebuild, Whispering Pines: Including mast arms, ped signals, curb ramps, striping	1	ls	250000.00	\$250,000.00
Intersection Crosswalks, Edgewood: Stamped Concrete	290	sy	85.00	\$24,631.11
Intersection Crosswalks, Whispering Pines: Stamped Concrete	234	sy	85.00	\$19,871.11
Entry Markers	5	ls	50000.00	\$250,000.00
Entry Marker Lighting	5	ea	3000.00	\$15,000.00
Graphics	1	ls	20000.00	\$20,000.00
Engineering/Design (15%)				\$131,925.33
Mobilization for Intersection Rebuild (10%)				\$59,450.22
30% Contingency				\$257,850.67
Project B Sub-Total				\$1,328,728.44

<i>Pedestrian Enhancements 1</i>					
Demo exsiting sidewalk	1973	sy	25.00	\$49,325.00	
8" Brick Sidewalks: Including 4.5" concrete base under pavers	4,332	lf	133.33	\$577,600.00	
Curb Ramps	72	ea	2700.00	\$194,400.00	
Demo existing driveway	760	sy	26.00	\$19,765.78	
Driveways Paved: 7" concrete	760	sy	70.00	\$53,215.56	
Driveway: 6" curb	840	lf	15.00	\$12,600.00	
Intersection Crosswalks, Shadow Bend : Stamped Concrete	195	sy	85.00	\$16,546.67	
Streetscape Lighting	2080	lf	75.00	\$156,000.00	
Wire Relocation	1	ls	125400.00	\$125,400.00	
Landscape	2080	lf	80.00	\$166,400.00	
Irrigation	29120	sf	0.85	\$24,752.00	
Engineering/Design (15%)				\$209,400.75	
Mobilization for Sidewalks Rebuild (3%)				\$27,703.59	
30% Contingency				\$361,455.90	
Project C.1 Sub-Total				\$1,994,565.24	

<i>Pedestrian Enhancements 2</i>					
Demo exsiting sidewalk	2664	sy	25.00	\$66,600.00	
8" Brick Sidewalks: Including 4.5" concrete base under pavers	5,265	lf	133.33	\$702,000.00	
Curb Ramps	41	ea	2700.00	\$110,700.00	
Demo existing driveway	847	sy	26.00	\$22,022.00	
Driveways Paved: 7" concrete	847	sy	70.00	\$59,290.00	
Driveway: 6" curb	66	lf	15.00	\$990.00	
Streetscape Lighting	4050	lf	75.00	\$303,750.00	
Wire Relocation	1	ls	125400.00	\$125,400.00	
Landscape	4050	lf	40.00	\$162,000.00	
Irrigation	28350	lf	0.85	\$24,097.50	
Engineering/Design (15%)				\$236,527.42	
Mobilization for Sidewalks Rebuild (3%)				\$28,848.06	
30% Contingency				\$417,225.60	
Project C.2 Sub-Total				\$2,259,450.58	

<i>Pedestrian Enhancements 3</i>					
Demo exsiting sidewalk	417	sy	25.00	\$10,425.00	
8" Brick Sidewalks: Including 4.5" concrete base under pavers	953	lf	133.33	\$127,061.33	
Curb Ramps	4	ea	2700.00	\$10,800.00	
Demo existing driveway	51	sy	26.00	\$1,326.00	
Driveways Paved: 7" concrete	51	sy	70.00	\$3,570.00	
Driveway: 6" curb	80	lf	15.00	\$1,200.00	
Streetscape Lighting	835	lf	75.00	\$62,625.00	
Wire Relocation	1	ls	125400.00	\$125,400.00	
Landscape	835	lf	80.00	\$66,800.00	
Irrigation	11690	sf	0.85	\$9,936.50	
Engineering/Design (15%)				\$62,871.57	
Mobilization for Sidewalks Rebuild (3%)				\$4,631.47	
30% Contingency				\$102,722.20	
Project C.3 Sub-Total				\$589,369.08	

<i>Cycling Route 1</i>					
Signage	0.75	mile	50000.00	\$37,500.00	
30% Contingency				\$11,250.00	
Project D.1 Sub-Total				\$48,750.00	

<i>Cycling Route 2</i>					
Signage	1	mile	50000.00	\$50,000.00	
30% Contingency				\$15,000.00	
Project D.2 Sub-Total				\$65,000.00	

<i>Clearview Intersection</i>				
Intersection Rebuild: Including mast arms, ped signals, curb ramps, striping, etc	1	ls	250000.00	\$250,000.00
Intersection Crosswalks: Stamped Concrete	201	sy	85.00	\$17,075.56
Engineering/Design (15%)				\$40,061.33
Mobilization for Intersection Rebuild (10%)				\$26,707.56
30% Contingency				\$80,122.67
Project E.1 Sub-Total				\$413,967.11

<i>Shadowbend Intersections</i>				
Powder coat existing mast arm				TBD
Project E.2 Sub-Total				TBD

<i>Castlewood Intersection</i>				
Intersection Rebuild: Including mast arms, ped signals, curb ramps, striping	1	ls	250000.00	\$250,000.00
Intersection Crosswalks: Stamped Concrete	213	sy	85.00	\$18,133.33
Engineering/Design (15%)				\$40,220.00
Mobilization for Intersection Rebuild (10%)				\$26,813.33
30% Contingency				\$80,440.00
Project E.3 Sub-Total				\$415,606.67

<i>Heart of the Downtown - Phase 2 (Project next to Activity Center)</i>				
	Scope not determined			
Project F.1 Sub-Total				TBD

Heart of the Downtown - Phase 2 (Willowick Streetscape)					
	Demo exsiting sidewalk	1,163	sy	25.00	\$29,075.00
	6' Concrete (4.5")	1,163	sy	60.00	\$69,780.00
	Ramps	24	ea	2700.00	\$64,800.00
	Demo existing driveway	310	sy	26.00	\$8,060.00
	Driveways Paved: 7" concrete	310	sy	70.00	\$21,700.00
	Driveway: 6" curb	390	lf	15.00	\$5,850.00
	Streetscape Lighting	1,199	lf	75.00	\$89,925.00
	Landscape	1,199		80.00	\$95,920.00
	Irrigation	1,199			\$1,199.00
	Engineering/Design (15%)				\$57,946.35
	Mobilization for Sidewalks Rebuild (3%)				\$5,977.95
	30% Contingency				\$86,757.00
Project F.2 Sub-Total					\$536,990.30

Street name poles and traffic signs					
	Fabrication and Installation				\$90,000.00
Project H Sub-Total					\$90,000.00

Banner Program					
	Banners	20	ea	350.00	\$7,000.00
	30% Contingency				\$2,100.00
Project I Sub-Total					\$9,100.00

APPENDIX



BRANDING

Downtown Friendswood

Lauren Griffith Associates

CORE Design Studio

Why we are here.

We are here to recommend a brand expression for Downtown Friendswood that reflects the existing mission and goals established by the district while addressing feedback and analysis from the community. This brand expression will define Downtown Friendswood as a unique, cohesive, and lively area that will attract new businesses and enhance the downtown experience for the residents of Friendswood.

We did this by

- :: Reviewing the district's existing environment and understanding the community's history and progress.
- :: Meeting with stakeholders and the community to get to know the people and Friendswood's legacy.
- :: Gaining an understanding of the desired future state of Downtown Friendswood.

What we heard.

“Downtown Friendswood will be a visually appealing, pedestrian friendly, safe, traditional Texas small town that integrates cultural, commercial and residential activities that is recognized as the heart of the community.”

Values, Faith, Family, Education, Friends Church, Oak trees, Liberty Oak, Fig industry, Small Shops, Restaurants, Stevenson Park, Meeting/Gathering spaces, Curated Public Art, Web Presence, Walking and Biking.

TODAY

- :: Friendly, hometown feeling
- :: Small, bland, and boring
- :: Close-knit and safe
- :: No clear downtown entry points
- :: No cohesive district brand or image
- :: Not pedestrian-friendly

TOMORROW

- :: Active, busy, dynamic, exciting
- :: Fun opportunities and activities
- :: Small town charm, clean, safe
- :: Local shops, businesses, restaurants, events, gathering spaces
- :: Distinct from neighboring cities

What we recommend.

- :: A consistent and cohesive brand expression for Downtown Friendswood.
- :: A signage program that will become the public voice of Downtown Friendswood, projecting a positive and vibrant district image to residents, and current and future businesses.
- :: The use of signage, banners, public art, and other visual elements, lets visitors know they are in a unique area and promotes a pedestrian-friendly experience.

The Brand Promise.

Downtown Friendswood is a space for sharing ideas and strengthening relationships. Family, friendship, and faith are at the core of Friendswood's history. These values have built and maintained the community and its spirit. The district will foster an environment that continues to strengthen those values and build a solid future for generations to come.

The Brand Personality.

Friendly, Authentic, Small-Town Charm, Timeless, Vibrant

BRANDING

About your new Downtown logo.

The Visual Identity.

With the community's feedback, we developed a visual vocabulary that will be the foundation for Downtown Friendswood's brand. The most significant cultural, historical and physical references that inform the brand are derived from Friendswood's origin as a Quaker community, and in the representation of the Live Oak tree.



The circular form of the Downtown Friendswood logo pays compliment to the City of Friendswood’s iconic seal with the Live Oak tree. The circle is a traditional shape of city seals, and with the combination of bright colors, a new icon, pattern and typefaces it references the past, but moves the district forward.

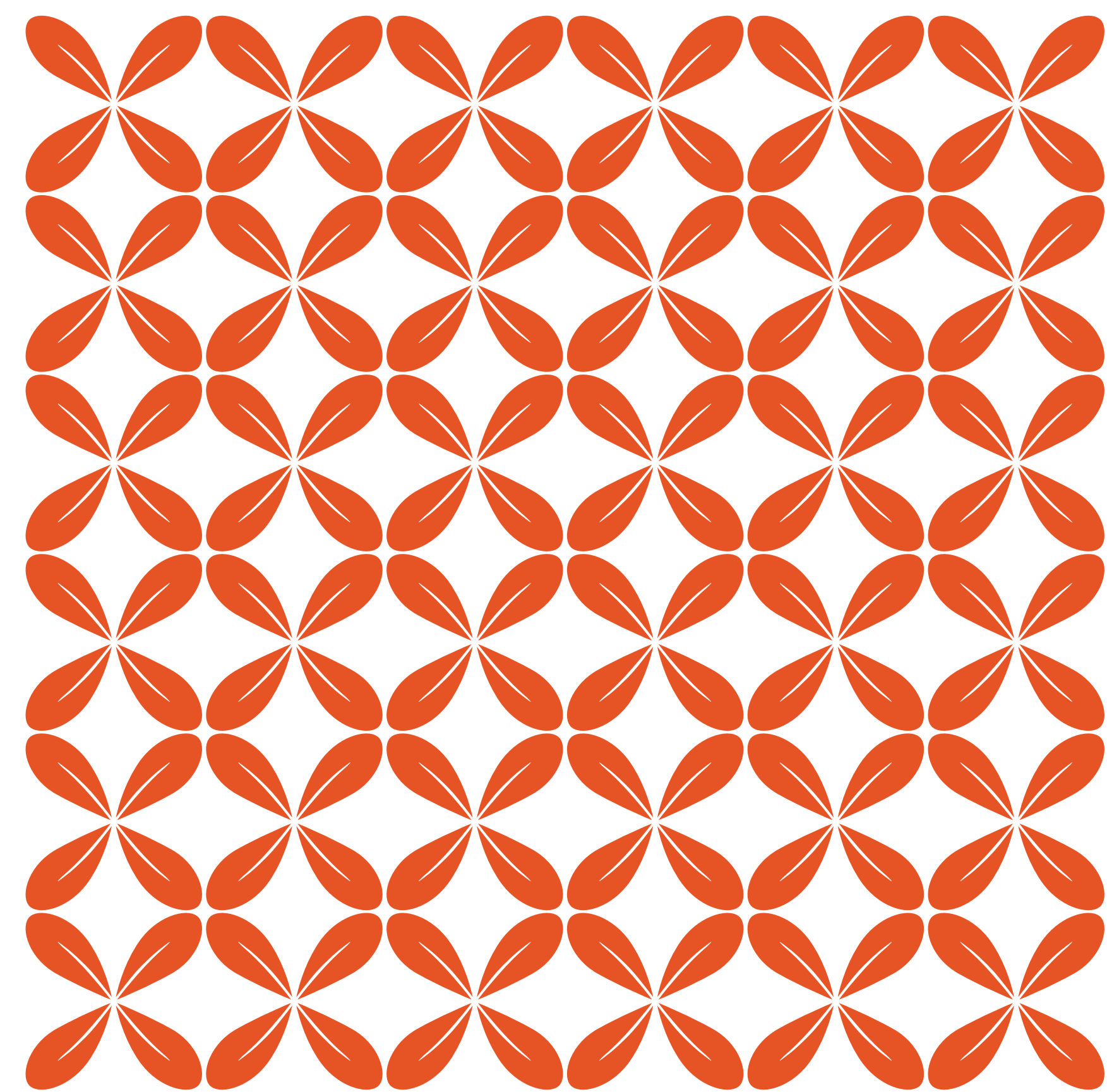
Where Friends Meet.

Based on the feedback we received regarding what downtown means to your community, Downtown has been and always should continue to be a place “where friends meet.”

DOWNTOWN FRIENDSWOOD : BRANDING

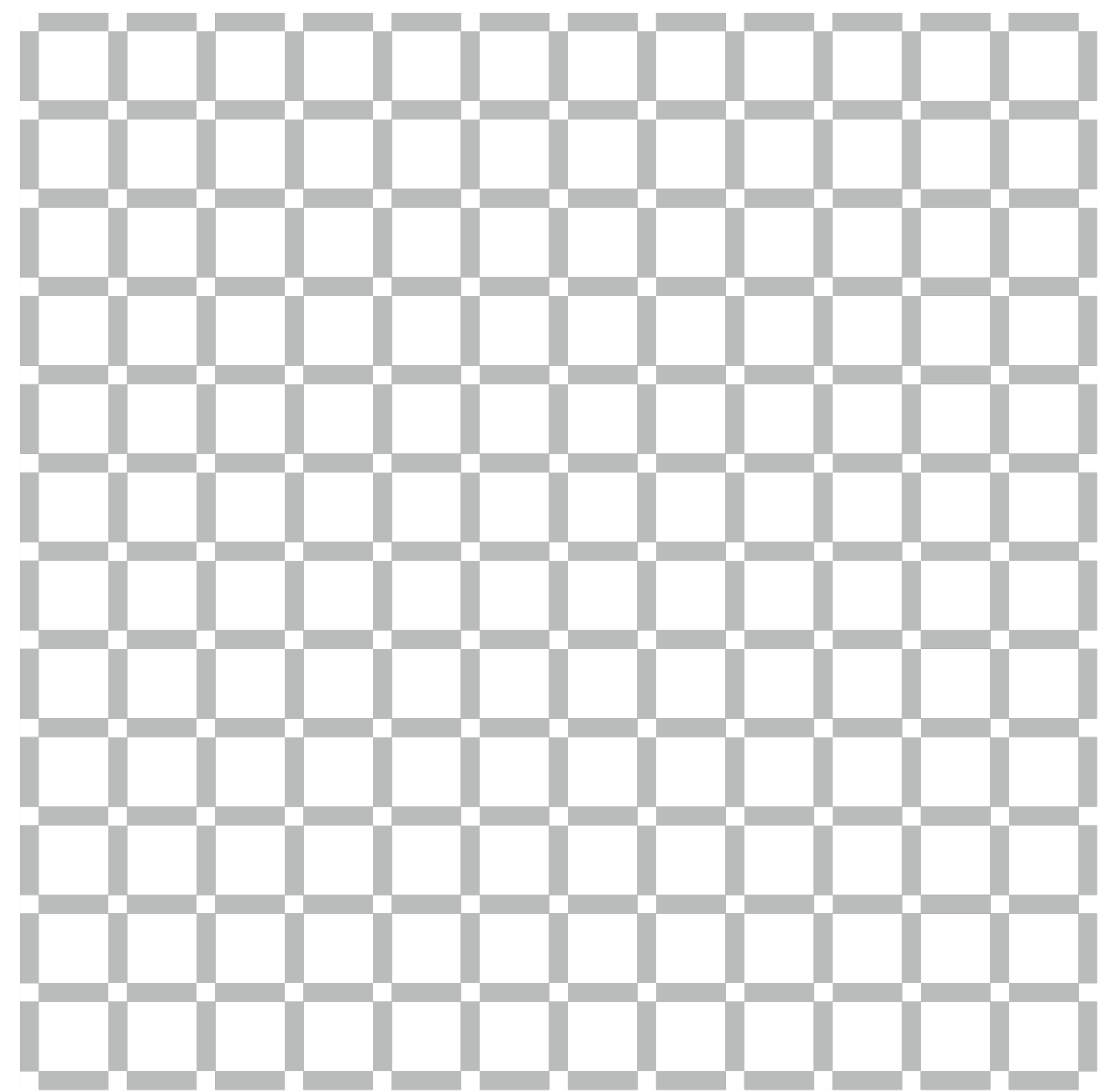
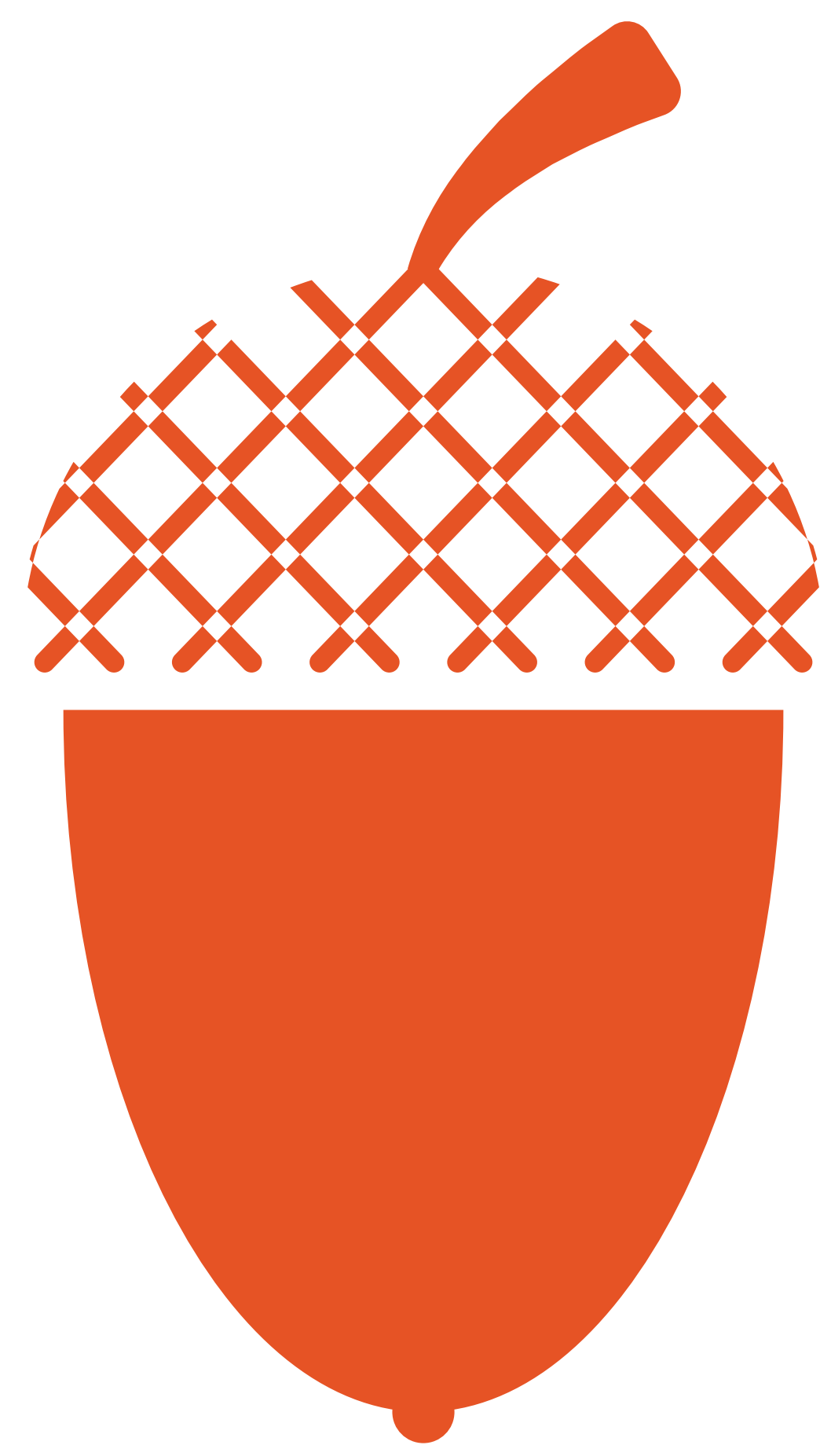


The medallion’s patterned background is comprised of shapes derived from the leaf of the Live Oak tree and are arranged in a quadrant that forms a traditional, but playful pattern.



The palette is warm, vibrant, and distinct from neighboring communities. The primary color orange is a bold statement of the district’s rebirth.

DOWNTOWN FRIENDSWOOD : BRANDING



DOWNTOWN FRIENDSWOOD :: MARK

The acorn of the Live Oak tree represents renewal, growth and potential in the district. It is a symbol of things to come.

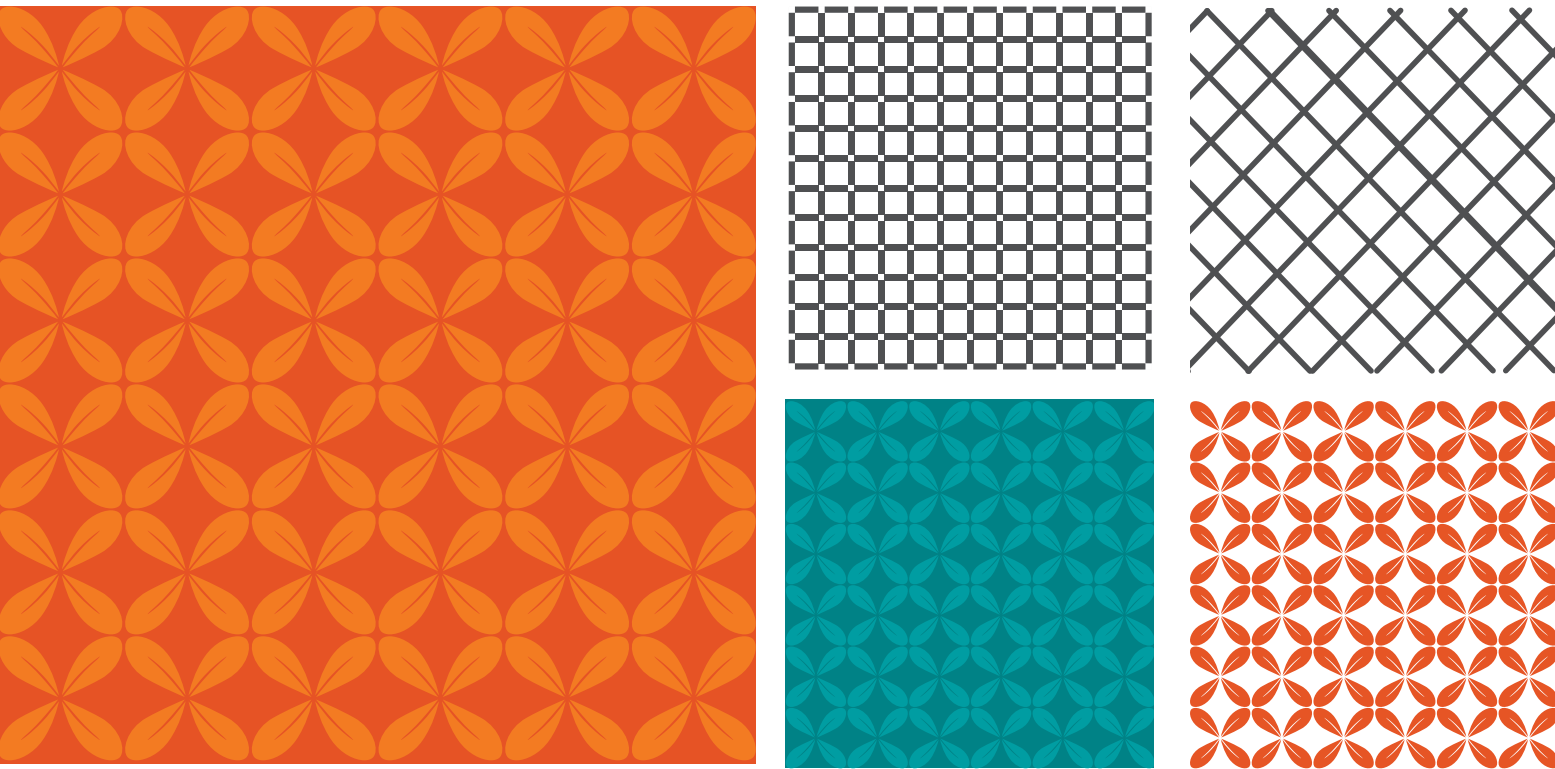
The acorn’s cap is inspired by the grid-based infrastructure of the district and represents the numerous intersections, both real and virtual, “where friends meet.”

DOWNTOWN FRIENDSWOOD : BRANDING

COLOR PALETTE



PATTERN



TYPEFACE

PRIMARY
ERNESTINE PRO
LIGHT
LIGHT ITALIC
REGULAR
ITALIC
DEMIBOLD
DEMIBOLD ITALIC
BOLD
BOLD ITALIC

SECONDARY
RIFT
LIGHT
LIGHT ITALIC
REGULAR
ITALIC
MEDIUM
MEDIUM ITALIC
DEMI
DEMI ITALIC
BOLD
BOLD ITALIC

TERTIARY
Abril Text italic

TAGLINE

WHERE FRIENDS MEET

QUOTES

PLAY friendly
WORK friendly
DINE friendly
FAMILY friendly
LIVE friendly
BIKE friendly
SHOP friendly
WALK friendly

:: BRAND GUIDELINES

Color Palette: Warm and fresh. Uplifting. Expresses vibrancy of a renewed downtown experience.

Patterns: Oak leaves, street grids and other patterns that refer to the natural and built environment, such as the Friends Cemetery gateway.

Typefaces: A blend of bold, legible sans serifs and a friendly, traditional slab serif reflect an active downtown with a nod to tradition.

Brand voice: A collection of “friendly” phrases encapsulates the quality of life one can expect in Downtown Friendswood.

BRANDING DESIGN

Downtown's Wayfinding Family.

Wayfinding.

A signage system creates a sense of place and visual unity for the district, and directs both vehicular and pedestrian traffic into and around downtown.

The forms, materials, and colors are inspired by the purposefulness of the Quaker aesthetic blended with a fresh, vibrant attitude that expresses the future of the downtown district.

DOWNTOWN FRIENDSWOOD : BRANDING DESIGN





Lantern Gateway on Bridge Wall

Entry Gateway

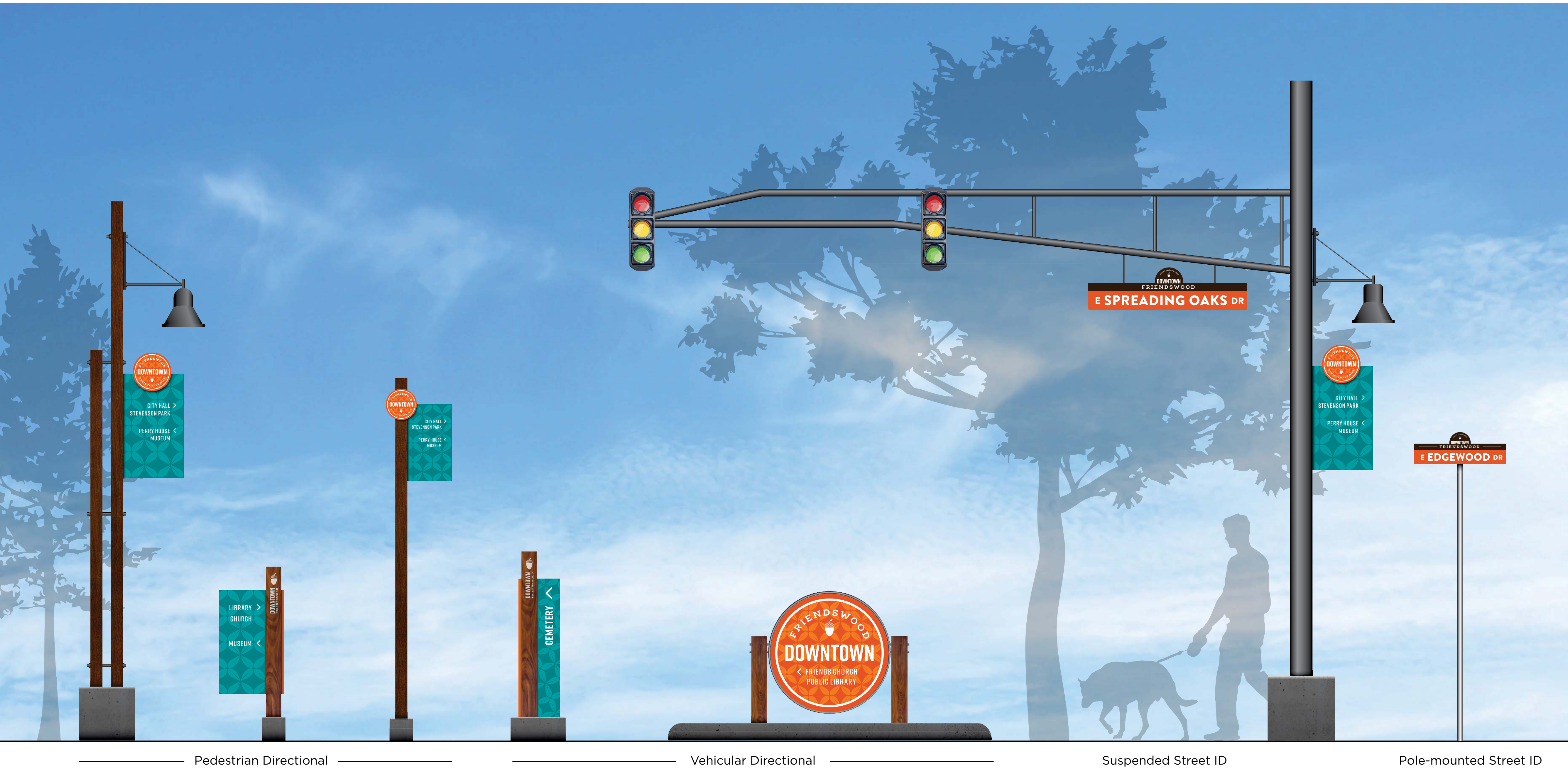
Pole Accent

Esplanade Gateway

High Profile

Low Profile





Pedestrian Directional

Vehicular Directional

Suspended Street ID

Pole-mounted Street ID

BRANDING

Downtown's Placemaking Graphics.

DOWNTOWN FRIENDSWOOD : PLACEMAKING



QUOTES _____

- PLAY *friendly*
- WORK *friendly*
- DINE *friendly*
- FAMILY *friendly*
- LIVE *friendly*
- BIKE *friendly*
- SHOP *friendly*
- WALK *friendly*

DOWNTOWN FRIENDSWOOD : PLACEMAKING



DOWNTOWN FRIENDSWOOD : PLACEMAKING



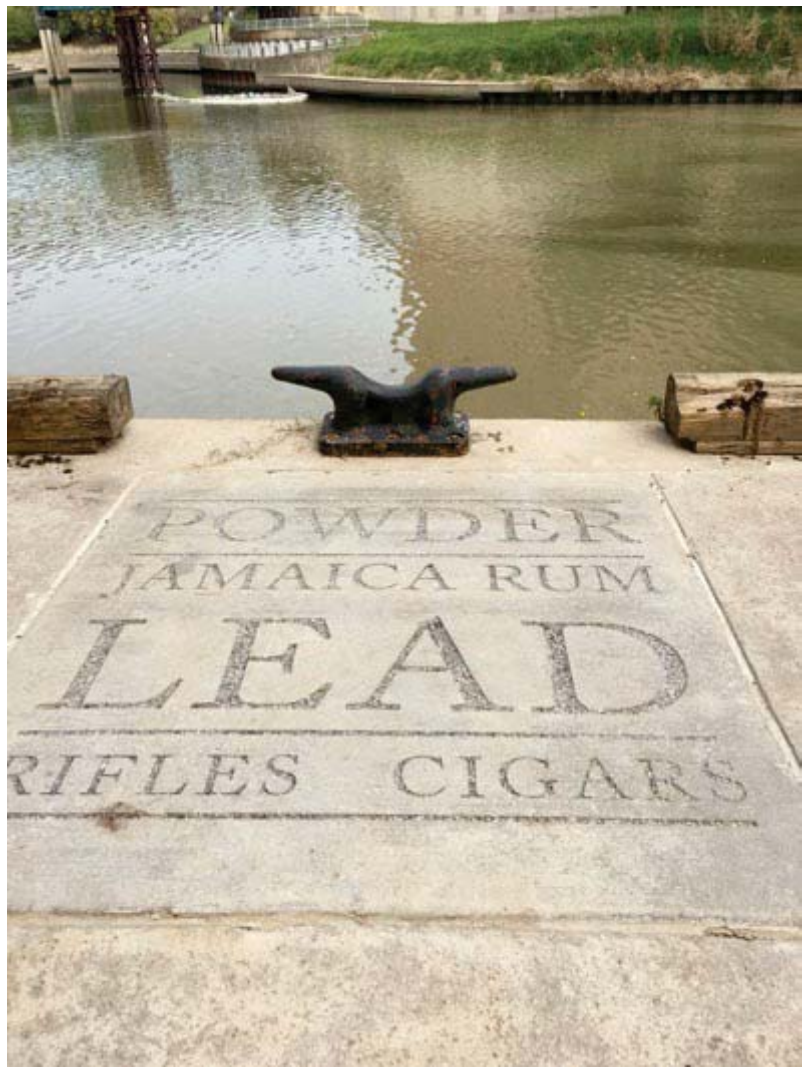
DOWNTOWN FRIENDSWOOD : PLACEMAKING



WASTE RECEPTACLES



SIDEWALK INSERTS







DOWNTOWN FRIENDSWOOD : BRANDING GUIDELINES

Maintaining the integrity of Downtown Friendswood's new brand expression is key to creating a strong and lasting identity. Adhering to the following guidelines will ensure the brand remains consistent across multiple applications and platforms.

CORE DESIGN STUDIO



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- 4 Visual Identity
- 6 Lockups
- 8 Mark
- 10 Tagline
- 12 Language
- 14 Color
- 16 Pattern
- 18 Typography
- 20 Wayfinding
- 24 Signage
- 26 Placemaking
- 30 Partners



The Visual Identity.

The circular form of the Downtown Friendswood logo pays compliment to the City of Friendswood's iconic seal with the Live Oak tree. The circle is a traditional shape of city seals, and with the combination of bright colors, a new icon, pattern and typefaces it references the past, but moves the district forward.



Lockups.

Variations in lockup are used in multiple applications like signage, banners, public art, and other visual elements.



Mark.

The acorn of the Live Oak tree represents renewal, growth and potential in the district. It is a symbol of things to come. The acorn's cap is inspired by the grid-based infrastructure of the district and represents the numerous intersections, both real and virtual, "where friends meet."



Tagline.

Downtown has been and always should continue to be a place
“where friends meet.”

WHERE FRIENDS MEET



Language.

A collection of “friendly” phrases encapsulates the quality of life one can expect in Downtown Friendswood.

PLAY friendly
WORK friendly
DINE friendly
FAMILY friendly
LIVE friendly
BIKE friendly
SHOP friendly
WALK friendly

*Wherever friendly paths intersect
the whole world looks like home
for a time.* Hermann Hesse

*There are no strangers here; only friends
you haven’t yet met.* William Butler Yeats

*We are all travelers in the wilderness of
this world, and the best we can find in our
travels is an honest friend.* Robert Louis Stevenson

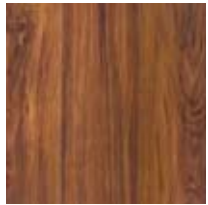
*Stick around long enough to become
someone's best friend.* Vera Nazarian

Friend, where were you for so long? Gulzar



Color.

The palette is vibrant, and visually distinct from neighboring communities. The brand’s primary color orange presents a warm and bold statement of the district’s rebirth while providing contrast with the environment making it more visible and affective.

					
CMYK: 3, 79, 100, 0 RGB: 233, 91, 36 PMS: 166 HEX: E95B24	CMYK: 83, 30, 44, 5 RGB: 28, 134, 139 PMS: 321 HEX: 1C868B	CMYK: 3, 44, 98, 0 RGB: 242, 157, 32 PMS: 715 HEX: F29D20	CMYK: 32, 0, 98, 0 RGB: 186, 214, 54 PMS: 583 HEX: BAD636	CMYK: 48, 71, 86, 66 RGB: 67, 39, 19 PMS: 476 HEX: 432713	WOODTONE

Pattern.

The medallion’s patterned background is comprised of oak shapes derived from the leaf of the Live Oak tree, arranged in a quadrant that forms a traditional, but playful pattern. Oak leaves, street grids and other patterns refer to the natural and built environment that is Downtown Friendswood, such as the Friends Cemetery gateway.



DOWNTOWN FRIENDSWOOD



Typography.

A blend of bold and legible sans serifs, and a friendly, traditional serif reflect an active downtown with a nod to tradition.

DOWNTOWN FRIENDSWOOD

PRIMARY TYPEFACE

ERNESTINE PRO

LIGHT
LIGHT ITALIC
REGULAR
ITALIC
DEMIBOLD
DEMIBOLD ITALIC
BOLD
BOLD ITALIC

TERTIARY

Abril Text italic
BRANDON GROTESQUE BLACK

SECONDARY TYPEFACE

RIFT
LIGHT
LIGHT ITALIC
REGULAR
ITALIC
MEDIUM
MEDIUM ITALIC
DEMI
DEMI ITALIC
BOLD
BOLD ITALIC



Wayfinding.

A strong wayfinding family creates a sense of place and visual unity for the district, and directs both vehicular and pedestrian traffic into and around downtown.

The forms, materials, and colors are inspired by the purposefulness of the Quaker aesthetic blended with a fresh, vibrant attitude that expresses the future of the downtown district.

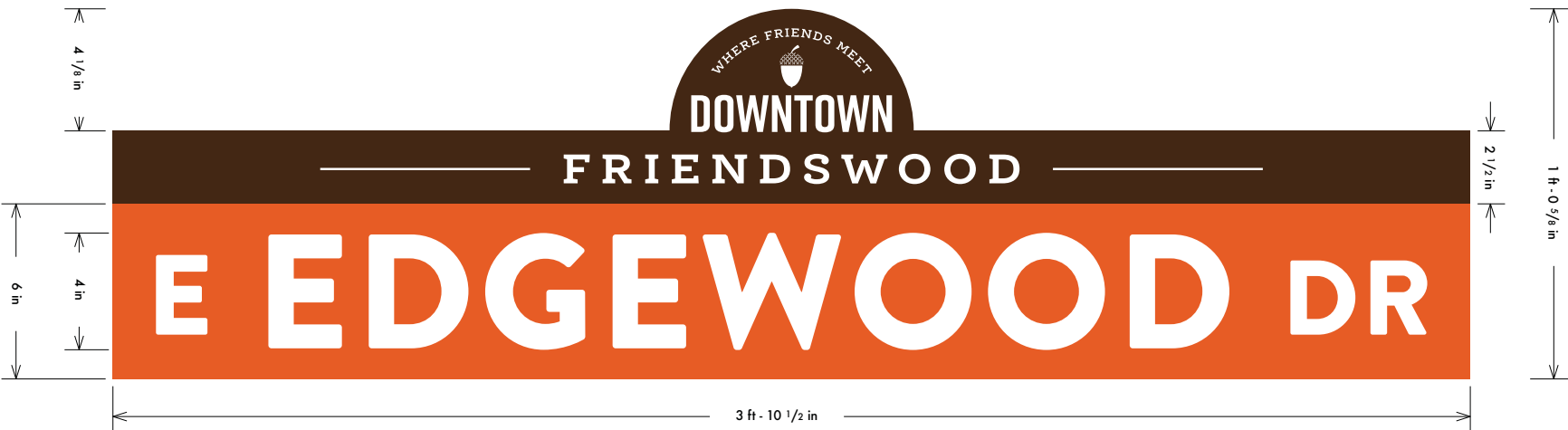




Signage.

Consistent use of color, typography and mark will visually define the Downtown Friendswood District and reinforce the brand in its application across multiple sign types.

DOWNTOWN FRIENDSWOOD _____
Typical Suspended or Pole-mounted Street Sign



Placemaking.

The use of signage, banners, public art, and other visual elements, lets visitors know they are in a unique area and promotes a pedestrian-friendly experience.

DOWNTOWN FRIENDSWOOD Pole-mounted Banners





Precedent Images

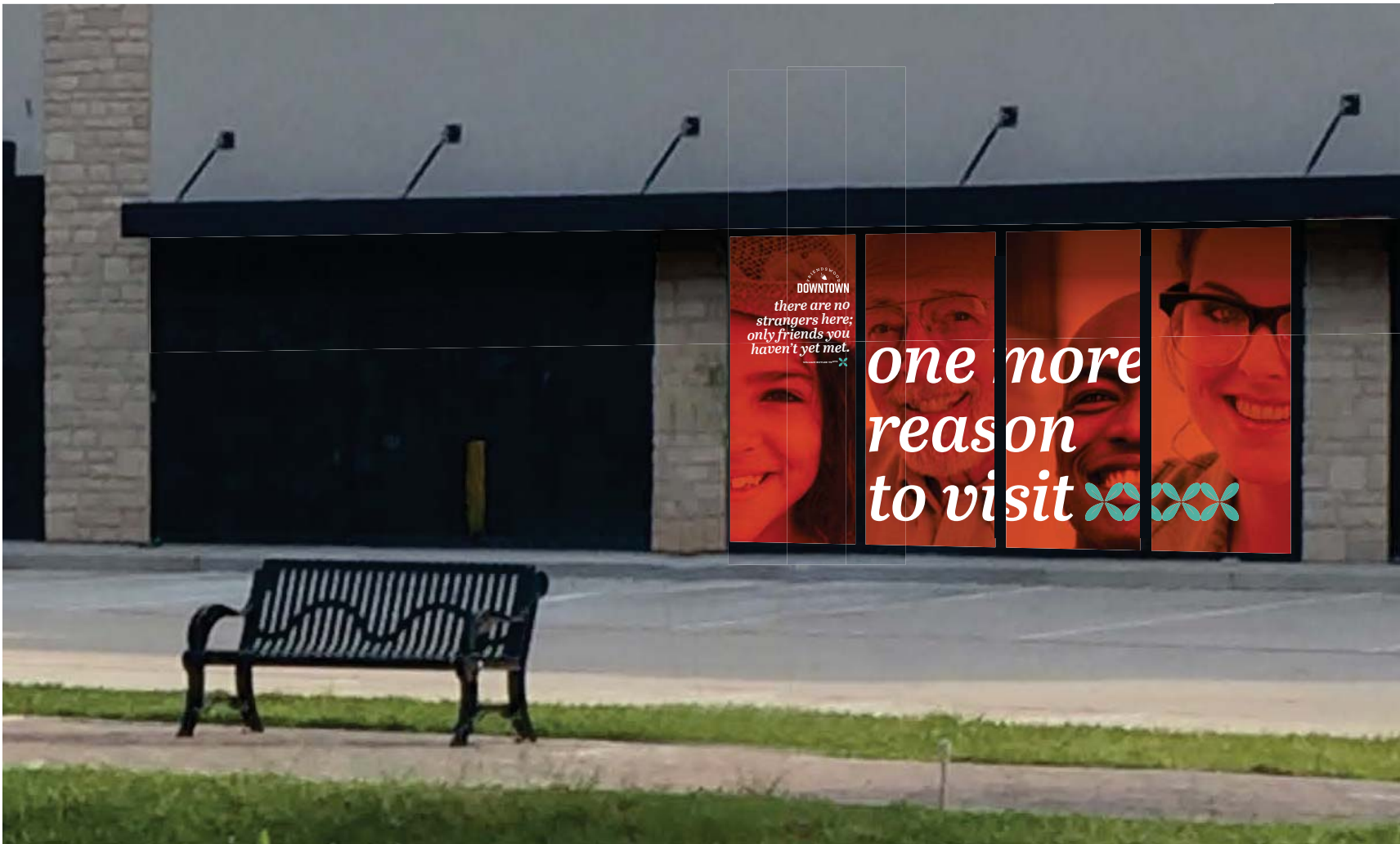
DOWNTOWN FRIENDSWOOD

Waste Receptacles + Sidewalk Inserts + Crosswalk Graphics

Partners.

Local merchants show support for Downtown Friendswood by displaying “Partner” window decals. Large, inviting storefront window graphics activate empty or “available” storefronts in the downtown district.





DOWNTOWN FRIENDSWOOD ————— Storefront Window Graphics



CORE DESIGN STUDIO 



West University Place, TX



West University Place, TX



Bryan, TX



Georgetown, TX



The Strand, Galveston, TX



League City, TX



Houston Heights, TX



Austin, TX



Frisco, TX



Dallas, TX



Froberg's, Alvin, TX



San Marcos, TX



La Grange, TX



Granbury, TX



Fredericksburg, TX

Precedent Downtown Development



Lauren Griffith Associates



CORE DESIGN STUDIO



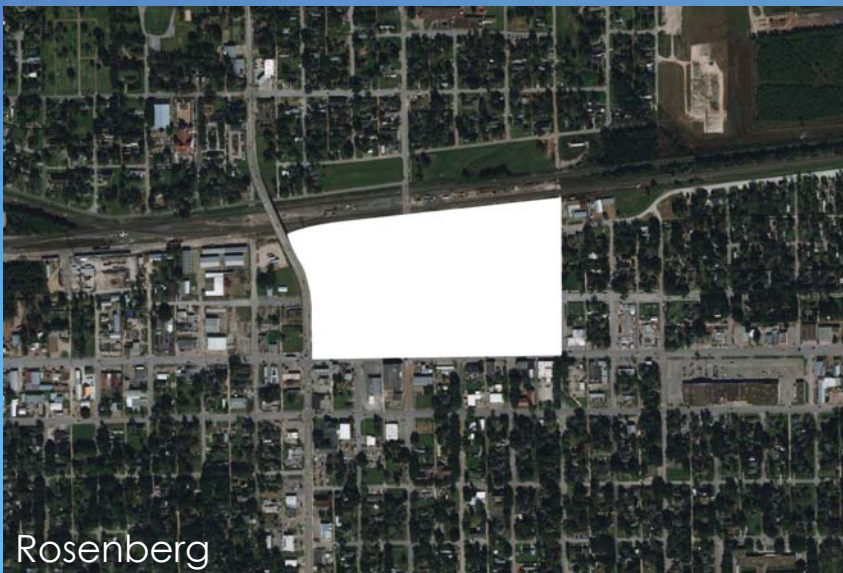
G2LD gandy® lighting design



Friendswood
9 million sf

Rosenberg
< 2 million sf

Tomball
6.5 million sf



Downtown District Comparisons



Lauren Griffith Associates



CORE DESIGN STUDIO



gandy® lighting design



Natural materials
Non-hierarchical
Plain (comfortable) vs. minimalist
Places of restfulness/ reflection

Contemporary Quaker Architecture



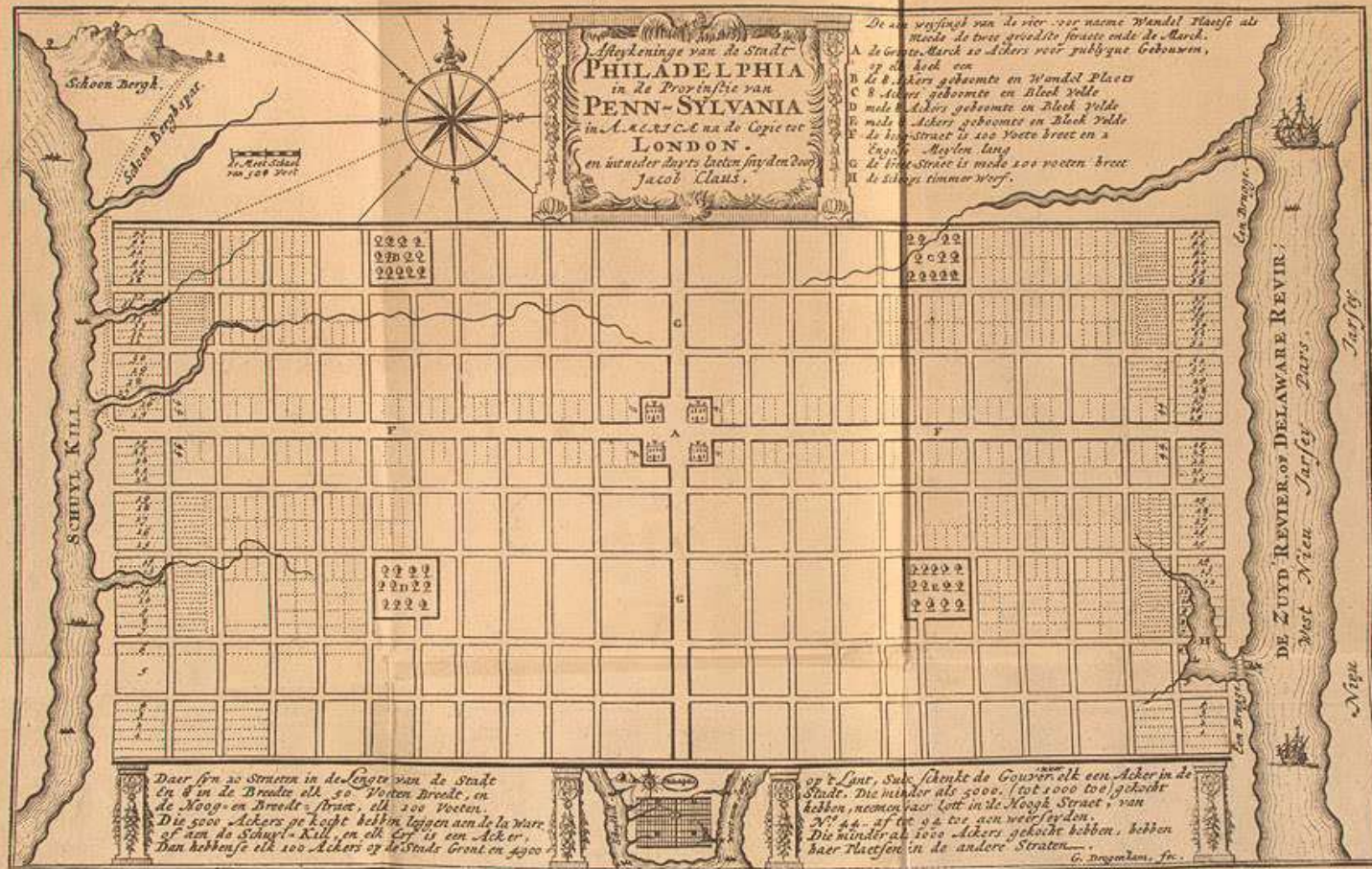
Lauren Griffith Associates



CORE DESIGN STUDIO



G2LD gandy® lighting design



Quaker Town Plan - Philadelphia



Lauren Griffith Associates

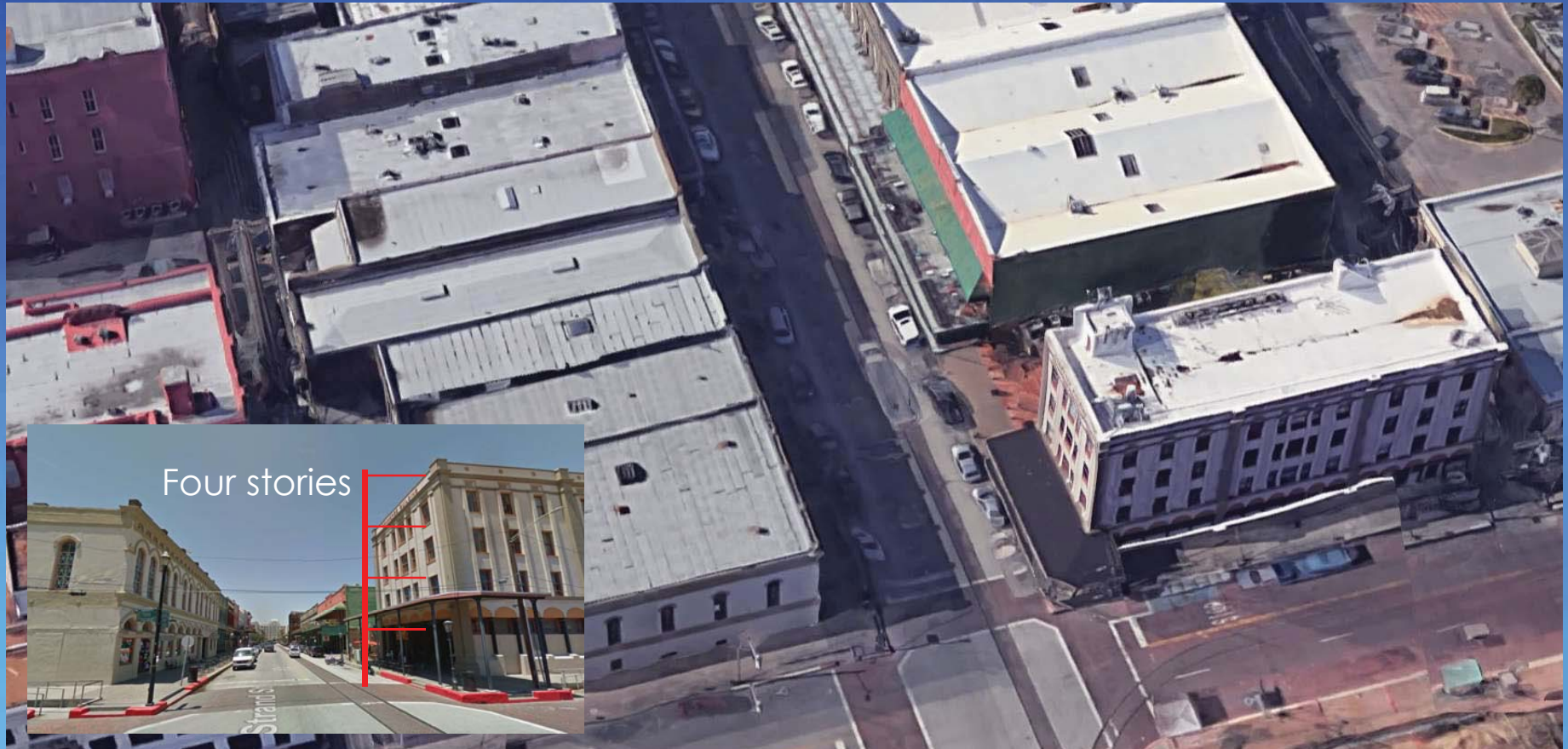


CORE DESIGN STUDIO



G2LD gandy lighting design

Architectural fabric at the Strand, Galveston, TX



Public input: places Friendswoodians admire



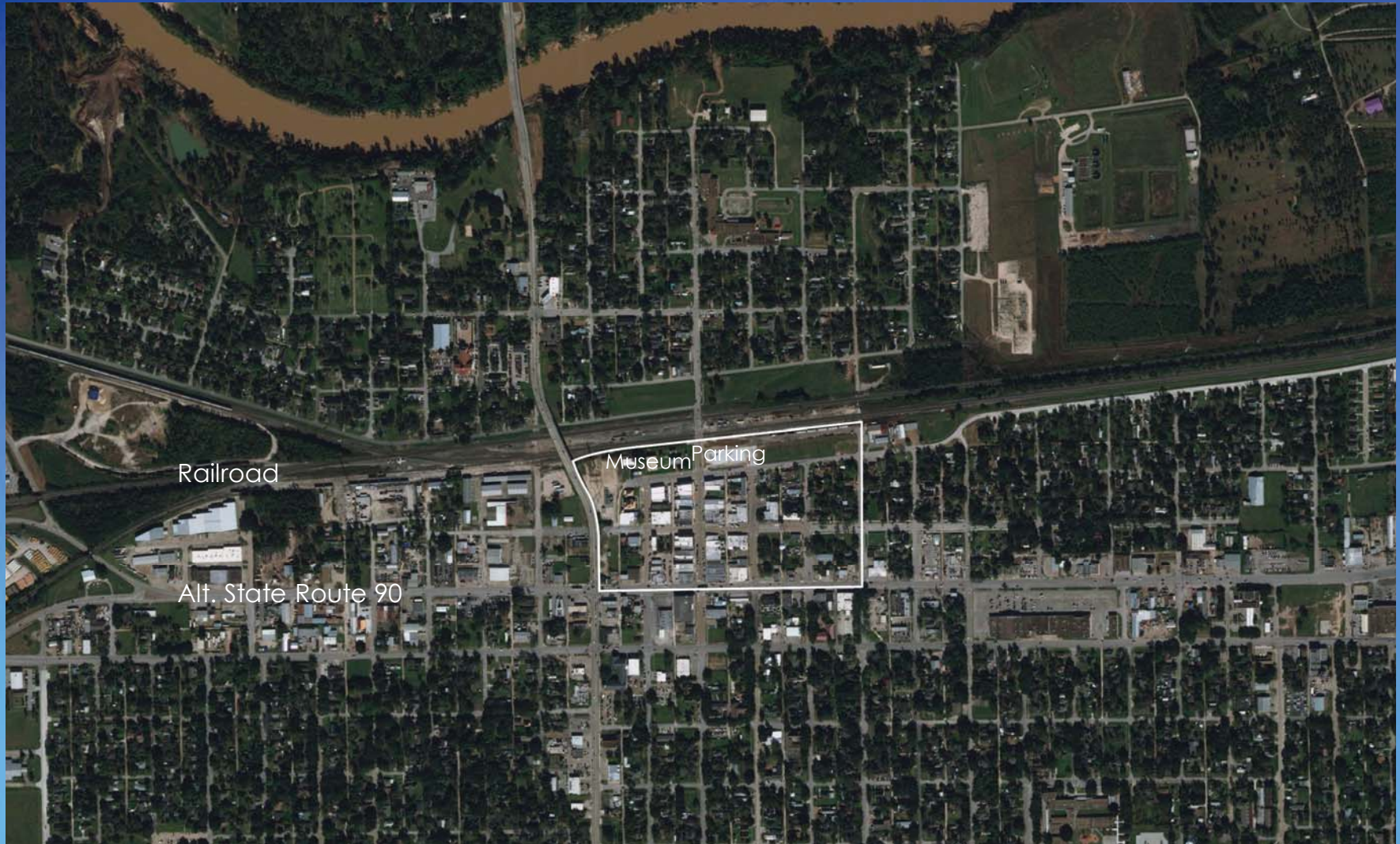
Lauren Griffith Associates



CORE DESIGN STUDIO



gandy[®] lighting design



Rosenberg, Texas



Lauren Griffith Associates



CORE DESIGN STUDIO



gandy® lighting design



Rosenberg, Texas



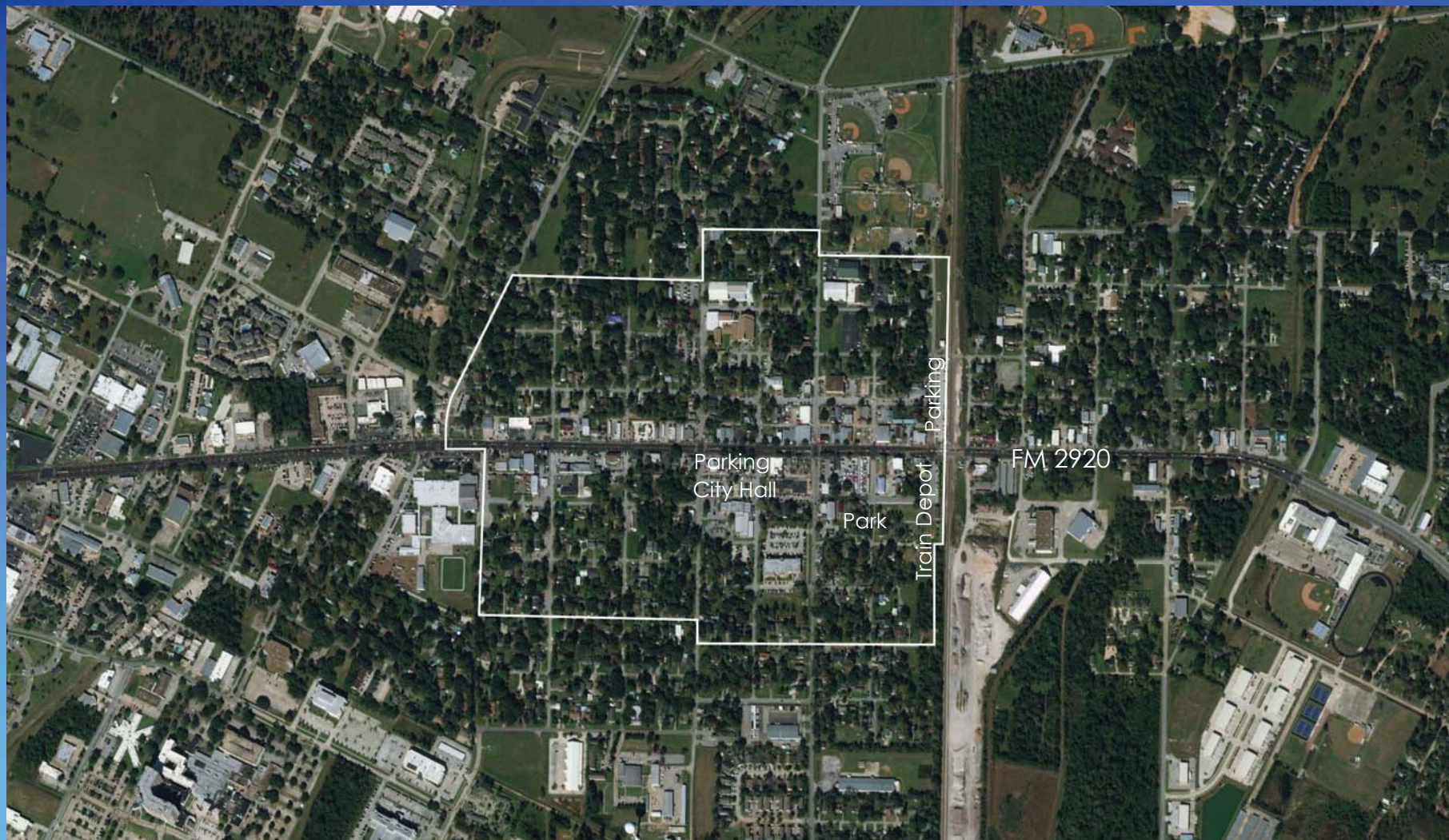
Lauren Griffith Associates



CORE DESIGN STUDIO



G2LD gandy lighting design



Tomball, Texas



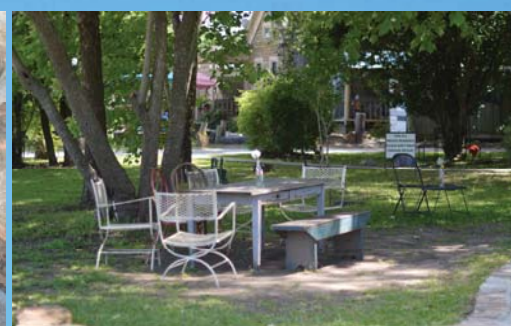
Lauren Griffith Associates



CORE DESIGN STUDIO



gandy[®] lighting design



Tomball, Texas



Lauren Griffith Associates



CORE DESIGN STUDIO



G2LD gandy® lighting design

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 05/03/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider a resolution adopting an updated City of Friendswood Personnel Policy Manual and directing the City Manager to adopt Administrative Rules consistent with the Personnel Policy Manual.

Originating Department: Human Resources

Degree of importance:

SUMMARY / ORIGINATING CAUSE

This proposed resolution adopts an updated City of Friendswood Personnel Policy Manual (the "Manual") and directs the City Manager to adopt Administrative Rules consistent with the Manual. Unlike the current policies adopted in 1995, this proposed manual contemplates the following two main documents that will govern matters of personnel for the City of Friendswood:

1. The Manual, which will contain personnel policies adopted by the City Council and
2. The Administrative Rules, which will be adopted by the City Manager and will be consistent and implement the policies established by the City Council.

The Manual and Administrative Rules are attached to this item for your review.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Resolution -Personnel Policies
2. Exhibit A - Personnel Policies
3. Admin Rules

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, ADOPTING THE CITY OF FRIENDSWOOD'S PERSONNEL POLICY MANUAL; DIRECTING THE CITY MANAGER TO ADOPT ADMINISTRATIVE RULES CONSISTENT THEREWITH; REPEALING THE CITY OF FRIENDSWOOD'S PERSONNEL POLICIES ADOPTED ON DECEMBER 13, 1995, AND ALL AMENDMENTS THERETO; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council desires to update its policies governing employment with the City of Friendswood in order to continue to maintain a workplace that is efficient, inclusive, responsive and respectful; and

WHEREAS, the policies contained in the City of Friendswood's Personnel Policy Manual (the "Manual") are not intended (i) to create contractual rights regarding employment, termination or other personnel actions or (ii) to give specific guidelines for every conceivable personnel action; and

WHEREAS, the Manual is to be a guide for resolving personnel matters and help ensure that decisions are fair, consistent, and in accordance with all applicable laws and the desires of City Council and City Management; and

WHEREAS, each employee should read and become familiar with the information contained in the Manual herein adopted and the associated Administrative Rules, as failure to comply could result in disciplinary action, up to and including termination; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. That the facts and matters set forth in the recitals of this resolution are hereby found to be true and correct.

Section 2. That the City Council of the City of Friendswood hereby adopts the City of Friendswood's Personnel Policies, which are attached hereto as Exhibit "A" and incorporated herein for all intents and purposes.

Section 3. That the City Council of the City of Friendswood directs the City Manager to adopt Administrative Rules consistent with the policies adopted in Section 2 hereinabove.

Section 4. That the City Council of the City of Friendswood hereby repeals the City of Friendswood's Personnel Policies, adopted on December 13, 1995, and all amendments thereto.

Section 5. That this resolution shall be effective immediately from and after its passage and approval by the City Council of the City of Friendswood.

PASSED, APPROVED and ADOPTED by the affirmative vote of the City Council of the City of Friendswood on this the 7th day of August, 2023.

MIKE FOREMAN, Mayor

ATTEST:

LETICIA BRYSCH, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

H:\City Council\Resolutions\2023\08-07-2023\Resolution -Personnel Policies.docx



City of Friendswood Personnel Policy Manual

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INTRODUCTION

Effective Date: August 7, 2023

Revision Date:

Chapter 1

1.01 In General

This manual contains personnel policies governing employment with the City of Friendswood. The purpose of this manual is to provide employees with a comprehensive source of information on the policies and procedures to be followed. The policies themselves are designed to create a workplace that is efficient, inclusive, responsive, and respectful.

There are two main documents that govern matters of personnel for the City of Friendswood: this Personnel Policy Manual and the Administrative Rules (in a separate document). Personnel policies are developed by the Human Resources Department and must be approved by the City Council to take effect. These policies cover appointments, benefits, standards of conduct, termination, and other issues tied to employment instead of job tasks. Administrative Rules are developed by the Human Resources Department and approved by the City Manager. Administrative Rules deal mostly with on-the-job activities and procedures.

Each employee should read and become familiar with the information contained in this Personnel Policy Manual. Failure to comply with this Personnel Policy Manual and/or the Administrative Rules may result in discipline, up to and including termination.

1.02 Purpose of the Personnel Policy

The purpose of the City's Personnel Policy is to provide a consistent guide to personnel actions involving City employees. It is not intended to create contractual rights regarding employment, termination or other personnel actions. It is not intended to give specific guidelines for every conceivable personnel action, but rather to be a guide for resolving personnel matters. This document is sufficiently broad to provide the latitude of discretion which may be needed in individual situations. This Policy should be referred to regularly when making decisions affecting City personnel. It will help to ensure that decisions are fair, consistent, and in accordance with the desires of City management.

1.03 At-Will Employment

EMPLOYMENT WITH THE CITY IS FOR NO FIXED OR DEFINITE TERM. ALL EMPLOYMENT BY THE CITY HAS BEEN AND CONTINUES TO BE AT-WILL, EXCEPT FOR THOSE POSITIONS THAT MAY HAVE A WRITTEN CONTRACT APPROVED BY THE CITY COUNCIL. NOTHING IN THIS POLICY OR IN ANY ADMINISTRATIVE OR DEPARTMENTAL RULE CAN BE CONSTRUED TO CONTRADICT THE RIGHT TO THE EMPLOYEE OR THE RIGHT OF THE EMPLOYER TO TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE, AND WITH OR WITHOUT CAUSE.

THIS PERSONNEL POLICY MANUAL NEITHER CONSTITUTES A CONTRACT OF EMPLOYMENT NOR CREATES A PROPERTY INTEREST IN EMPLOYMENT WITH THE CITY. NOTHING IN THIS POLICY IS INTENDED TO OR SHALL, IN ANY WAY, ALTER THE CONTINUING AT-WILL STATUS OF EMPLOYMENT WITH THE CITY.



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1.04 Management Authority

The City may modify, revoke, suspend, interpret, terminate, or change any or all of its policies and procedures, in whole or in part, at any time, with or without notice. Policy administration rests with City management and City management reserves sole authority to administer City operations. Oral statements or representations do not supplement, change, or modify the provisions in this Manual. As used in this Personnel Policy Manual references to "City management" shall mean the City Manager unless the context clearly indicates a different meaning.

1.05 Construction

If any provision of this personnel policy or the administrative rules is construed to be illegal or invalid, this will not affect the legality or validity of any of the provisions hereof. The illegal or invalid provisions will be deemed stricken and deleted to the same extent and effect as if never incorporated herein. Titles of the various sections and subsections contained this policy and in the administrative rules are for reference only, and therefore, have no effect in construing either, as the captions are not restrictive of the subject matter of any such section or subsection. Words of any gender used in this policy and/or in the administrative rules shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless context requires otherwise.

1.06 Effective Date

This policy manual supersedes any and all previous personnel policy manuals approved or utilized by the City of Friendswood and becomes effective August 7, 2023.

1.07 Responsibilities

a. City Manager

The general and final authority for human resource management rests with the City Manager, who may delegate it as necessary and proper, except for matters reserved to the City Council by State law or City Charter.

b. Director of Human Resources

The Director of Human Resources shall advise and support management in all areas, including employee-management relations; training and career development; classification; compensation; benefits; retirement programs; and employee health, safety, and morale. The Director of Human Resources is delegated the responsibility for developing, administering, interpreting and maintaining the Personnel Policy Manual and the Administrative Rules.

c. Department Directors

Department directors are responsible for enforcing these policies and for cooperating with the Director of Human Resources and their designee(s) on all matters pertinent to their organizational units. Department directors are responsible for maintaining a current copy of the policies in a form that is accessible and available to all employees in their department.



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d. Employees

All employees have the responsibility to be familiar with and to abide by the Personnel Policy Manual and the Administrative Rules.

1.08 Applicability

These personnel policies shall apply to all City employees, including full-time employees, part-time employees, temporary/seasonal employees, except where these policies may be in conflict with federal, state, or local legislation. Enforcement of these policies is handled in the manner prescribed by the individual policies.

1.09 Departmental Standards

These policies relate only to matters of personnel management and do not include any departmental procedures, standard practices, standing orders, or other technical matters. Supplemental rules for all City departments may be developed within the respective departments so long as these departmental policies do not conflict with City personnel policies and procedures. Prior to implementation, all departmental policies should be submitted to the Director of Human Resources (or designee) to ensure consistency with existing policies and rules. Departmental Directors may partner with Human Resources to develop policies that align business needs with applicable standards.



EQUAL OPPORTUNITY EMPLOYER

Effective Date: August 7, 2023

Revision Date:

Chapter 2

2.01 In General

The City of Friendswood is an Equal Opportunity Employer of qualified individuals. The City commits that all applicants and employees will be treated equally without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, national origin, age, disability, genetic information, or any other factors, which are protected under applicable federal, state, or local law and which are not related to individual ability, job performance and potential to develop in the workplace. The only exceptions are based on bona fide occupational qualifications.

2.02 Equal Opportunity

a. Program

The City has developed programs to ensure that employment decisions will be made to further the principle of equal employment opportunity. Employment actions include, but shall not be limited to, recruitment, employment, benefits, promotions, demotions, transfers, leaves of absence, layoffs, terminations, rate of pay or other forms of compensation, selection for training, and social and recreation programs.

b. Implementation

To implement the necessary programs, the City Manager has assigned overall program responsibility to the Director of Human Resources to monitor all personnel activities occurring within the City.

c. Responsive Actions

An employee or applicant with an equal opportunity related concern or complaint is encouraged to confidentially discuss the matter with the Human Resources Director or designee for advice, evaluation, and if warranted, investigation. Complaints shall be in writing and shall be as detailed as possible, including the names of all individuals involved and any witnesses. The City takes its commitment to equal opportunity very seriously and believes that it is the responsibility of all employees to assist the City in meeting its goals through the development of a qualified, diversified workforce. No one will be subject to and the City prohibits any form of discipline, reprisal, intimidation or retaliation for good faith reports or complaints or incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations. The City will take disciplinary actions against individuals identified as discriminating or harassing any individuals in violation of this policy. In the same manner, actions will be taken against individuals making false accusations due to the seriousness of the subject.



RESPECTFUL WORKPLACE

Effective Date: August 7, 2023

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Chapter 3

3.01 Discrimination & Retaliation-Free Work Environment

a. Policies

(1) Discrimination-free Workplace

All City employees are entitled to a work environment free from discrimination and retaliation. Discriminatory treatment occurs when an individual uses a protected class (groups protected from employment discrimination by law) as a basis for an adverse employment action or decision. This policy covers allegations of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, national origin, age, disability, or genetic information discrimination in promotion, transfer, compensation, term, conditions, or privileges of employment.

(2) Retaliation-Free Workplace

This policy also covers claims that an employee is being retaliated against for reporting a violation of law (whistleblower), opposing unlawful discriminatory employment practices, making a good faith complaint under this policy, or for participating in the investigation of such a complaint.

(3) ADA-Compliant Workplace

The City recognizes that Title I of the Americans with Disability Act of 1990 (ADA) and subsequent ADA Amendments Act of 2008 (ADAAA) prohibit covered employers from discriminating against a "qualified individual with a disability in any term, condition, or privilege of employment." The City has made a full commitment that it will not discriminate against any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. Furthermore, the City will make "reasonable accommodations" as long as it does not cause an "undue hardship" (as defined by the regulations) for the City. The City will engage in an interactive process with both current employees and job applicants, as further set forth in the Administrative Rules, so that the individual with a disability can enjoy equal benefits and privileges of employment.

(4) Pregnant Workers Fairness Workplace

The City will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the requested accommodation(s) will cause an undue hardship on the City. The City will engage in an interactive process with both current employees and job applicants as further set forth in the Administrative Rules, so that the pregnant individual can enjoy equal benefits and privileges of employment.



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(5) PUMP Act-Compliant Workplace

The City is committed to compliance with the PUMP Act and shall allow employees reasonable break times to express breast milk for their nursing child for one year after the child's birth when needed to express the milk. The City shall provide employees a place to pump at work, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public.

b. Responsive Actions

(1) Employees

Every City employee shall support and enforce the policies set forth in subsection (a) of this section.

(2) Requests for Accommodations

Any person seeking an accommodation should contact the Human Resources Department.

(3) Supervisors

Supervisors are accountable and have an obligation to pursue a discrimination-free and retaliation-free workplace environment. Supervisors who observe or know of a discriminatory or retaliatory situation, and fail to take corrective action, may be disciplined even if the behavior is not taking place in their work unit.

(4) Investigation

The City will investigate every report of an alleged incident made in the workplace and will take appropriate action. All reports should be made in writing and should be submitted as soon as possible after an incident has occurred. The result of that action may range from informal counseling to disciplinary action, up to and including termination, the first time such behavior occurs.

(5) Disciplinary Action

The City considers discrimination and retaliation to be grave acts of misconduct and may subject the perpetrator to disciplinary action up to and including termination. Prior incidents of discrimination or retaliation may be considered when assessing the facts and circumstances of a later complaint.

(6) Retaliation Prohibited

Retaliation, in any form, against an employee for reporting a complaint in good faith under this policy, or for assisting in the investigation of such a complaint is prohibited.



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3.02 Harassment-Free Work Environment

a. Policy

All City employees are entitled to a workplace free from unlawful harassment by management, supervisors, co-workers, elected officials, volunteers, citizens, and other third parties. The City of Friendswood will not condone and will not tolerate harassment of any of its employees on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, national origin, age, disability, gender genetic information, or any other characteristic protected under applicable federal, state, or local law. (Sexual Harassment shall be dealt with in accordance with Section 3.03). City employees are also prohibited from harassing citizens, vendors, and all other third parties.

b. Prohibited Conduct

Behavior constitutes harassment when it is unwelcome and unsolicited, offends or otherwise causes distress, and is undertaken because of an individual's protected status.

Harassment creates a negative atmosphere that reduces work productivity and morale, undermines the integrity of the workplace, and destroys professionalism. Harassment includes any unwelcome, unsolicited and/or unwanted behavior towards management, supervisors, co-workers, elected officials, volunteers, citizens, and other third parties, which offends, humiliates, embarrasses, intimidates, or otherwise causes distress because of a person's race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, national origin, age, disability, or genetic information, as well as any other category protected by federal, state, or local laws.

Prohibited conduct includes, but is not limited to, (i) verbal harassment, such as epithets, derogatory statements, slurs, derogatory comments, or jokes; (ii) physical harassment, such as assault or inappropriate physical contact; (iii) visual harassment, such as displaying derogatory posters, cartoons, or drawings, or making derogatory gestures; (iv) online harassment, such as derogatory statements or sexually suggestive postings in any social media platform.

Harassment is prohibited both at the workplace and at City-sponsored events.

Good faith employment actions do not constitute harassment. Good faith employment actions by a supervisor or manager such as, offering constructive feedback or criticism, holding employees accountable, and providing discipline, where appropriate, do not constitute, and should not make for, harassment or retaliation. These employment actions are aimed at enhancing workplace productivity and/or addressing work performance and are within the responsibilities and obligations of all supervisors and managers.



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c. Responsive Actions

(1) Employees

Every City employee shall support and enforce this policy.

(2) Supervisors

Supervisors are accountable and have an obligation to pursue a harassment-free workplace environment. Supervisors who observe or know of a harassment situation, and fail to take corrective action, may be disciplined even if the behavior is not taking place in their work unit.

(3) Investigation

The City will investigate every report of an alleged incident made in the workplace and will take appropriate action. Every report should be made in writing and should be submitted as soon as possible after an incident has occurred. The result of that action may range from informal counseling to disciplinary action, up to and including termination, the first time such behavior occurs.

(4) Disciplinary Action

The City considers harassment and retaliation to be grave acts of misconduct and may subject the perpetrator to disciplinary action up to and including termination. Prior incidents of harassment may be considered when assessing the facts and circumstances of a later complaint.

(5) Retaliation Prohibited

Retaliation, in any form, against an employee for reporting a complaint in good faith under this policy, or for assisting in the investigation of such a complaint, is prohibited.

3.03 Sexual-Harassment-Free Work Environment

a. Policy

The City of Friendswood prohibits sexual harassment of its employees by management, supervisors, co-workers, elected officials, volunteers, citizens, and other third parties, based upon that individual's sex (including pregnancy, childbirth, or related medical conditions), sexual orientation or gender identity and regardless of the harasser's sex or gender. Sexual harassment negatively affects morale, motivation, and job performance. It is inappropriate, offensive, illegal and will not be tolerated.

We trust that the employees will act responsibly to maintain a pleasant working environment, free of discrimination, allowing each employee to perform to their maximum potential. The City encourages any employee to bring questions they may have regarding discrimination of this type to the Human Resources Director or designee for guidance and clarification.



RESPECTFUL WORKPLACE

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b. Prohibited Conduct

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is either expressed or implied as a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Prohibited conduct includes, but is not limited to, (i) unwelcome verbal behavior such as epithets, derogatory statements, slurs, sexually-related comments or jokes; (ii) unwelcome sexual advances or requests for sexual favors; (iii) physical behavior, such as assault or inappropriate physical contact; (iv) unwelcome visual harassment, such as displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures; (v) online harassment, such as derogatory statements or sexually suggestive postings in any social media platform; (vi) basing employment decisions (such as an employee's performance evaluations, work assignments, or advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

c. Actions

(1) Employees

Every City employee shall support and enforce this policy. Any employee who is aware of any instances of sexual harassment shall report the alleged act immediately using the processes outlined in the Administrative Rules. If the employee is uncomfortable in discussing the matter with the supervisor or if the supervisor is not available, the employee shall report the alleged act immediately to the Human Resources Director or designee.

(2) Supervisors

Supervisors are accountable and have an obligation to ensure that their employees are afforded the opportunity to work in an environment that is free from sexually discriminatory insults, ridicule, intimidation or other types of harassment. The condoning of a hostile workplace by a supervisor is not conducive to the spirit and intent of the City's commitment to ensuring fair and equal treatment of employees. Supervisors who observe or know of a discriminatory or retaliatory situation, and fail to take corrective action, may be disciplined even if the behavior is not taking place in their work unit. Supervisors and managers who receive a sexual harassment complaint should contact the Director of Human Resources



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(3) Investigation

All complaints will be investigated promptly, impartially, and discreetly and, upon completion of the investigation, the appropriate parties will be notified immediately of the findings. All complaints should be made in writing and should be submitted as soon as possible after an incident has occurred.

(4) Discipline

Any supervisor, manager, director, or other employee who violates this policy is subject to disciplinary action, up to and including termination. Appropriate action will be taken with outside parties who are in violation of this policy.

Any employee who refuses to cooperate in the investigation, or who files a complaint of sexual harassment in bad faith, will be subject to disciplinary action up to and including termination.

(5) Retaliation Prohibited

Retaliation, in any form, against an employee for reporting a complaint in good faith under this policy, or for assisting in the investigation of such a complaint, is prohibited.



RECRUITMENT AND EMPLOYMENT

Effective Date: August 7, 2023

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Chapter 4

4.01 Vacancies

Departments shall notify Human Resources when a vacancy occurs in their department so that the Human Resources can assist the Department in order to attract and recruit high quality staff that works well within our values-based organization, which promotes and supports the core values of Trustworthy, Responsible, Accountable, and Quality.

4.02 Applications

Completed applications for employment must be submitted through the system of record during the specified job posting period.

4.03 Evaluation and Selection of Applicants

Consistent with equal opportunity employment practices, every applicant for a vacancy shall be given due consideration. The Department Director, in coordination with the Director of Human Resources, as appropriate, shall determine the most effective means of evaluating applicants considering the job descriptions and job requirements.

Reference checks, interviews, pre-employment physical examination, background investigations, written tests, and/or other screening procedures may be used to select the best qualified person for the position.

4.04 Disqualification

An applicant may be disqualified from consideration if the applicant:

- does not meet the qualifications necessary for the duties of the position;
- has made a false statement of material fact on the application form or supplements;
- has committed or attempted to commit a fraudulent act at any stage of the selection process;
- is not legally permitted to work; and/or
- does not successfully complete all pre-employment procedures which include, but are not limited to:
 - background investigation;
 - physical, including drug screen; and
 - driving record check.

Any applicant may be disqualified from consideration upon other reasonable grounds relating to job requirements.

4.05 Promotions

A promotion is defined conceptually as the assumption of new job duties and responsibilities that are higher in character and scope than in the previous job. Compensation adjustments will be determined in conjunction with Human Resources and applicable compensation practices. Employees shall be in their current position for six months before they are eligible for a promotion. However, this time requirement may be waived by the Department Director, in coordination with the Director of Human Resources, if the promotion/transfer would be in the overall best interest of the City.



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All promotions and promotional increases should be coordinated with the Director of Human Resources. Departments involved in a promotion involving the transfer of an employee from one department to another shall mutually agree on a date of the action. The maximum amount of time should be two weeks, unless extenuating circumstances exist; and at that time, it will be a City management decision in coordination with the Director of Human Resources.

A six (6) month probationary period shall be served in the new position.

4.06 Temporary Promotions

A temporary promotion may be authorized to ensure the proper performance of City functions if a position is vacant or its regular incumbent is absent for more than two (2) consecutive pay periods. Employees so promoted shall be additionally compensated for the duration of their assignments in amounts to be determined by the Department Director, in coordination with the Director of Human Resources.

Temporary promotions shall not be used to circumvent normal selection procedures. The employees involved shall not acquire any status or rights in the position to which temporarily promoted except as provided above.

Nothing herein shall be construed to prevent the assignment of additional duties to an employee without additional compensation. Authorized additional compensation shall be paid only in cases of formal temporary promotion effected in accordance with these rules.

4.07 Transfers

A transfer is defined conceptually as the assignment of an employee from one position to another position of the same or similar grade. Transfers may be made administratively or in conjunction with an announced selection process. An interdepartmental transfer may occur at any time for administrative convenience or upon request of the employee, as approved by the Department Director in coordination with the Director of Human Resources, provided that the employee is qualified to perform the duties of the position to which transfer is contemplated.

Departments involved in the transfer shall mutually agree on a date of the action. The maximum amount of time should be two weeks unless extenuating circumstances exist; and at that time, it will be a City management decision, in coordination with the Director of Human Resources.

A six (6) month probationary period shall be served in the new position.

4.08 Demotions

A demotion is the assignment of an employee from a position in one classification to a position in another classification having a lower salary grade.

An employee may be administratively demoted at their own request, provided a position in a lower salary grade is available. The demotion will be approved by the Department Director, in connection with the Director of Human Resources; and the incumbent must be qualified to perform the duties of the lower-level position. Such demotions shall not be considered disciplinary actions or



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disqualify the employee involved from consideration for later advancement. Demotions effected as alternatives to layoffs may be fully or partially rescinded at any time.

Salary may be affected by a demotion and an employee may be required to start at the entry level of the lower position or at a set percentage above entry level, based on skills and experience.

A six (6) month probationary period shall be served in the new position.

4.09 Re-Employment

To be considered for re-employment, a former employee must have demonstrated acceptable performance in their prior service with the City and must meet the minimum qualifications for the position for which they are applying. A former employee will not be eligible for re-hire with the City for six (6) months after the date of separation from the City except in the following instances:

- The former employee was laid off due to a reduction in force;
- The former employee was a temporary and/or seasonal employee; or
- The former employee separated from the City for health reasons, provided their recovery is certified by their physician and by the City physician.

The Department Director in coordination with the Director of Human Resources may waive the six (6) month period if it is determined it is in the best interest of the City. Written documentation must be submitted by the Department Director to substantiate the request. Individuals who were terminated from the City, who resigned not in good standing or in lieu of discharge, who resigned pending the outcome of an investigation in which they were the subject of or party to, or who are not otherwise recommended for rehire, are generally not eligible for rehire. These individuals may only be considered for employment with the City of Friendswood after discussion and agreement between the Director of Human Resources and the Department Director of the hiring department.

Rehired employees are subject to the conditions of employment and benefits of a newly hired employee.

4.10 Authority of Appointment

Except as otherwise provided by Charter or Ordinance, the appointing authority for all City positions shall be the City Manager or their designee. Appointments shall be made based on the qualifications of applicants as ascertained through fair and practical selection methods.

4.11 Types of Appointments

Proper classification of employees is necessary to administer salaries, determine eligibility under the City's benefit plans, and comply with employment and tax laws.

The City offers full-time regular, part-time regular and temporary/seasonal employment opportunities to meet the organization's staffing requirements. The City also uses temporary employment agencies, volunteers, and community service workers to provide flexible response to changing workload requirements.



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- *Full-time regular* – an employee in a budgeted position with an officially scheduled work week of 40 hours or more. Employees in these positions are eligible for the City's benefits, subject to the terms, conditions and waiting periods of each program such as vacation, sick leave, holidays, health insurance, life insurance, retirement, worker's compensation, etc.
- *Part-time regular* – an employee in a budgeted position with an official work schedule of less than 40 hours. Employees in these positions are not eligible for any benefits except those which are legally mandated.
- *Temporary/Seasonal* – an employee who is employed for only a specific time period, for a special assignment, or as an interim replacement. Employment assignments in this category are of limited duration (less than 1000 hours annually). Temporary/seasonal employees may be either full-time or part-time. Intern positions are included in this category. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary/seasonal employees retain that status unless and until notified of a change in writing by the Department Director and Human Resources. Temporary employees are not eligible for any benefits except those which are legally mandated, such as workers' compensation.
- *Volunteer or Community Service Worker* – an individual who provides services to the City without any expectation of compensation or financial gain.

In addition to being in one of the above categories, each employee is also designated as either exempt or non-exempt in accordance with federal regulations for overtime and minimum wage requirements through the Fair Labor Standards Act ("FLSA").

- *Exempt* – an employee in a position that qualifies under one of the exemption categories (i.e., executive, administrative, professional, etc.) and is paid on a salary basis regardless of the number of hours worked in a pay period. The employees in these positions are exempt from the provisions of the FLSA's minimum wage and overtime regulations.
- *Non-exempt* – an employee who is not classified as "exempt" and is paid on an hourly basis for the number of hours worked in the work week. Employees in these positions are subject to the provisions of the FLSA's minimum wage and overtime regulations.

In cases where the exempt/non-exempt status of an employee is in doubt, the Human Resources Department will review position duties and responsibilities against FLSA exemption tests. The Human Resources Department will make the final decision in all cases.

4.12 Nepotism

a. Definitions

Nepotism is the showing of favoritism toward a relative. Degrees of consanguinity and affinity as used in this policy will be as defined in Chapter 573 of the Texas Government Code.



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(1) **Relationships by Consanguinity (Blood)**

An employee's relatives within the third degree of consanguinity are related by blood (including half-blood relationships) or adoption and are as follows:

First Degree	Second Degree	Third Degree
Parent	Grandparent	Great Grandparent
Child	Grandchild	Great Grandchild
	Sibling	Parent's Sibling
		Sibling's Child

(2) **Relationships by Affinity (Marriage)**

An employee's relatives within the second degree by affinity are related by marriage and are as follows:

First Degree	Second Degree
Spouse	Spouse's Grandparent
Spouse's Parent	Spouse's Grandchild
Child's Spouse	Spouse of the Employee's Grandparent
Stepparent	Child of Employee's Stepchild
Stepchild	Spouse's Sibling
	Employee's Stepsibling
	Employee's Sibling's Spouse
	Employee's Grandchild's Spouse

b. Prohibition

The practice of nepotism in personnel matters and the awarding of contracts are prohibited. While it is impossible to list every circumstance that may create a possible conflict of interest, this section should serve as a guide to the types of activities that may cause conflicts of interest.

(1) **Relatives of Local Elected Officials and the City Manager**

No person related to the Mayor, member of the City Council or City Manager within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) shall be employed by the City or appointed to any office, position, or other service of the City. This prohibition shall not apply to officers or employees who have been employed by the City continuously for the time periods as required by Texas Government Code, Chapter 573, as the same may be amended from time to time.

(2) **Relatives of City Employees**

- No employee may directly, or indirectly, supervise or be supervised by a member of their family who is related within the second degree of affinity or the third degree of consanguinity.



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- No employee shall hold a position within the City that would subject a family member to administrative, or supervisory authority over the work assignments, scheduling, working conditions, compensation and/or benefits when the relationship is within the second degree of affinity or the third degree of consanguinity.
- In the event that marriage or cohabitation places employees in violation of this policy, they must report the matter to their Department Director and the Human Resource Director immediately. The affected employees will be given the opportunity to decide which of them will resign or transfer to a different Department or Division. If the employees fail to make the determination, the City reserves the right to transfer or dismiss one or both of the employees.

c. Disclosures

Every employee must make full disclosure of any situation that involves or may involve a conflict between the employee and the interests of the City. Every employee has an obligation at all times to promote the best interests of the City.

If there is doubt whether an existing or contemplated situation should be construed as creating a conflict, or about how to best correct it if it does, the individual must discuss the situation with their Department Director.

d. Exception

The Human Resources Department may grant exceptions to this policy only for seasonal employees up to twelve (12) months.

e. Application

The City reserves the right to address on a case-by-case basis any additional relationships not already defined by this policy if such relationship presents an actual or perceived conflict of interest in the workplace as defined by City management.

4.13 Residence

There shall be no absolute residence requirement for City employment except as may be provided by the Charter. Employees likely to be called to work in cases of emergency may be required to reside within reasonable commuting ranges of their places of work.

4.14 Medical Examinations

Persons processed for initial hire or reinstatement may be required to undergo a medical examination including drug screen at the City's expense. Employment shall be contingent upon successful completion of any required examination in relation to the standards of fitness required for the position involved.

The Department Director, in coordination with the Director of Human Resources, may require that a current employee successfully undergo a medical examination to determine fitness for continued employment, promotion, or other personnel action.



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4.15 Age Requirements

Age limits are indicated in some job descriptions for various positions, upon the basis of bona fide occupational qualifications or statutory requirements. Where no age requirements are specified, the following shall apply:

- No person under the age of 18 years of age shall be employed as an employee in any position requiring the operation of a motorized vehicle owned by the City or in positions of a hazardous nature.
- No person under the age of 16 shall be employed unless a special program is approved by the City Manager or City Council.

Within statutory limits and restrictions, minors (age 16 or 17) may be considered for employment in positions of non-hazardous nature. Occupations declared to be hazardous to persons between 16 and 18 years of age by the Department of Labor include, but are not limited to, motor vehicle driver and outside helper on a motor vehicle, operating power-driven machines, operating elevators and power-driven hoisting equipment, operating chain saws, circular saws and guillotine shears, excavation, and roofing related activities.

4.16 Immigration Law Requirements

The City is committed to full compliance with federal immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work by providing satisfactory evidence of their identity and legal authority to work in the United States on the actual date of hire.

Failure to provide appropriate documentation as required will result in the person not being accepted for employment or, if employed, terminated.

Any employee working under a temporary work document must ensure Human Resources is provided prompt and proper information concerning expiration or renewals of work documents. Failure to provide renewed documentation will result in termination.

4.17 Probation

a. Probationary Period Established

Every person initially hired for a position in the City shall be required to successfully complete a probationary period of six (6) months; provided that Police Department employees shall serve a twelve (12) month probationary period. Existing employees promoted to a new position shall be required to complete a six-month probation period. Completion of the probationary period does not change the employment-at-will relationship and either party may terminate the employment relationship at any time, with or without notice.

Department Directors and supervisors shall use the probationary period to closely observe and evaluate the work and fitness of employees and to encourage adjustment to their jobs



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and the City service. Each employee serving in the probation period is responsible for knowing, understanding, and meeting the expectations and standards for the position. In addition, each employee is also responsible for performing the job in a safe, productive, and effective manner within the instructions and established standards for the position. Furthermore, employees are expected to maintain acceptable standards of conduct in their employment. During the probation period, it is the responsibility of the employee to correct any deficiencies or inadequacies in job performance or conduct.

Only those employees who meet acceptable standards during their probationary period shall be retained. Performance will be evaluated throughout the probationary period. The direct supervisor will provide feedback to an employee on probation as consistent with the City's performance management practices.

b. Extension of Probationary Period

The probationary period may be extended if the employee is not fully meeting the acceptable standards at the end of the six-month period. Human Resources will provide guidance regarding the decision to extend a probationary period.

Probationary employees who are injured on or off the job, and are required to take leave as a result of such injury, may have their probationary period extended for a period of time commensurate with such leave.

c. Failure of Probationary Period

An employee is considered to have failed the probationary period when it is determined that the employee's fitness, job performance, quality or quantity of work, attendance, or combination thereof, does not meet minimum job performance standards and expectations for the position. Failure of probation may occur at any time within the probationary period and shall not be considered part of the disciplinary process.

An employee who fails probation will be separated from the City service. An employee failing probation shall have no right of appeal except on the grounds of discrimination prohibited by law: race, religion, color, age, sex, sexual orientation, gender identity, ethnic/national origin, disability or veteran's status, in which case the employee may appeal in writing within five (5) working days to the City Manager.

4.18 New Employee Processing and Orientation

The Human Resources staff will partner to ensure a successful orientation for all new employees. This will include successful completion of all required paperwork within applicable time periods. New employee orientation is scheduled regularly and provides the opportunity for each new employee to learn more about city programs and applicable policies. This formal orientation is required for all part-time and full-time employees.



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5.01 Salary Policy

The City will strive to maintain a compensation system which is internally equitable and externally competitive with similarly sized and/or situated cities in Texas. The evaluation and classification of positions is a process used by the City to ensure positions with similar levels of responsibility and work value are allocated similar classification levels. This entails an understanding of the relationship of a specific position to others in the City and to the City's objectives. The Director of Human Resources is responsible for annually preparing an analysis of prevailing salaries for similar positions in the competitive labor market, taking into account the variables which may be pertinent in establishing salaries or recommending changes to existing salary rates. The City Manager may recommend adjustments or revisions, including cost-of-living adjustments, to the City Council for approval as a part of the annual budget. The Human Resources Department handles administration of the salary policy.

a. Official Job Titles

All positions shall be designated by official job titles. Official job titles shall be used in all personnel matters. Working or functional titles may be otherwise used as appropriate upon approval of the Department Director.

b. Salary Pay Grades/Ranges

Each position is assigned to a pay grade. Each pay grade has been assigned a salary range based on a range around market averages for similar positions. Within this framework, an employee's initial salary will be determined by qualifications and internal equity.

c. Pay for Performance

In any given year, the City Council may fund a merit incentive program to aid in retaining quality employees and to reward employees for productivity and job performance. Employees will be eligible for the merit incentive program administered in the fiscal year according to the guidelines established for that year. Merit raises, if any, shall be effective based upon the employees' anniversary dates in their current positions.

d. Longevity Pay

Regular full-time employees shall be entitled to five dollars (\$5.00) per month for each year of uninterrupted service to the City. Part-time and temporary employees are not eligible for longevity pay. Longevity Pay shall be included in the employee's regular rate of pay in computing the overtime pay rate. Longevity pay shall be paid annually but shall not be paid until an employee has completed a full year of continuous service with the City.

e. Certification Pay

The City of Friendswood encourages its employees to participate in advanced training. Additional training is important to the employees and is a benefit to the operation of the City. Levels of training and certification for the training should be recognized. Certification pay shall be paid monthly to all qualified full-time employees meeting the standards established in the Administrative Rules in the amounts specified in the Administrative Rules.



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f. Separation Pay

All employees who leave the service of the City for any reason shall receive all pay which legally may be due them. Any indebtedness to the City, including the cost of any unreturned City property, which the employee may have incurred, shall be deducted from the final paycheck(s).

All employees who resign shall give at least two (2) weeks written notice before the effective date of resignation to leave in good standing. After the employee gives notice, the Department Director may waive such notice at the City's request, as deemed necessary. If the Department Director waives notice, the employee may be compensated for up to a two (2) week period at the sole discretion of the City Manager.

An employee should not use leave time during the employee's final two (2) weeks' notice period. The Department Director shall, at their discretion, allow the employee to use personal time, vacation, compensatory time or holiday leave during the two (2) weeks' notice period as business needs allow. Any use of sick leave during the two (2) weeks' notice period must be accompanied by a physician's excuse.

5.02 Advance Pay

No full or partial advance payment of salary shall be distributed to any employee outside of a scheduled payday.

5.03 Record Keeping

Department Directors will have full responsibility for reporting all hours worked for department employees which shall be maintained in the electronic attendance/payroll system.

5.04 Release of Payroll Checks

An employee's payroll check will not be released to another individual without a signature on file in the Human Resources Department authorizing such action.

5.05 Hours Worked

The Fair Labor Standards Act ("FLSA") defines "hours worked" as all hours during which an employee is "suffered or permitted" to work. This includes any time during which the City knows or has reason to believe the employee is performing work of the City, including attendance at City-approved trainings and seminars.

All employees are required to work hours in excess of their official hours when necessary, as determined by department management. Such additional work assignments may be rotated and allocated among employees qualified to do the work. Excess hours may be required or granted for a specified period of time, or on a regular basis as operating circumstances warrant. Employees are expected to respond to a reasonable request to work extra hours and may be subject to disciplinary action for failing to stay or report for such hours.



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Unless approved in advance by an appropriate supervisor, a non-exempt employee is prohibited from performing work at any time other than, or in addition to, authorized working hours. This includes, but is not limited to, work before or after regular work hours, working through lunch or work taken or performed at home. Failure to receive appropriate prior approval may result in disciplinary action, up to and including termination.

5.06 Overtime

The FLSA requires inclusion into the regular rate of pay "all remuneration for employment paid to, or on behalf of, the employee." The regular rate of pay which is used to determine the employee's overtime rate will include all remuneration paid to the employee. Overtime will be paid in compliance with applicable provisions in FLSA. All overtime to be worked must be approved in advance by the Department Director or their designee.

5.07 Compensatory Time Agreement ("Comp Time")

Upon request of an employee, the City may award overtime pay in the form of time off. Any compensatory time off approved by the City shall be paid at one and one-half times the hours of overtime worked in lieu of actual cash payment. This policy applies to all non-exempt employees.

5.08 FLSA Flex Time

Flex time is earned and used in the same work week/work cycle so that no actual overtime for the week will result. Department Directors and supervisors should schedule flex time where applicable for more efficient operation of the department and to minimize overtime. This policy applies to all non-exempt employees.

5.09 Exempt Employees

Exempt employees are those who are not covered by the minimum wage and overtime requirements of FLSA. Accordingly, exempt employees are not legally entitled to overtime compensation for work performed beyond 40 hours in a workweek except as provided for under Chapter 9 "Adverse Incident." Exempt employees are expected to put in the hours necessary to complete their assignments with an acceptable level of quality in a timely manner.

"Docking" an exempt employee's pay will be permitted only as authorized by law and approved by the Department Director. Absent accrued paid leave time, an exempt employee need not be paid for any workweek in which the employee performs no work. In addition to tax withholding, social security, Medicare, insurance contributions and other deductions authorized by the exempt employee, the following deductions may be made:

- Any full day that the employee is absent from work for personal reasons, other than sickness or disability, and where the employee does not have available accrued paid leave;
- Any full day that an exempt employee is absent from work for sickness or disability if the deduction is made in accordance with the City's sick leave policy, long-term disability plan, or applicable workers' compensation law;
- Suspension without pay for any amount of time for a violation of safety rules of major significance to the City. Such a violation would include a safety or health standard directly applicable to the City's business;



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- Suspension without pay for one or more full days for serious workplace misconduct in violation of the City's workplace conduct rules, including, but not limited to: violations of discrimination, harassment, workplace violence and drug and alcohol policies;
- Days not worked during the employee's initial or terminal weeks of employment if the employee did not work for the entirety of those weeks. (The employee's salary will be pro-rated in proportion to the days or time worked.); and
- Time the employee takes as unpaid leave under the Family and Medical Leave Act (whether it is a full-time leave, or intermittent leave, or reduced schedule leave).

It is the policy of the City not to make improper deductions from an exempt employee's pay. Any exempt employee who believes they have been, or likely will be, subject to an improper pay deduction must immediately notify Human Resources. The Human Resources Department will promptly investigate any such matter to determine whether there has been an improper deduction. If there has been an improper deduction, the City will ensure the exempt employee is promptly reimbursed for an improper deduction and will make a good faith commitment to comply in the future.

5.10 Call-Out Time

All full-time employees who are waiting to be engaged (on-call) and are subsequently called into service shall be paid a minimum of two (2) hours. Call-out time begins when the employee is instructed they need to serve a call-out, and ends upon the employee's arrival back at their home after the assigned call-out has been completed. This policy applies to all non-exempt employees.

5.11 Travel and Training Time

The determination of whether time spent travelling or in training (classes, seminars, workshops, etc.) is compensable, will be based on applicable standards such as the FLSA. Generally, any training time that is required by the city will be considered work time. Daily commuting time to and from the employee's normal work location is not considered work time.

5.12 Hours of Work

The City shall establish the hours of employment in the City's basic work week and establish pay periods and paydays to administer the payment of wages, salaries, and overtime.

Normal hours of operation for offices of the City are established by the City Manager. In order to assure the continuity of City service, it may be necessary for departments to establish appropriate operating hours. Work hours and shifts must be arranged accordingly, and each supervisor is expected to manage work hours efficiently and effectively. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of employment with the City includes the employee's acknowledgment that changing shifts or work schedules may be required and includes that they will be available to do such work as required.

Any change in a non-exempt employee's working hours must be approved in advance by the appropriate manager. Employees are not permitted to determine their own work schedule. Generally, working hours for employees shall be consistent from day to day and appropriate with the responsibilities of the position, and the needs of the department.



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6.01 Performance Management

The City of Friendswood's Performance Management Program is a management tool providing supervisors and managers with objective, job specific appraisal instruments to be applied using standardized procedures. Important administrative uses of the Performance Management Program in the City include identifying employee training needs; guiding administrative decisions regarding promotions, re-assignments, disciplinary actions, merit pay increases and terminations.

The employee performance management process is intended to accomplish the following objectives:

- To enhance individual employee performance and ensure effective City operations,
- To promote and support performance and behavior which is aligned with the City's values-based culture,
- To document both formal and informal performance discussions held with employees throughout their tenure,
- To identify and enhance employee strengths and develop action plans to address areas of improvement, and
- To link employment decisions with employee performance when applicable.

An employee's failure to meet job requirements or failure to satisfactorily perform job duties may result in a performance improvement plan or disciplinary action, up to and including termination.

6.02 Performance Evaluation Review

All employees during their probation period shall receive their first performance review within six (6) months of employment. Thereafter, employee job performance shall be reviewed at a minimum on an annual basis to evaluate job performance and facilitate communications between employees and supervisors. Employee performance reviews shall be in writing. Each supervisor will be required to file a performance review report for each employee with the Human Resources Department as part of the annual review process.

If an employee is absent during the year for an extended period of time, the review may be delayed until sufficient time has passed in which to evaluate the employee's performance.

6.03 Training

a. In General

The City will provide appropriate training for City employees subject to available funding. All training must be aligned with City-wide training strategies or certification requirements for a specific job.

b. Human Resources Responsibility

Human Resources will sponsor City-wide training for areas of development deemed necessary for all or a large portion of City employees. Each Department can establish training for their specific needs.



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c. Employee and Supervisor Responsibility

Employees and supervisors have a shared responsibility in the creation and implementation of an employee development plan.

(1) Individual Employee Responsibility

Employees are accountable for their job performance. Employees should request training from their supervisor in the areas that need improvement. At a minimum, employees should be able to perform their essential job duties and consistently exhibit behavior which is aligned with the City's values.

(2) Immediate Supervisor Responsibility

The immediate supervisor is responsible for the overall development of their employees. Supervisors shall identify areas for development and ensure training opportunities. Supervisors should ensure their employees are well trained to perform their job duties and deliver exceptional customer service.



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7.01 Employee Health, Welfare and Development

The City provides a variety of benefits, services, and programs for employees. Some programs are provided according to law; others are provided at the option of the City. Eligibility for these programs may depend upon the type of position occupied.

The Human Resources Department is responsible for administering the programs contained in this section. It is the responsibility of the Director of Human Resources to recommend additions, deletions, or modifications to benefit programs to the City Manager for review and approval. The City Manager is responsible for presenting benefit programs to the City Council for consideration during the annual budget process.

City employees should become thoroughly familiar with all aspects of their benefits. The Human Resources Department is responsible for informing new employees of available benefits through the New Employee Orientation Program. The Department also provides benefits information to employees in various plan description booklets and through organizational publications. Each department's supervisory personnel should become familiar with fundamental aspects of the benefits program in order to answer routine questions. Human Resources is available to answer questions of a difficult or technical nature or to provide individual counseling.

It is the responsibility of the employee to be cognizant of date driven benefits such as retirement and associated programs.

7.02 Holidays

a. Holidays Recognized

The City provides full-time employees the following paid holidays during the fiscal year as approved by Council:

1. New Year's Day January 1
2. Martin Luther King, Jr.'s Birthday.....Third Monday in January
3. Washington's Birthday.....Third Monday in February
4. Good Friday..... Friday before Easter Sunday
5. Memorial Day..... Last Monday in May
6. Juneteenth National Independence Day June 19
7. Independence Day July 4
8. Labor Day..... 1st Monday in September
9. Columbus Day..... 2nd Monday in October
10. Veterans Day November 11
11. Thanksgiving Day.....Fourth Thursday in November
12. Thanksgiving Friday..... Day following Thanksgiving Day
13. Day before or after..... Christmas Day
14. Christmas DayDecember 25
15. Floating Holiday 1 day of employee's choosing.



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Part-time, temporary and seasonal employees shall not be granted paid holidays.

b. Payment and Eligibility

Regular full-time employees will be paid at their base rate for hours equal to one workday for each holiday.

c. Observance

If the holiday falls on a Saturday, the preceding Friday shall be observed, and if a holiday falls on a Sunday, the following Monday shall be observed. As many employees as possible shall be given each holiday off while providing for the maintenance of essential City functions. Shift personnel will observe official City holidays on the actual day of observance.

Department Directors may revoke or restrict observance of any designated holiday in order to provide necessary municipal services to the public.

d. Eligibility

To be eligible for holiday pay, the employee must work the scheduled hours before and after the holiday unless an excused absence is approved by the Department Director. Employees on unpaid administrative leave will not receive holiday pay.

Employees scheduled to work on an observed holiday, and who fail to work as scheduled, without an excused absence, will not be eligible for holiday pay. An employee required to work on an observed holiday will receive the holiday pay plus the overtime rate of one-and one-half times the regular rate of pay for hours worked.

An employee who is terminated for gross misconduct (e.g., positive drugs, theft, destruction of City property, job abandonment etc.) shall be ineligible for payment of accumulated holiday leave.

e. Floating Holiday

Hours equal to one regular workday will be paid as a floating holiday; a day of the employee's choosing, with supervisor's approval. This holiday is awarded to a new employee upon completion of 90 days of service. All full-time employees employed longer than 90 days will receive floating holiday hours on January 1st of each year. The hours of one Floating Holiday may be carried over from one year to the next not to exceed hours equivalent to two holidays. Floating holiday may be used in one quarter hour (1/4) increments with a minimum of one hour per event.



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7.03 Vacation Leave

a. Amount Earned per Service Period

Full-time employees shall earn vacation leave for service at their regular rate of pay, as follows:

Service Period	Vacation Hours Earned Per Pay Period Worked	Annual Hours	Maximum Hours
Year 0 – 5	4.6154	120	190
Year 6	4.9231	128	200
Year 7	5.2308	136	210
Year 8	5.5385	144	2200
Year 9	5.8462	152	230
Year 10 +	6.1538	160	240

b. Computation

The employee's most recent hire date shall be used as the anniversary date for the purpose of calculating vacation accrual. Years of service are based on continuous employment with no break in service. When an employee has reached their maximum allowed accrual amount, each pay period additional accruals will be added to the employee's bank; and if not used during that pay period, the oldest accruals will be deducted to maintain the maximum allowed.

Should a paid Holiday fall during the employee's vacation, the employee will receive Holiday pay for those designated hours instead of vacation pay.

Should an employee's scheduled vacation be canceled or interrupted by the City for its convenience or due to an emergency, the City Manager may extend the period during which accrued vacation leave may be used.

Employees being transferred, promoted, or demoted shall retain accrued vacation hours. Employees who move from regular full-time status to part-time status shall receive pay for their vacation accruals.

Employees on a leave of absence, other than USERRA leave, are required to use all accrued vacation hours as part of the leave.

c. Approval Required

All vacations taken must be approved in advance by the employee's supervisor. This approval will necessarily balance the needs of the City and the needs of the employee. When there are conflicting requests from employees, the supervisor will distribute the



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vacation fairly among the requesting employees. Except for special circumstances with Department Director approval, not more than 80 hours can be used consecutively.

d. Ineligibility

Employees are not eligible to take vacation during their first six (6) months of employment unless authorized by the Department Director, in coordination with the Human Resources Director. Upon separation from service, regular employees who have completed six (6) months of service with the City shall be paid for any accrued, but unused, vacation leave. All vacation leave is forfeited if the employee separates from employment prior to completion of six (6) months of employment with the City. Additionally, an employee who is terminated for gross misconduct (e.g., positive drugs, theft, destruction of City property, job abandonment, etc.) shall be ineligible for payment of accumulated vacation leave.

e. Non-Accrual

Vacation hours shall **not** be accrued for any pay period during which an employee is receiving donated time for more than half of their scheduled work hours. Vacation hours may **not** be advanced before earned.

f. Conversion of Vacation Leave to Sick Leave

Employees may elect to convert up to 40 of their current year's accrued vacation hours to their sick leave bank. This conversion may be done annually. However, the maximum hours in an employee's sick bank may not exceed 1,040 hours.

g. Separation

When an employee leaves employment with the City of Friendswood, the employee will receive pay, at their current rate, for any unused vacation hours accrued at the time of separation.

7.04 Sick Leave

a. Use of Sick Leave

Sick leave may be taken for the employee's own personal illness, injury, legal or doctor-ordered quarantine, or routine health care appointments which cannot reasonably be scheduled outside working hours. Additionally, sick leave may be taken when an employee's immediate family member has an illness, injury, or other medical need which affects the employee's ability to perform their scheduled job duties.

"Immediate family member" is defined for purposes of this section as follows:

1. Spouse
2. Child, Stepchild, Grandchild
3. Sibling (including in-law)
4. Parent (including in-law)
5. Grandparent (including in-law)



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6. Foster Parent (not both foster and natural)

A supervisor may request and obtain verification of circumstances surrounding any use of sick hours.

b. Amount Earned

All full-time employees shall earn 3.69 hours per pay period. Sick leave accrual shall not exceed 1,040 hours. Part-time and temporary employees shall not earn sick leave.

c. Non-accrual

Sick leave hours shall **not** be accrued for any pay period during which an employee is receiving donated time for more than half of their scheduled work hours.

d. Sick Leave Accruals

When an employee has reached their maximum allowed accrual amount, each pay period additional accruals will be added to the employee's bank; and if not used during that pay period, the oldest accruals will be deducted to maintain the maximum allowed.

In the event of rehire, sick leave credits will not be restored to an employee.

An employee who becomes ill or injured on a previously scheduled vacation day may request that the time be recorded as sick time as opposed to vacation. In this scenario, the employee's immediate supervisor or Department Director may request documentation verifying the illness or injury in considering the request.

e. Sick Leave Payment

Employees may not receive payment in lieu of hours taken. Sick hours may not be advanced before earned. Accrued Sick hours will not be paid upon separation from service.

f. Notice to Department

Notice of employee absence due to a non-job-related injury or illness must be given daily by the employee to that employee's immediate supervisor or Department Director. Failure to do so may cause the employee's absence to be charged to leave without pay. Emergency situations, which might prevent compliance with the provisions of this paragraph, shall be taken into consideration by the Department Director. Exceptions to the daily reporting requirement would be hospitalization, or a prolonged catastrophic illness, or a determination by the City that the absences qualify as Family and Medical Leave.

g. Abuse of Leave Time

The number of sick leave days credited is not intended to establish a guideline for acceptable attendance. The claiming of sick leave benefits in excess of reasonable standards set by an attendance policy will constitute grounds for supervisory review. Likewise, evidence of the abuse of this benefit may constitute grounds for disciplinary action up to and including termination. Frequent claiming of sick leave, except as covered



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by the Family and Medical Leave Act, may constitute grounds for the Department Director to question if the employee is unable to perform the essential functions of the job.

An employee's supervisor may request documentation verifying the circumstances surrounding any use of sick time. Employees using more than three (3) days of sick time in a quarter may be placed on medical certification at the Department Director's discretion. Employees placed on medical certification shall be notified of this action and documentation of the notification will be forwarded to Human Resources. Each subsequent absence by an employee placed on medical certification will require documentation verifying the circumstances of their absence in order to receive pay for sick leave.

h. Exhaustion of Benefit

After an employee's accumulated sick leave has been exhausted, an employee shall first use compensatory time, then personal time, then holiday time, and then vacation time, for circumstances that would qualify as sick leave.

7.05 Donating Vacation or Sick Leave

Accrued Sick / Vacation hours may be donated by one employee to another under certain circumstances as more particularly described in the Administrative Rules.

7.06 Personal Leave

- a. All full-time employees employed on October 1st (beginning of fiscal year) shall be granted twenty-four (24) hours for personal use. Full-time employees beginning work after October 1st will receive a prorated number of hours beginning the first full month of employment.
- b. Part-time, temporary or contract employees are **not** eligible to receive personal leave hours.
- c. Personal leave hours shall **not** be accrued.
- d. Unused personal leave hours shall **not** be paid out at employment separation.
- e. Personal hours must be pre-approved by the employee's supervisor. Approval of personal leave time request shall be given only after consideration has been given to operating requirements. Request shall be reviewed in the order received.
- f. Personal leave hours shall not be used as notice time when terminating employment.
- g. Personal leave hours will not be counted as hours worked for the purpose of determining overtime.



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7.07 Paid Parental Leave

a. Generally

Parental Leave shall be granted in accordance with all the rules and regulations of the Family and Medical Leave Act ("FMLA"). Paid Parental Leave is paid leave that will run concurrently with FMLA, where it applies. If an employee does not qualify for FMLA, they can still utilize Paid Parental Leave, without the federal job protection that FMLA provides. Paid Parental Leave is intended to be used consecutively, but may be divided up in full week increments during the 12-week period following a qualifying event. Paid Parental Leave is not intended to be used on an intermittent, hourly basis; however, it will be calculated hourly when used as a supplemental pay to any short-term disability payment. Additionally, available sick or disability benefits may be used for the time during which the employee is medically unable to work.

b. Amount of Paid Parental Leave

Qualifying full-time employees may receive 240 hours of paid parental leave for a qualifying event. Qualifying part-time employees may receive up to 120 hours (based upon the employee's regular schedule) of paid paternal leave for a qualifying event. Such leave may be used at the onset of a qualifying event and must be taken within the first twelve (12) weeks following a qualifying event. A pregnant employee, who does not meet the length of employment or number of hours worked for FMLA, may receive up to 240 hours of unpaid leave beginning on the date of delivery.

c. Qualifying Event

A qualifying event in this policy includes only (i) the birth of an employee's or an employee's spouse's child or (ii) the placement of a child with the employee in connection with adoption, or (iii) the loss of pregnancy in the third trimester. Paid parental leave will be granted on a per occurrence basis, regardless of a multiple birth or placement situation. An employee who has more than one occurrence of a birth or placement of a child within a 12-month period will be eligible for paid parental leave per occurrence, regardless of whether FMLA has been exhausted.

d. Eligibility

Employees are eligible for paid parental leave beginning their first day of employment. The City will provide Paid Parental Leave to employees regardless of their sexual orientation, gender identity, marital status, whether the City employs multiple family members, and regardless if employees become parents because by birth or adoption.

e. Restrictions

While receiving Paid Parental Leave, an employee may not work or be compelled to work for the City and cannot work a second or extra job. If Paid Parental Leave is running concurrently with FMLA, the employee may not work during FMLA.

f. Pay Considerations

Paid parental leave will not affect an employee's base compensation, benefits, work status or work responsibilities. The employee on paid parental leave will continue to accrue sick leave and vacation and receive holiday pay where eligible. Paid holidays taking place while an employee is



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out on Paid Parental Leave will extend the paid leave period. All benefits will continue to be provided during Paid Parental Leave under this policy at the same rate as in effect before the leave was taken regardless of length of service.

Paid parental leave will be granted at the employee's base hourly rate or regular weekly salary and will not be considered time worked for FLSA overtime calculations. Such leave may supplement short-term disability ("STD") payments and may be used during the STD elimination period or once STD disability period ends, not to exceed twelve (12) weeks of leave (paid or unpaid) for each event.

g. Expiration of Benefit

At the end of the 12-week period, any unused balance of Paid Parental Leave granted in connection with a specific qualifying event permanently expires and is not available for future use and is not eligible to be cashed out.

h. Periodic Reports

The City will require periodic medical reports concerning the employee's status and intention and availability to return to work.

i. Return to Work Requirement

An employee will be required to provide a fit for duty release if the employee has taken leave for their own medical disability following the birth of a child.

7.08 Family and Medical Leave

a. Generally

This policy is consistent with the Family and Medical Leave Act ("FMLA") to enable employees to receive time away from work without pay for limited periods to attend to specified family needs or their own serious health condition with job protection and no loss of accumulated service.

b. Employee Eligibility

The policy applies to all employees who have worked for the City for twelve (12) months and for at least 1,250 hours during the 12-month period preceding the leave. Eligible employees may take up to twelve (12) weeks of unpaid leave per a 12-month period for a qualifying event or up to 26 weeks of unpaid leave in a single 12-month period to care for a covered service member with a serious injury or illness. The employee may take intermittent or reduced leave (reduction in weekly work hours) with the permission of their supervisor or when medically necessary. The City also requires that employees use any available accrued leave (sick, vacation, comp time, holiday/personal holiday) prior to being granted unpaid leave. This paid leave satisfies part or all of the 12-week mandated family and medical leave. Workers' Compensation, sick leave, vacation leave, comp time, parental leave, and holiday/personal holiday will run concurrently with Family Medical Leave.



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Employees may use sick accruals prior to using other accruals when taking FMLA qualifying leave for a family member.

Leave (paid or unpaid) for up to 12 weeks in a 12-month period is available under one or more of the following circumstances:

- The employee's own serious health condition that prevents the employee from performing the functions of the employee's job. A serious medical condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider.
- The employee's serious health condition as a result of an on-the job injury that prevents the employee from performing the functions of the employee's job.
- The birth of a child and to care for the newborn child. This applies to both parents. The expectant mother may take FMLA leave for prenatal care or if the pregnancy makes the employee unable to work prior to the actual birth of the child.
- The placement with the employee of a child for adoption or foster care. This leave must be given before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.
- The serious health condition of an immediate family member as defined in Section 7.04 who cannot care for him/herself.
- A qualifying exigency arising out of the fact an immediate family member is on active duty or called to active-duty status in support of a contingency operation as a member of the Armed Services/National Guard or Reserves.

The City of Friendswood uses the rolling 12-month period measured backward from the date an employee uses any FMLA Leave under these circumstances.

Leave (paid or unpaid) for up to 26 weeks in a 12-month period is available under the following circumstance:

- To care for an immediate family member or next-of-kin of a covered service member with a serious illness or injury incurred in the line of duty on active duty. "Next-of-kin" is defined as the closest blood relative of the injured or recovering service member. This type of FMLA leave is also known as military caregiver leave or covered service member leave.

The City of Friendswood uses the rolling 12-month period measured backward for employees on FMLA leave under this circumstance. The FMLA military caregiver leave may only be used once during the employee's tenure with the City of Friendswood.

No loss of seniority will occur while the employee is on an FMLA leave of absence. Group health benefits will be continued on the same basis as coverage provided if the employee had been continuously employed during the leave period. Therefore, any share of health benefit premiums, which had been paid by the employee, must continue. If the employee's premium payment is more than 20 days late, coverage ceases. If coverage lapses because an employee has not made required premium payments, upon the employee's return from



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leave the employee's benefits will be restored and the employee will not be required to meet any qualification requirements. Employees are responsible for payment of their coverage premiums and other authorized payroll deductions while they are on a leave of absence without pay.

After completion of twelve (12) weeks of leave under the Family and Medical Leave Act, or twenty-six (26) weeks of leave if applicable, if an employee is unable to perform the essential duties of their assigned position, reasonable accommodations may be made by the City to provide for the employee to perform such duties. If reasonable accommodations cannot be made and the employee is unable to perform the essential duties of the employee's assigned position, they may be terminated.

An employee shall not perform any outside work, engage in extra-duty employment, or vacation at any time when the employee is on leave under FMLA. Violations may result in denial of FMLA leave and disciplinary action up to and including termination.

c. Reinstatement

Upon return from a family and medical leave of absence, the employee will be reinstated in the employee's previous position, if available, or to a comparable position for which the employee is qualified. Employees on leave must notify their supervisor as soon as reasonably practical of availability and intent to return to work. An employee's failure to return from leave, or failure to contact their immediate supervisor or the Human Resources Department on the scheduled date of return, will be considered a voluntary resignation.

If the employee on leave of absence is a salaried employee and is among the highest paid ten percent of City employees living within 75 miles of the City, and keeping the job open for the employee would result in substantial disruption to City operations, reinstatement to the position may be denied. The employee will be given an opportunity to return to work, however in a different job.

d. Spouses Employed By The City

If both spouses are employed by the City, and each wishes to take leave for the birth of a child, adoption or placement of a child for foster care, or to care for a parent (but not parent-in-law) with a serious health condition, the spouses may only take a combined total of 12 weeks of leave.

If both spouses are employed by the City, and each wishes to take leave to care for a covered ill or injured service member, the spouses may only take a combined total of 26 weeks of leave.

This limitation does not apply to leave for either the employee's own serious health condition or the serious health condition of a child.



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7.09 Paid Absences

The City may provide paid absences for such things as training and development, civic duty, death in immediate family, funerals, personal emergencies, administrative absences, and emergency situations.

a. Training and Development

With approval of the Director, a supervisor may grant an employee leave with pay when the employee is away from their job site but is performing a function related to their job. These functions include, but are not limited to, attending a professional conference, convention or training activity, legislative proceedings, or other purposes in the interest of the City.

b. Civic Duty (Voting)

The City encourages all employees to fulfill their civic responsibilities by participating in elections. However, all employees should make every effort to vote outside normal working hours. If employees are unable to vote in an election during their non-working hours, the City shall allow employees to use accrued vacation leave, compensatory leave, or flex hours for the number of hours necessary for the employee to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the election day so that necessary time off may be scheduled at the beginning or end of the work period, whichever provides the least disruption to the normal work schedule.

c. Jury Duty

An employee called for jury service shall be granted special absence with pay during such service and shall retain the fee paid by the courts.

Employees excused or released from jury service during working hours shall report to their workstations unless otherwise instructed by their supervisor.

Employees missing regularly scheduled work hours due to jury duty shall work scheduled hours before and/or after such duty, unless otherwise instructed by their supervisor.

Documentation of attendance shall be submitted to the employee's supervisor upon return to work.

d. Witness

An employee will not be discharged, disciplined or penalized in any manner when complying with a valid subpoena to appear at such a proceeding. All employees will be paid for required appearance in a city, state, or federal court, or a legislative or administrative proceeding (including disciplinary hearings) concerning duty-connected matters, or certain duty-connected testimony, investigation, and court preparation. The employee must provide documentation of the requirement for attendance and the connection to duty. Acceptable documentation includes: a subpoena, letter of request from



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an attorney of record or prosecuting attorney, request of a hearing officer, or completion of the appropriate department form.

Employees who have initiated legal or administrative proceedings, including disciplinary hearings, against the City must use accrued paid leave or unpaid leave to attend such proceedings; the appearance is not considered work for the City. (Only employees who are classified as non-exempt under Fair Labor Standards Act [FLSA] may use administrative leave without pay of less than one (1) day.)

Employees missing regularly scheduled work hours due to a subpoena shall work scheduled hours before and/or after such appearance, unless otherwise instructed by their supervisor.

e. Bereavement Leave

A full-time employee may be excused with pay in the event of the death of an immediate family member. Supervisors may require information concerning the deceased and the employee's relationship to the deceased.

Department Directors, after ascertaining the exact circumstances, may grant a full-time employee up to five (5) working days of paid emergency leave for immediate family members within the first degree of consanguinity or affinity or up to three (3) days for immediate family members within the second-degree consanguinity and affinity. *See* Section 4.12.a for degrees of consanguinity and affinity. If multiple deaths occur simultaneously within the family, a special exception to the above-referenced allowances may be approved by the Department Director, in coordination with the Director of Human Resources.

Additional hours may be granted and charged against accrued hours, other than sick leave. These additional hours must be approved by the Department Director.

Bereavement leave shall not be charged against vacation or sick leave.

Part-time and temporary employees may be granted unpaid emergency leave in the above circumstances.

f. Emergency Situations

During emergencies, a full-time or regular part-time (not seasonal) employee who is ordered not to report to work, to leave work early or who cannot report for work because of inclement weather or disaster may be granted administrative absence with pay by the City Manager.



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7.10 Leave Without Pay

City employees may be granted leave without pay for religious observance, to satisfy USERRA service obligations, or in certain circumstances involving illness or injury. All leave accruals must be exhausted prior to receiving leave without pay.

Except as otherwise required by law, leave without pay is granted as a matter of administrative discretion. Leave without pay for personal reasons shall not materially affect normal business operations. While on leave without pay, an employee shall remain eligible for health insurance benefits; however, the employee's portion of any premiums, supplemental insurance and dependent coverage must continue to be paid by the employee during such leave.

Employees on authorized leave without pay status shall not accrue benefits. In circumstances not falling within other provisions of this personnel policy manual, the City Manager may authorize an employee to take leave without pay under the terms and conditions the City Manager determines appropriate. All leave must be requested through and approved by the Department Director, in coordination with the Human Resources Director.

a. Religious Observance

With the approval of the employee's supervisor, employees desiring to observe religious holidays not coinciding with official City holidays may be given time off to observe the religious holiday of their choice. The employees have the option to use their personal holiday, vacation or accrued compensatory time or be placed on leave without pay to observe the religious holiday of their choice.

b. USERRA Leave

Uniformed Services Employment and Reemployment Rights Act ("USERRA") leave shall be granted in accordance with applicable State and Federal laws. The City of Friendswood shall not discriminate in the employment or take any adverse action against any person who exercises rights under USERRA. Employment actions under these Acts include initial employment, reemployment, retention in employment, promotion, or any benefit of employment, for any person who is a member of, applies to perform, or has an obligation to perform service in, a uniformed service of the United States

This policy covers employees who serve in the uniformed services. "Uniformed services" means the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, the commissioned officer corps of the National Oceanic and Atmospheric Administration, System members of the National Urban Search and Rescue Response System during a period of appointment into Federal service under section 327 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and any other category of persons designated by the President in time of war or national emergency. 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.



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Employees preparing to take authorized leave under this section shall furnish their Department Director with copies of orders or other appropriate certification.

The City will provide a paid leave of absence to employees who are members of the uniformed services or a reserve component for authorized training or duty that is ordered by official Uniformed Services authority for not more than fifteen (15) working days in a fiscal year. Employees who have exhausted all available paid USERRA leave may, at their option, use any other available paid leave time (i.e., vacation leave, holiday leave and compensatory time) to cover their absence from work. After an employee has exhausted all available paid USERRA leave (including any other paid leave time that the employee chooses to use to cover a USERRA absence), the employee will be placed on leave without pay.

FMLA leave for a military qualifying exigency and/or military caregiver leave is covered in Section 7.08.

7.11 On-The-Job Injury Leave

An employee injured in the line of duty shall receive worker's compensation or injury leave benefits under the terms and conditions prescribed in the applicable programs and as required by law. The State of Texas Workers' Compensation laws provide that an employee who suffers a disability that results in lost duty days due to an injury while in the course of their employment may be entitled to "Income Benefits."

Disability occurs when the work-related injury or illness causes an employee to lose the ability to earn their pre-injury wage. Disability refers to an employee's inability because of a compensable injury to obtain or retain employment at wages equivalent to the pre-injury wage, not to a physical handicap.

These income benefits are paid at a rate of approximately 70% of the employee's average weekly wage prior to the injury. The worker must be disabled by the injury for at least seven (7) days to be eligible for income benefits. The employee becomes eligible for and begins accruing temporary income benefits on the eighth day of disability. Any overpayments or payments made in error to the employee will be required to be repaid to the City.

If the workers' compensation injury meets the criteria for a serious health condition, injury leave will run concurrently with FMLA leave as indicated in Section 7.08

An employee who is unable to perform the essential functions of their position due to a disability, injury, illness, or medical condition (and reasonable accommodation is not possible) and FMLA has been exhausted is not guaranteed a return to their position at the completion of their injury or illness. If, after consultation with Human Resources, a supervisor determines that a department's or division's productivity or ability to deliver services is adversely affected because of the vacancy in



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the position, the employee may be administratively removed from their position during their leave. When an employee who has been administratively removed from their position is able to return to work with the appropriate medical releases, that employee will be considered for any open position in the City for which that employee is qualified. Employees who are not disabled, as defined by the ADA, will be required to compete for open positions.

7.12 Paid Quarantine Leave Policy for Peace Officers and Emergency Medical Technicians

a. Definitions

The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Emergency medical technician means an individual who is:

- (1) certified as an emergency medical technician under Chapter 773, Health and Safety Code; and
- (2) employed by the City as an emergency medical technician.

Health authority means a physician appointed by the county to administer state and local laws relating to public health within the city's jurisdiction.

Paid quarantine leave means:

- (1) all employment benefits and compensation, including leave accruals, pension benefits, and health benefit plan benefits provided by the city; and
- (2) if applicable, reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation costs.

Peace officer means peace officers licensed by the Texas Commission on Law Enforcement and employed by the City in the Police Department or Fire Marshal's Office.

b. Paid Quarantine Leave

A City of Friendswood peace officer or emergency medical technician who is ordered to quarantine or isolate by the officer's supervisor or health authority due to a possible or known exposure to a communicable disease while on duty is entitled to receive paid quarantine leave for the duration of the leave.

c. No Reduction in Compensation and Benefits during Leave

The City of Friendswood will not reduce a peace officer's or emergency medical technician's sick leave balance, vacation leave balance, holiday leave balance or any other



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paid leave balance in connection with paid quarantine leave taken in accordance with this policy.

7.13 Mental Health Leave for Peace Officers and Telecommunicators

a. Definitions

The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Chief means the Chief of Police of the Friendswood Police Department or their designee.

Confidentiality means a duty of an individual to refrain from sharing confidential information with others about a peace officer applying for and/or taking mental health leave under this policy, in accordance with applicable local, state, or federal laws and regulations.

Department means either the Police Department or the Fire Marshal's Office of the City of Friendswood, as applicable.

Fire Marshal means the Fire Marshal of the City of Friendswood or their designee.

Mental health leave means paid leave granted by the Chief to eligible Peace Officers pursuant to this policy.

Mental health professional means a person who by education and experience is professionally qualified to provide counselling interventions designed to facilitate individual achievement of human development goals and remediate mental, emotional, or behavioral disorders, and associated distresses, which interfere with mental health and development. This person must be licensed to provide services in the State of Texas.

Peace officer means an individual described by Article 2A.001 of the Texas Code of Criminal Procedure, who is employed by the City and is licensed by the Texas Commission on Law Enforcement.

Scope of employment means an activity of any kind or character that has to do with and originates in the work as a peace officer of the City and is performed by the Peace Officer while engaged in or about the furtherance of the affairs or business of the City.



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Telecommunicator means a person authorized to act as a telecommunicator under Section 1701.0405 of the Occupations Code, who is employed by the City in the Department on a full-time basis.

Traumatic event means an event, series of events, incident, or set of circumstances that:

- was experienced by the peace officer or telecommunicator while on duty during the scope of employment;
- was physically harmful, emotionally harmful, or life-threatening; and
- has the potential to cause lasting adverse effects on the peace officer's or telecommunicator's functioning and mental, physical, social, or emotional well-being outside of the typical setting for the position.

Examples include, but are not limited to:

- any officer-involved shooting;
- line-of-duty death or suicide of a member of the department;
- any investigations by the peace officer involving deaths or serious bodily injury of individuals;
- any investigations by the peace officer involving abuse of individuals;
- witnessing of a sudden violent death;
- witnessing severe human suffering; and/or
- experiencing any physical or sexual assault.

b. Mental Health Leave

1. Leave

The purpose of this policy is to allow the use of mental health leave by eligible peace officers and telecommunicators employed by the City of Friendswood who experienced a traumatic event while on duty. Such leave is designed to be a resource available for eligible peace officers and telecommunicators to support them in maintaining a healthy state of mind while at work and at home; however, requesting or taking leave is not a requirement for every traumatic event.

Mental health leave for a traumatic event shall be (i) at the discretion of the Chief or the Fire Marshal, who will base their decision upon the information provided to them after the event occurs, or (ii) ordered by a mental health professional. Leave may only be granted as a result of a traumatic event.

2. Hours of Leave Afforded

Peace officers who meet all eligibility requirements and are granted are entitled to up to five (5) days (40 hours) of mental health leave per calendar year. All mental health leave taken pursuant to this policy will run concurrently with FMLA or any other leave provided by the City.



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3. Return to Work

Prior to returning to work after mental health leave, the peace officer or telecommunicator must provide a letter of clearance by their mental health professional indicating they are released to return to work with or without reasonable accommodations.

c. Impact on Benefits and Other Leave

Peace officers and telecommunicators on mental health leave will continue to be eligible for all employment benefits, seniority, and compensation, including continuing their special pays, leave accrual, pension benefits and eligibility for healthcare plan benefits for the duration of the leave. While on mental health leave, the City will not reduce a peace officer's or telecommunicator's sick leave balance, vacation leave balance, holiday leave balance or other paid leave balances in connection with mental health leave taken in accordance with this policy. Sick leave used prior to the approval of the leave by the Chief or Fire Marshal will be reinstated to the peace officer's or telecommunicator's sick leave balance up to the number of days allowed for the peace officer's mental health leave.

d. Confidentiality

The City will endeavor to keep requests to take mental health leave and any medical information related to mental health leave under this policy confidential to the extent allowed by law. Any request for mental health leave by a peace officer shall be treated as confidential by all parties involved and shall not be discussed or disclosed except as necessary to facilitate the use of the leave. Confidentiality may be waived (i) by the Peace Officer seeking Mental Health Leave, (ii) under circumstances which indicate the Peace Officer is a danger to himself/herself or others, or (iii) as necessary to carry out the Department's duties under the law. Additionally, nothing contained herein regarding the confidential nature of the Mental Health Leave shall prohibit the sharing of information with those entitled to access in accordance with state and federal laws and regulations. Information will be kept separate from the eligible Peace Officer's general personnel file. The City cannot guarantee anonymity of information that is otherwise public or necessary to carry out the City's duties in accordance with applicable laws and regulations.

Employees, who participate in gossip or violations of this subsection, may be subject to disciplinary action. If a supervisor becomes aware of a violation of this subsection by another member of the Department, then that supervisor shall take appropriate action to address or report the violation.

e. Other Employment during Leave Prohibited

Under no circumstances may a peace officer or telecommunicator on mental health leave engage in outside employment during the period of leave unless expressly authorized in writing in advance by the Chief or Fire Marshal, as applicable.



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7.14 Education Reimbursement

The City may establish an education reimbursement policy to provide for financial reimbursement in the pursuit of higher education and career development. This investment in the employee is an indication of the commitment made to ensure the City continues to offer the best possible service to its citizens, as well as providing personal and professional growth for the employees. Employees desiring to participate in the City's education reimbursement program must comply with the requisites set forth in the Administration Rules.

7.15 Mandatory Continuing Education

Continuing education courses deemed necessary to meet established goals and objectives as reflected by an employee's evaluation may be prepaid by the City with approval by the Department Director. Employees participating in a mandatory continuing education program must comply with the requisites set forth in the Administrative Rules.

7.16 Retirement Benefits

All regular full-time employees, or regular part-time employees who are scheduled to work 1,000 or more hours per year, shall be required to participate in the Texas Municipal Retirement System program and shall be eligible for immediate participation. The provisions of the retirement program are covered in the TMRS Handbook, available in the Human Resources Department.



PERSONNEL FILES/PRIVACY

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Chapter 8

8.01 Personnel Files

The Human Resources Department shall maintain the official personnel files for all employees. All personnel files are subject to release under the Texas Public Information Act, unless an exception applies. The City will not use or divulge personnel files or information therein for purposes not connected with City personnel management, except as required by law or with the permission of the employee involved. Nothing herein shall prevent the dissemination of impersonal statistical information.

Every employee is responsible for designating, in writing, whether any information about their home address, home telephone number, emergency contact information, or social security number can be released under the Texas Public Information Act. A signed form shall be in the employee's personnel file that states that this information is not to be released; otherwise, it is subject to release under this Act.

Each employee is responsible for promptly notifying the Human Resources Department of changes in address, telephone number, marital status, and dependents. This responsibility includes employees on layoff status, sick leave, and any other type of leave of absence.

Department Directors shall report changes in personnel status of their employees in accordance with procedures developed by the Director of Human Resources.

Employees have the right to review information in their own personnel files. Human Resources shall limit the availability of personal information to those persons with a clear need to know.

8.02 Employee Privacy

The City has a policy of respecting the dignity and worth of each individual employee while expecting that each employee shall offer their loyalty, respect and best efforts in return. However, as public sector employees supported by public funds, employees should not expect privacy in their work, workstations or any City-owned property, including vehicles, and/or anything that belongs to the City used to produce that work.

The City shall demonstrate its concern for individual dignity by minimizing its intrusion into the employee's off-the-job conduct except where it impacts the public's safety or brings disrepute to the City. However, the City shall retain its duties and privileges as an employer consistent with good business practices. This includes collection, retention, use, disclosure, and confidentiality of employee information.

8.03 Confidentiality of Medical Information

a. Medical Information Separated

Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee.



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Information that may be provided to the City by an employee's health care provider, and maintained in the confidential medical file, includes but is not limited to:

- A note to justify an absence,
- A note to request a leave,
- A note to verify the employee's ability to return to work,
- Medical records to support a claim for sick pay or disability benefits,
- Insurance records, and/or
- Workers' compensation records.

b. Waiver of Confidentiality

It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to their supervisor or the Director of Human Resources. When an employee provides information to their Supervisor, the Supervisor is expected to share the information only on an "as needed" basis to other members of management.

c. Employees' responsibilities

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their co-workers' medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors, or anything else that may constitute an invasion of a co-worker's privacy or breach of confidence.

d. Genetic Information Nondiscrimination Act

The Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by GINA Title II from requesting, or requiring, genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with GINA, employees are directed not to provide any genetic information when responding to any City request for medical information.

"Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or embryo lawfully held by an individual or family member receiving assistive reproductive services. It is unlawful for a covered entity to disclose genetic information about applicants, employees, or members. If the City acquires genetic information through the narrow exceptions allowed by this law, that information will be kept confidential and in a separate medical file. The genetic information may be kept in the same file as other medical information in compliance with the Americans with Disabilities Act (ADA). There are limited exceptions to this non-disclosure rule, such as exceptions that provide for the disclosure of relevant genetic information to government officials investigating compliance with Title II of GINA and for disclosures made pursuant to a court order.



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e. Unauthorized disclosure

Under no circumstances shall a City employee disclose protected health information regarding another City employee, absent a clear need to know. Unauthorized disclosure of personal health information may constitute a crime and shall subject an employee to immediate disciplinary action up to and including termination. Any employee who believes that the City is not complying with requirements of medical record privacy may submit a written complaint to the Director of Human Resources. The complaint must contain a description of the unauthorized disclosure and an explanation of the circumstances surrounding such disclosure.

Complaints may also be filed with the Secretary of the U.S. Department of Health and Human Services. No retribution or negative action shall be taken or tolerated because an employee files a complaint with the Director of Human Resources or the Department of Health and Human Services.



ADVERSE INCIDENTS

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Revision Date:

Chapter 9

9.01 Purpose

The adverse incident policy is established to promote increased efficiency and economy in the service of the City. The citizens of Friendswood depend on City employees before, during and after an emergency or disaster to provide quality customer service while maintaining and/or restoring essential public services for the health, safety, and quality of life for our community. City employees demonstrate pride and a commitment to quality customer service by ensuring a continuation of public services during the essential periods of every emergency or disaster.

9.02 Adverse Incident

Adverse Incidents may be caused by, but are not limited to, natural (e.g., severe weather, flooding), technological (e.g., oil or hazardous materials release), or human-caused (e.g., an intentional or criminal act) incidents that cause an immediate threat to life safety, property, or the environment in the City and results in the suspension or limiting delivery of routine City business functions. If it is determined that a condition exists or has the potential to occur that could cause an immediate threat to the life safety, property, or the environment in the City, the City Manager or designee may suspend provisions of the City of Friendswood's Personnel Policy Manual and/or Administrative Rules.

9.03 Scope

This policy applies to all non-exempt and exempt employees, including Public Safety Personnel. No employee is excused from work during the Pre-Impact or Impact Periods until the City Manager, or designee, through their Department Director, or their designee, authorizes employees to leave, even if a public announcement of office closures or suspension of routine City business functions is issued.

9.04 Impact Periods

a. Pre-Impact Period

This is the time prior to a potential adverse incident and includes emergency response activities and mitigation measures by the City of Friendswood's departments in preparing for a potential adverse incident. This period may begin when the City Manager, or designee, notifies Department Directors or Managers an adverse incident has the potential to occur and/or the City Emergency Operations Center (EOC) is activated. No-notice incidents may not have a "Pre-Impact Period."

b. Impact Period

This is the time during which emergency response activities and restoration of critical services are conducted to protect life safety, property and the environment, and most routine city business functions may be suspended. During this period, City management may designate key essential personnel to take mandatory shelter in a facility recognized or approved by the City (EOC, designated shelter, etc.). The Impact Period begins when a majority of routine City business functions are closed and ends when the City Manager notifies employees that it is safe for most routine City business functions to resume and City employees to return to work.



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Chapter 9

9.05 Employee Status

Prior to a determination of the existence of an adverse incident, Department Directors or designees shall designate "Emergency Essential" and "Emergency Non-Essential" personnel. If applicable, this status should be indicated on the employee job description. Individual employee status may change, as the needs of the City change, during an adverse incident or at the discretion of the Department Director, or designee.

a. Emergency Non-Essential

After a needs assessment has been made, some employees may be temporarily dismissed from work, concurrently or successively, as determined by the type of incident, those will be designated as "Emergency Non-Essential." They will be placed on paid administrative leave in accordance with this policy.

b. Emergency Essential

Each Department Director, or designee, is responsible for identifying those employees who will be required to remain or respond during an adverse incident and those employees will be designated as "Emergency Essential." "Emergency Essential" employees may be required to be available immediately before (Pre-Impact) and during (Impact) the adverse incident to perform duties directly related to the adverse incident conditions, as determined by the City.

9.06 Emergency Duty Assignment

Prior to or during an adverse incident, the City Manager, or designee, may assign employees to any duty to the extent that the City is not in violation of any State or Federal Law. This includes employees of one department serving in an emergency capacity for any department or function as assigned.



CONDUCT

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Chapter 10

10.01 Attendance

Employees shall be at their place of work in accordance with City and departmental policies and regulations. Department Directors shall establish work schedules and maintain daily employee attendance records. Supervisors will exercise the primary management-level responsibility to oversee employee attendance.

Excessive absences, excessive tardiness, failure to report to work without reporting the reason to the immediate supervisor, failure to follow the procedures for requesting or using leave are undesirable performance factors and will be managed by supervisors who may use the disciplinary process up to and including termination if necessary.

10.02 Tardiness

Non-exempt employees may be docked for time not worked. Exempt level employees may be docked for disciplinary reasons in accordance with federal law. Disciplinary action up to and including termination may result from tardiness in addition to being docked for time not worked.

10.03 Absence Without Leave

An employee failing to report for duty or remain at work as scheduled without proper notification, authorization, or excuse shall be considered absent without leave and shall not be in a pay status for the time involved. Absence without leave constitutes abandonment of duties, which may result in disciplinary action, up to and including termination.

10.04 Work Performance

It shall be the duty of each employee to maintain high standards of cooperation, efficiency, and economy while working for the City. Department Directors shall organize and direct the work of their departments to achieve these objectives.

If the work habits, production, and/or personal conduct of an employee fall below appropriate standards, supervisors should address the deficiencies at the time they are observed. Counseling and warning the employee, if there is sufficient time for improvement, should ordinarily precede formal disciplinary action. However, nothing herein shall prevent immediate formal action up to and including termination, as provided elsewhere in the Personnel Policy Manual, whenever the interest of the City requires.

10.05 Safety Standards

All employees of the City are required to comply with safety standards and guidelines established by the City and their respective departments.

10.06 Political Activity

It is the policy of the City to encourage its employees to fully exercise their constitutional rights as citizens to vote and participate in political activities. Although the City encourages active participation in electoral activities, employees should be aware of certain provisions which apply to them. Except as may be otherwise provided by law or contract, the following restrictions on political activity shall apply to City employees:



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- a. City employees shall not use their positions for or against any candidate for public office in any jurisdiction;
- b. Employees, other than employees of the Fire Marshal's Office or the Police Department, shall not make a contribution to the campaign fund of any person seeking City of Friendswood City Council office.
- c. City employees shall not use working hours or City property to solicit or attain any subscription, contributions, or political service, or to circulate any petition or campaign literature on behalf of any candidate for public office; and
- d. City employees shall not engage in any political activity, with or without remuneration that would constitute a conflict of interest with their City employment.
- e. All employees will refrain, while in uniform or on duty, from using their influence publicly and directly in any way for, or against, any candidate for elective office. No employee of the City will be required to participate in any City election on behalf of any candidate for City office, nor shall any City equipment be used by or on behalf of any political candidate.

10.07 Solicitation

"Solicitation" is defined as any act or attempt to advertise, market, take orders, offer to sell, sell any product or service, or seek contributions for organizations, campaigns, or charitable purposes. Solicitations, including via personal e-mail addresses, are not permitted by employees for personal profit during working time or at any time in working areas. An employee may not engage in solicitation of other employees while they are on duty. Solicitation shall not be permitted of or by City employees during work or business hours, other than for the following exceptions:

- a. Solicitation of funds for the purpose of parties, gifts, flowers, cards, or events for a City employee shall be permitted of or by City employees during work or business hours.
- b. Solicitation of funds for City-sponsored functions and events for charitable purposes shall be permitted of or by City employees during work or business hours.
- c. Solicitation of funds shall be permitted for local, not-for-profit youth-sponsored events (i.e., school, band boosters, scouting). Solicitation of funds for these purposes shall be limited to placing order forms or products for employees to view at their leisure. Distribution of purchased goods shall only be permitted during lunch, permitted breaks, or before or after work hours. For these types of solicitations use of city email or equipment to send mass and/or unsolicited communications regarding these activities is prohibited.

No employee is required to make any contribution, nor will an employee be penalized in any way in connection with their employment according to their response to a solicitation of funds for City sponsored functions or events.



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Salespersons and vendors attempting to conduct unsolicited business with employees should contact the Human Resources Department. Human Resources may provide for the distribution of discount flyers or handouts for all employees.

10.08 Secondary Employment

Each full-time employee of the City shall understand that the employee's position with the City is the employee's primary occupation, and it shall take precedence over all secondary employment, including self-employment, at all times. City employees may engage in secondary employment provided they receive prior written approval from their Department Director. An employee who is working another job at the time of hire, and who intends to continue the other employment, must so advise the appropriate Department Director and receive written approval to continue the secondary employment. Approval must be placed in the employee's personnel file in Human Resources. Failure to acquire approval could lead to disciplinary action.

When engaged in secondary employment, the employee must notify the Department Director or designee in writing of the place and type of employment or business, and the hours of work. Secondary employment shall not be permitted if it will bring the City into disrepute, reflect discredit upon the employee as an employee of the City, or interfere/be in conflict with the performance of the employee's City duties. Secondary employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If secondary employment causes or contributes to job-related problems, it must be discontinued, and if necessary, disciplinary procedures will be followed to address the specific problems.

An employee whose position requires the employee to occupy an "on-call" status shall recognize such status as an obligation to the City and shall fulfill that obligation if called to work for the City during these hours even while working at a secondary job.

An employee shall not perform any secondary employment at any time when the employee is on FMLA leave, sick leave, disability leave, workers' compensation leave, administrative leave, or an unpaid leave of absence, or on restricted or light duty. An employee shall not perform any secondary employment within eight (8) hours after the employee's missed work period with the City due to the employee's illness or injury. Any exceptions must be expressly authorized in writing by the Department Director, in coordination with the Human Resources Director.

No employee shall engage in any employment or business where the work performed by the employee or that of the employee's agents is subject to approval/rejection, inspection, or licensing by the City except pursuant to authorized department policies. However, nothing in this section shall prohibit an employee from performing the same or other services that the employee performs for the City for a private or public organization if there is no conflict with the employee's City duties and responsibilities.



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No employee shall engage in any employment or business on a matter which is or has been the subject of an investigation by the employee's department within the last twelve (12) months, nor may the employee appear as a witness except by court order in any proceeding as a result of such employment.

No employee shall identify himself with the employee's position, department, or the City in the course of a sale or solicitation for sale of any goods or services or the advocacy of any policy, practice, standard or position not officially sanctioned by the City.

This policy applies whether or not there is compensation for the work or employment.

10.09 Compliance with Ethical Standards

All employees shall comply in all respects with such ethical standards as may be established from time to time by local, state or federal law, and/or these personnel policies or the associated Administrative Rules. All City employees shall consistently maintain the highest standards of personal integrity, honesty, and trust in carrying out their duties; avoid real or perceived improprieties in their roles as public servants; and never use their City positions or authority to improperly obtain personal and/or professional gain. These standards shall apply at all times during the performance of City functions and include improper use of City equipment and/or City-issued items, as well as seeking and accepting gratuities. Any potential conflict of interest and/or circumstances that may present an ethical dilemma should be discussed with the appropriate supervisor(s) or Human Resources.

a. Acceptance of Gifts

Employees shall not directly or indirectly solicit, accept, or receive any gift if it could reasonably be perceived or inferred that the gift was intended to influence them in the performance of their official duties; or if the gift was intended to serve as a reward for any official action on their part. In many instances, businesses have a policy of giving gifts during the holiday seasons and return of such gifts could create unnecessary ill will for the City. Under these circumstances, gifts will be donated to appropriate organizations or made available for general employee consumption. Should any question concerning the procedure for disposing of a gift arise, the Department Director should be consulted. Employees should not take advantage of their position to secure gifts or special privileges either for themselves or others.

b. Disclosure of Information

Disclosing information that could adversely affect any City property, business dealing, or any affair of the City, or using information gained while working in the City for the benefit of himself/herself or others at harm to the City, is prohibited.

c. Abuse of City Property

The purpose of this section is to ensure proper care and accountability in handling City property and equipment, including IT resources and communications systems. City property and equipment are to be used only by those authorized to use it. Use shall be



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limited to official City purposes and in the capacity for which it was assigned, except when otherwise directed by an appropriate supervisor or required by necessary circumstances. Misuse of City property may include, but is not limited to, negligent, or intentional damage or destruction of City equipment or property, waste of materials or negligent loss of tools or materials, improper maintenance of equipment, or damage caused by use of tools or equipment for purposes other than that for which the tool or equipment was intended. Violations of any provisions within this policy will be grounds for disciplinary action, up to and including termination. In addition to being subject to appropriate disciplinary action, an employee may be responsible for the repair or replacement of any item lost or damaged by the employee.

d. Misconduct and Dishonesty

Employees are expected to act in a professional manner, free from misconduct and dishonesty. The following is a non-exclusive list of actions that the City considers to be acts of misconduct and/or dishonesty:

Violation of the City's Personnel Policy and Administrative Rules;

- Theft or other misappropriation of assets, including assets of the City, its customers, suppliers or others with whom the City has a business relationship;
- Misstatements and other irregularities in City records, including the intentional misstatement of the results of operations;
- Forgery or other alteration of documents; and
- Fraud and other unlawful acts.

10.10 Alcohol and Drugs

a. Purpose

All employees of the City have a right to work in a drug and alcohol-free work environment. The safety concerns as well as potential liability issues make it imperative that the City operates under these standards. In order to protect the safety of all employees and act in the best interest of the City, the Director of Human Resources shall outline specific policies and procedures to accomplish this purpose.

b. Screenings

Being a public employer, the City is entrusted with the health and safety of its citizens. In keeping with this obligation, the City will administer the following types of alcohol and/or drug screening programs:

(1) Pre-employment Screening

Individuals who seek employment with the City may be required to undergo drug screening procedures as part of the pre-employment physical examination. All applicants receiving a contingent offer of employment and who are required to undergo drug screening must successfully complete a urinalysis drug screen as part of the pre-employment medical examination. If the selected applicant is found to be positive for legal drugs, they must provide within 24 hours of request by the



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Human Resources Director, a valid current prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide a current prescription, or if the drug is one that impairs the applicant's ability to perform the job duties, the applicant may be denied employment.

(2) Reasonable Suspicion Testing, Post Incident/Accident Testing, Random Testing For Safety Sensitive Positions

The City considers consumption of or being under the influence of drugs or alcohol while on duty just cause for disciplinary action, up to and including termination. The City also considers a positive drug screen indicating illegal drugs in the body to be just cause for disciplinary action up to and including termination. The City does not have the responsibility to prove impairment.

c. Rehabilitation Program

The City recognizes that alcohol and drug abuse can be successfully treated. Therefore, the City provides a confidential Employee Assistance Program (EAP) for its employees and their dependents that have personal problems including, but not limited to, drug or alcohol dependency.

The City encourages the usage of the EAP as a source to assist the employee and dependents in identifying resources to resolve their problems. The Human Resources Department has further specific information on the EAP.

Participation in a program does not limit the City's right to seek reasonable assurances that no use of drugs or alcohol is currently occurring. In similar terms, the employee is subject to continued drug and alcohol screening at the discretion of the City.

If an employee elects to self-identify as having an alcohol- or drug-related problem, is willing to immediately participate in and successfully complete a treatment program and agrees to being monitored through drug/alcohol tests at the discretion of the City, the City will make reasonable accommodations to assist the employee and will not take disciplinary action based on the self-identification. The City will request periodic proof of participation and drug/alcohol testing. Failure to comply with the provision or a positive test result indicating illegal drugs or alcohol in the system shall result in immediate termination. An employee may not make a self-referral in order to avoid a potential drug or alcohol test or disciplinary action.

10.11 Violations of Law

City employees are subject to disciplinary action and/or job restrictions for violations of law, including those resulting in charges being filed, arrest, confinement, indictment, and/or conviction, as well as to acts prohibited by law not resulting in charges filed, arrest, confinement, or indictment. Employees must notify their supervisor and/or department director in accordance with the



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administrative rules if they are arrested, charged, indicted, convicted, received deferred adjudication or plead nolo contendere to any misdemeanor or felony.

10.12 Tobacco-Free Workplace

a. In General

Due to the acknowledged hazards of tobacco use and secondhand smoke, it shall be our policy to provide a tobacco-free environment for all employees and visitors. This policy covers any tobacco product, the use of smokeless or “spit” tobacco and all vape devices and applies to both employees and non-employee visitors of our organization. Tobacco use shall be permitted only at a reasonable distance outside any enclosed area to ensure secondhand smoke does not enter the area through entrances, ventilation systems or any other means.

b. Prohibitions

- (1) Tobacco use will be strictly prohibited with city buildings; this list shall not be all-inclusive but will include offices, hallways, waiting rooms, lunchrooms, elevators, meeting rooms, all community work areas.
- (2) There will be no tobacco use in any city vehicle at any time, including cars, trucks, light equipment and heavy equipment, boats, etc.

10.13 Social Media

The City of Friendswood has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on social media sites. Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements, or other social media content are an official policy statement, position, or communication of the City of Friendswood, or represent the views of the City or any City officer or employee. All use of social media by employees, whether for business or personal activities, is subject to the City's policies, administrative and departmental rules. Any social media accounts created or used by employees on behalf of the City or otherwise for any City business belong solely to the City of Friendswood, including any and all log-in information, passwords, and content associated with each account, including followers and contacts. The City shall at all times retain sole ownership of all such accounts, including all log-in information, passwords, and associated content. No employee shall create any social media account to be used on behalf of the City or for City business without the City Manager's express prior authorization. Violations of this policy may result in discipline, up to and including termination.

10.14 Electronic Mail, Software Compliance, and Intranet/Internet Usage

Employees shall comply with the administrative rules, departmental rules, and rules established by the Information Technology Department regarding accessing and using (i) the City's electronic



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mail system, (ii) software, and (iii) intranet and internet services. Such rules shall be in compliance with all applicable federal and state laws and regulations. Employees' use of the city's email system, software and intranet/internet shall be subject to audit, disclosure and monitoring by the City.

10.15 Dress Code

It is the policy of the City of Friendswood that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected, at all times, to present a professional, businesslike image to customers and to the public. Dress shall be business casual attire, unless the day's tasks require otherwise (i.e., City Council Meetings, Planning Commission Meetings, etc.). Employees must always present a clean, professional appearance. Everyone is expected to be well groomed and wear clean clothing, free of holes, tears, or other signs of wear.



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11.01 Grounds for Disciplinary Action

All employees of the City are employees at will, it being specifically provided that no property interest in City employment is granted by this section or elsewhere in these policies. Department Directors may take disciplinary action against an employee with or without cause.

For cause disciplinary action may result from actions, including, but not limited to, the following:

- a. illegal, unethical, abusive, or unsafe acts;
- b. insubordination;
- c. work performance inefficiency and/or, neglect or abandonment of duties;
- d. participation in prohibited political activity or solicitation;
- e. abuse of sick leave, injury leave, disability leave, or other benefits; tardiness or absence without leave;
- f. falsification of official documents or records;
- g. using or a presence in the system of illegal drugs or under the influence of intoxicating beverages while on duty;
- h. waste, damage, or unauthorized use of City property or supplies;
- i. unauthorized use or disclosure of official information;
- j. unauthorized or improper use of official authority;
- k. failure to respond to or cooperate with a City investigation; or
- l. violation of City rules, regulations, policies, or procedures.

Supervisors should meet privately with employees to discuss performance or behavioral problems when they first arise. Human Resources should be advised of and consulted prior to suspension or termination of an employee.

11.02 Progressive Discipline

Where appropriate, the City maintains a practice of progressive discipline. Formal disciplinary action taken shall be consistent with the nature of the deficiency or infraction involved and the record of the employee. The steps are outlined but not limited to the following:

- a. **Verbal Warning/Counseling**
A verbal warning/counseling may be given identifying any violation(s) and indicating needed improvement.
- b. **Written Reprimand**
As a step in the discipline process, an employee may be reprimanded in writing.
- c. **Disciplinary Probation**
An employee may be placed on disciplinary probation for a specified period of time in order to allow the employee to show improvement regarding the problem specified.



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d. Suspension

A Department Director may suspend an employee without pay for disciplinary reasons.

When an employee is under investigation for a crime or official misconduct or is awaiting a hearing or a trial in a criminal matter, they may be suspended with or without pay for the duration of the proceedings when such suspension would be in the best interests of the City and the public. If the investigation or proceedings clear the employee, they may be eligible for reinstatement under such terms and conditions as may be specified by the City Manager.

e. Reduction in Pay

A reduction in pay can be made by the supervisor after the approval of the Department Director and the City Manager, in coordination with the Director of Human Resources or designee.

f. Demotion

An employee may be demoted upon the employee's request or for disciplinary reasons by the supervisor for inability to adequately perform the current job if an opening exists in a lower-level position. This decision is an alternative to termination, at the discretion of the Department Director in coordination with the Director of Human Resources, based on the employee's prior proven work record and job performance.

g. Termination

Termination may culminate the end of the disciplinary or poor performance process or may occur as the first step if the situation warrants it. Prior to dismissal, the City will afford an employee a due process hearing. An employee terminated from City employment will receive a written notice of termination which describes the deficiency or infraction involved.

h. Other

Other actions may be taken by the Director as deemed appropriate.

Any of the foregoing types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon the exact circumstances. An employee may be formally warned at any time that they may be terminated or otherwise disciplined for further unsatisfactory performance and/or conduct. The City's use of progressive discipline does not prevent immediate formal action up to and including termination, whenever the interest of the City requires. Nothing in this Section 11.02 shall be construed as creating a presumption that the City may only terminate an employee for cause or alter the at-will



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employment status of the employee. The City retains the right to terminate with or without cause.

11.03 Notice of Disciplinary Action

All written disciplinary notices should include a description of the employee's conduct, action taken in response, and, except in cases of dismissal, the likely consequences of further unsatisfactory conduct. All notices should be signed by the supervisor and the employee. All original written notices and documentation of disciplinary actions are to be forwarded to the Human Resources Department for inclusion in the employee's personnel file.

11.04 Result of Disciplinary Action

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

11.05 Appeal of Disciplinary Action

a. Standing to Appeal

An employee, other than a probationary employee, who is terminated, demoted, or suspended without pay may appeal that decision to the City Manager.

b. Disciplinary Actions not Subject to Appeal

Actions which are not appealable under this process are:

- (1) Verbal and written reprimands,
- (2) Voluntary demotions,
- (3) Positive drug and/or alcohol test results, and
- (4) Disciplinary actions taken against temporary/seasonal employees.

c. Appeal to the City Manager

To appeal the decision of the Department Director, the employee can appeal to the City Manager. The request must be made in writing within three (3) business days of the employee's receipt of the decision made by the Department Director. The City Manager will render a written decision to overturn the disciplinary action, uphold the disciplinary action, or take different disciplinary action.

The decision of the City Manager shall be the final authority to the disciplinary appeal process. A copy of the written decision to the affected employee will be retained in the official personnel file.

d. Adherence to Deadlines

If an employee fails to appeal an adverse disciplinary action within the time limits specified, fails to follow guidelines and/or procedures promulgated by this policy, fails to cooperate in the scheduling or preparation of the appeal meeting and/or fails to appear at



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any scheduled meetings, the employee's appeal is considered void. The disciplinary action shall be final and non-appealable.



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12.01 Separation from Employment

a. Separation Processing

All employees who separate from the City will need to return records, property and other instruments belonging to the City before the last day of employment in addition to completing any required separation paperwork.

Human Resources will extend an invitation to each separating employee for an exit interview. If accepted, an appropriate interview schedule will be established. The exit interview is used to determine and document the reasons employees leave the City and to solicit constructive feedback to improve effectiveness and/or efficiency of City operations.

b. Types of Separation

(1) Resignation

An employee may leave the City service in good standing by submitting their resignation with at least two weeks' advance notice. The Department Director may waive any portion of the notice period.

(2) Reduction in Force

It is the City of Friendswood's policy that a Reduction in Force ("RIF") is to be considered as a last resort, to be used only after other alternatives to meeting the financial crisis have been considered. Prior to initiating a reduction in force, the City will consider less drastic alternatives, such as, but not limited to, wage and hiring freezes, early retirement programs, salary reductions, transfers to new positions within the City and shifts from full time to part-time work as methods to solve the financial crisis.

(3) Incapacity

An employee may be separated for incapacity for medical reasons when the employee no longer meets the standards of fitness required for the position or can no longer perform the essential duties with or without an accommodation. A finding of incapacity shall be made through individual medical determination by a competent authority as determined by the City.

Separation for incapacity shall not be considered disciplinary action and shall not operate to deny an employee the use of any accrued illness, injury, disability, or other benefits.

(4) Job Abandonment

An employee who is unable to report to work at the designated time is required to notify the employee's supervisor. Employees who fail to report to work without notifying their supervisor of an absence, and without just cause, will be considered



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absent without leave, and are subject to disciplinary action up to and including termination. If an employee is absent from work without notice for three consecutive workdays, they are considered to have abandoned their job. A Notice of Termination shall be sent via certified mail to the employee's last known home address in these circumstances.

(5) Retirement

Eligible employees may be separated by retirement in accordance with the requirements established by the Texas Municipal Retirement System ("TMRS").

(6) Termination

The City may terminate an employee at any time with or without cause and with or without notice, except for those employees subject to Section 614.023 of the Texas Government Code.

(7) Death

If an employee dies while employed with the City, the beneficiary or estate will be paid all appropriate earned pay and payable benefits. This process will be coordinated by the Human Resources Department with assistance from the Administrative Services Department and the City Attorney's Office.

12.02 Reinstatement

a. Employees Return Following a Reduction in Force

An employee who was previously part of a Reduction in Force may be recalled to work at any time provided the person remains qualified to perform the duties of the position.

b. Return from USERRA Leave

In general, if the employee has been absent from a position of civilian employment by reason of service in the uniformed services, the employee will be eligible for reemployment under the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") by meeting the following criteria:

- (1) The City had advance notice of the employee's service;
- (2) The employee has five years or less of cumulative service in the uniformed services in the employee's employment relationship with the City;
- (3) The employee returns to work in a timely manner as defined under USERRA; and,
- (4) The employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Providing that the uniformed services member meets all criteria, the City of Friendswood shall provide the following:



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- (1) Prompt job reinstatement,
- (2) Accumulation of seniority, including pension plan benefits,
- (3) Reinstatement of health insurance,
- (4) Training/retraining of job skills, including reasonable accommodations for a disability, and
- (5) Protection against discrimination.

To be eligible for protection under USERRA and this policy, the uniformed services member must report back to work or apply for reemployment within the following guidelines:

1-30 days of service	Report next scheduled workday
31-180 days of service	Apply within 14 days after completion of service
181+ days of service	Apply within 90 days after completion of service

An employee reinstated following USERRA leave shall be treated the same as an employee returning from leave of absence without pay and be entitled to the same benefits. Restoration of seniority and benefits shall be in compliance with State and Federal laws.



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2.01 In General

It is the administrative rule of the City of Friendswood to treat all employees, citizens, contractors, and customers with dignity and respect. Consistent with this administrative rule, the City is fully committed to a workplace that is founded on equal opportunity and free from unlawful discriminatory action.

The City upholds four core values:

- Trust
- Respect
- Accountability
- Quality

These values play an important role in guiding our actions at the City. These foundational values provide our employees a baseline for determining appropriate workplace conduct and behavior.

As part of the New Employee Orientation Program, new employees will be trained on the City's policies and practices to prevent discrimination, retaliation, harassment, and sexual harassment, as well as communicating in a diverse organization. To support the core values, training is required of all new employees.

Employees have the responsibility to understand all aspects of these policies and are trusted to act responsibly to maintain a respectful working environment, free from discrimination, retaliation, harassment, and sexual harassment allowing each employee to perform to their maximum potential.

2.02 Responsibilities

Discrimination, retaliation, harassment, and sexual harassment can be prevented if each employee will treat others with respect, courtesy, and maintain a professional working relationship.

Anyone believing that they have been discriminated against, retaliated against, harassed, sexually harassed or has observed what they believe to be misconduct of this nature should:

- Inform the offending individual that their behavior or action is not welcome and ask him/her to stop immediately. Be specific with the offending individual about the behavior that the employee wants stopped and its negative effects. If the employee feels uncomfortable in a face-to-face discussion with the offending individual, the employee should state their position in writing to the offender.
- If this does not result in resolution, the employee may report the alleged act immediately using the processes outlined in Section 3.04 of these Administrative Rules.

a. Employee Guidelines

Employees are required to follow the following guidelines:

- Be aware of, understand, and comply with, the City's Personnel Policies and Administrative Rules.



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- Evaluate in advance the possible impact of your actions on others --- if employees have any doubts about whether their behavior might be offensive, DON'T DO IT!
- Ask themselves the following questions: Would I do or say the same thing if my supervisor, spouse, parent, or child were present? Would I take the same action if I knew it would be published with my name in the local newspaper or social media? How would I feel if someone else said or did the same thing to a member of my own family?
- Be courteous and respectful of others and their individual differences.
- Cooperate fully and honestly with the individuals involved with investigating allegations of inappropriate conduct.

b. Management Guidelines

The City's Directors and supervisors are responsible for promoting and maintaining a workplace which is free from discrimination, retaliation, harassment, and sexual harassment, by taking the following actions:

- Set a personal example by carefully monitoring their own actions/language to treat others with respect and dignity.
- Ensure every employee in their department/division (both full-time and part-time) is fully aware of and has access to the City's policies and resources to find out additional information.
- Take all harassment allegations seriously and provide a supportive environment to help resolve the individual's concerns. Remain impartial/non-judgmental while listening to the individual's concerns.
- Maintain an open-door administrative rule to encourage those with concerns to come forward.
- Contact the Human Resources Department to obtain guidance when informed and/or alerted to an allegation of inappropriate conduct.

c. Human Resources Guidelines

The Human Resources Department is responsible for promoting and maintaining a workplace which is free from discrimination, retaliation, harassment, and sexual harassment, by taking the following actions:

- Initiate a prompt, objective formal or informal investigation of all allegations. The investigatory information will remain confidential except for individuals identified as need-to-know.
- Provide involved parties with an opportunity to present their perceptions and remain impartial/non-judgmental during the investigatory process.
- Assist the department in taking consistent and appropriate disciplinary action when warranted based on the facts surrounding the situation and provide feedback to the appropriate individual(s) regarding the final resolution.
- Provide training to all City employees on a regular and timely basis.
- Review program results and make recommendations to the City Manager to improve the program as required.



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2.03 Consequences

Any violation of these policies may result in appropriate disciplinary action, up to and including termination. In addition, an employee found to not cooperate or provide full disclosure in an investigation may be subject to disciplinary action, up to and including termination.



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3.01 Discrimination and Retaliation Prevention

a. Purpose

The purpose of this administrative rule is to prevent discrimination and retaliation at all levels of employment with the City and to provide a uniform procedure for consistent, fair, and timely resolution of discrimination and retaliation complaints of City employees.

b. Scope

This administrative rule applies to all City employees, including full-time, part-time, temporary/seasonal, elected officials, and volunteers/community service workers.

c. Prohibitions

The City of Friendswood expressly prohibits discrimination and retaliation at all levels of City employment.

This administrative rule covers discrimination allegations of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, age, disability, or genetic information, as well as any other category protected by federal, state, or local laws, in promotion, transfer, compensation, terms, conditions, or privileges of employment. Further, the City has made a full commitment that it will not discriminate against any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. An applicant, employee, or employee who is seeking a promotional opportunity and is requesting an accommodation should contact the Human Resources Department and complete the City's *Reasonable Accommodation Request Form*.

This administrative rule also covers claims that an employee is being retaliated against for reporting a violation of law (Whistleblower), opposing unlawful discriminatory employment practices, making a good faith complaint under this Administrative Rule, or for participating in the investigation of such a complaint.

d. Accommodation Procedure

(1) Requesting an Accommodation

If an employee or someone on behalf of the employee believes that an accommodation is needed, they should contact the Human Resources Department and complete the *Reasonable Accommodation Request Form* to begin the interactive process.

(2) Assessing Accommodation Requests

The City will make every effort to offer reasonable accommodation to enable employees to perform the essential functions of their positions when the employee



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cannot otherwise perform the essential functions of their position. A requested accommodation may not be deemed reasonable if:

- The need for an accommodation could not be properly substantiated;
- The requested accommodation would not be effective in ensuring the employee is able to perform the essential functions of his/her position; or
- The requested accommodation would impose an undue hardship on the operations of the City.

The City has discretion to determine whether a requested accommodation poses any undue hardship for the City and in determining what type of accommodation will be provided.

e. Discrimination and Retaliation Complaint Procedure

If any employee feels that they have been discriminated or retaliated against in violation of this administrative rule, they should immediately report the alleged activity using the process outlined in Section 3.04 of these Administrative Rules. Employees have the right to report the incident to any manager or supervisor, and the right to file a complaint. A complaint received by a manager or supervisor will be promptly forwarded to the Director of Human Resources. Complaints should be made in writing. Any anonymous complaint will be investigated fully based on the information provided in the original complaint. Anyone who has observed discriminatory or retaliatory conduct should immediately report it to their Department Director. A complaint need not be limited to someone who was the target of discrimination or retaliation.

f. Investigation of Discrimination and Retaliation Complaints

The Director of Human Resources or designee shall cause the matter to be promptly investigated. All parties involved in the investigation of a complaint must provide full and complete information relevant to the complaint. The complainant and the accused party will be informed of the results of this investigation.

g. Possible Limits on Confidentiality

While the City will not disclose an investigation except as provided herein, under existing Texas law, confidentiality cannot be assured, and requests may need to be referred to the Attorney General. An investigation of a complaint may necessitate divulging information to individuals who are directly named in the complaint, or who may have witnessed the alleged discriminatory/retaliatory activity, or others with a need or right to know.

h. Retaliation

Retaliation, in any form, against an employee for reporting a complaint in good faith under this administrative rule, or for assisting in the investigation of such a complaint, is prohibited. Any incident of retaliation shall be immediately reported in writing by the employee to their Department Director.



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i. Consequences for Violation of this Administrative Rule

If, after an investigation of the allegations, the City of Friendswood determines that an employee has discriminated or retaliated against another in violation of this administrative rule, disciplinary action, up to and including termination will be taken against the perpetrator. Supervisors are accountable and have an obligation to pursue a discrimination and retaliation-free workplace environment.

3.02 Harassment Prevention

a. Purpose

The purpose of this administrative rule is to prevent harassment at all levels of employment with the City and to provide a uniform procedure for consistent, fair, and timely resolution of harassment complaints of City employees.

b. Scope

This administrative rule applies to all City employees, including full-time, part-time, temporary/seasonal, elected officials, and volunteers/community service workers.

c. Prohibitions

The City of Friendswood expressly prohibits harassment at all levels of City employment.

The City of Friendswood does not condone and will not tolerate harassment of any of its employees on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, age, disability, or genetic information, as well as any other category protected by federal, state, or local laws.

Harassment may include physical or verbal conduct, including jokes which belittle, denigrate, or intimidate on the basis of the above listed categories, or insulting remarks, as well as graphic representations. Harassment is abusive, obscene, or threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass or injure another. Harassment of employees by supervisors, co-workers, elected officials, citizens, customers, visitors, contractors, or other third parties will not be tolerated.

d. Harassment Complaint Procedure

If any employee feels that they have been harassed in violation of this Administrative Rule, they should immediately report the alleged harassment using the process outlined in Section 3.04 of these Administrative Rules. Employees have the right to report the incident to any manager or supervisor, and the right to file a complaint. A complaint received by a manager or supervisor will be promptly forwarded to the Director of Human Resources. Complaints should be made in writing. Any anonymous complaint will be investigated fully based on the information provided in the original complaint. Anyone who has observed harassing conduct should immediately report it to their Department Director. A complaint need not be limited to someone who was the target of harassment.



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e. Investigation of Harassment Complaints

The Director of Human Resources, or designee, shall cause the matter to be promptly investigated. All parties involved in the investigation of a complaint must provide full and complete information relevant to the complaint. The complainant and the accused party will be informed of the results of this investigation.

f. Possible Limits on Confidentiality

While the City will not disclose an investigation except as provided herein, under existing Texas law, confidentiality cannot be assured, and requests may need to be referred to the Attorney General. An investigation of a complaint may necessitate divulging information to individuals who are directly named in the complaint, or who may have witnessed the alleged harassing conduct, or others with a need or right to know.

g. Retaliation

Retaliation, in any form, against an employee for reporting a complaint in good faith under this administrative rule, or for assisting in the investigation of such a complaint, is prohibited. Any incident of retaliation shall be immediately reported in writing by the employee to their Department Director.

h. Consequences for Violation of this Administrative Rule

If, after an investigation of the allegations, the City of Friendswood determines that an employee has harassed another individual in violation of this administrative rule, disciplinary action, up to and including termination will be taken against the harassing employee. If an individual other than a City employee is in violation of this administrative rule, other appropriate actions will be taken. Supervisors are accountable and have an obligation to pursue a harassment-free workplace environment.

3.03 Sexual Harassment Prevention

a. Purpose

The purpose of this administrative rule is to prevent sexual harassment at all levels of employment with the City and to provide a uniform procedure for consistent, fair, and timely resolution of harassment complaints of City employees.

b. Scope

This administrative rule applies to all City employees, including full-time, part-time, temporary/seasonal, elected officials, and volunteers/community service workers.

c. Definitions

The City of Friendswood does not condone any behavior or action which constitutes sexual harassment. Under the Equal Employment Opportunity Commission (EEOC) guidelines, sexual harassment in the workplace is described as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:



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- submission to such conduct is either expressed or implied as a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

d. Prohibitions

The City of Friendswood expressly prohibits sexual harassment at all levels of City employment.

Sexual harassment of employees by supervisors, co-workers, elected officials, customers, visitors, contractors, or other third parties will not be tolerated. The City of Friendswood specifically prohibits the following behaviors:

(1) Unwelcome Sexual Advances

Unwelcomed sexual advances are defined as any invitation, no matter how blatant or subtle, which is intended to result in coerced sexual intercourse; requests for sexual favors; and all other verbal or physical conduct of a sexually offensive nature, especially where:

- submission to such conduct is clearly expressed or implied as a condition of employment by the person with authority by directly or indirectly threatening to base work-related decisions affecting an individual's employment on such submissions (e.g., promotions, desirable work assignments, future job opportunities, performance appraisals, merit pay recommendations, disciplinary actions up to and including termination). This is known as "Quid Pro Quo" harassment which means "this for that." Quid Pro Quo harassment occurs when a supervisor makes submission to sexual conduct a term or condition of employment and uses it as a basis for employment decisions that affects subordinates; or
- such conduct has the purpose or effect of creating a hostile work environment. Examples of this type of sexual harassment include repeated, unwelcome sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; the display of sexually suggestive objects, pictures, or words; any uninvited and unwelcome physical contact or touching including patting, hugging, pinching, or constant brushing against another's body; threats, or assaults. A hostile environment is created when there is conduct occurring that a "reasonable" person standing in the shoes of the victim (whether female or male) would find offensive, and the conduct interferes with the victim's peace of mind, ability to do her/his job, or alters the nature of the work environment or employment relationship (even if the employee's salary, benefits, promotional and advancement opportunities, are not affected).



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Generally, for a hostile work environment to exist, more than an isolated incident must occur.

(2) Continued or Repeated Sexually Explicit Comments or Behavior.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcomed, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- unwelcome sexual advances, whether they involve physical touching or not;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, the use of derogatory and insulting terms related to an employee of the same or opposite sex, comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, calendars, cartoons, or text;
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments or sounds;
- inquiries into one's sexual experiences;
- discussion of one's sexual activities; and
- use of electronic media in violation of this administrative rule.

e. Sexual Harassment Complaint Procedure

If any employee feels that they have been sexually harassed in violation of this administrative rule, they should immediately report the alleged harassment using the process outlined in Section 3.04 of these Administrative Rules. Employees have the right to report the incident to any manager or supervisor, and the right to file a complaint. A complaint received by a manager or supervisor will be promptly forwarded to the Director of Human Resources. Complaints should be made in writing. Any anonymous complaint will be investigated fully based on the information provided in the original complaint. Anyone who has observed sexually harassing conduct should report it to their Department Director. A complaint need not be limited to someone who was the target of harassment.

f. Investigation of Sexual Harassment Complaints

The Director of Human Resources, or designee, shall cause the matter to be promptly investigated. All parties involved in the investigation of a complaint must cooperate fully and provide full, complete known information relevant to the complaint. The complainant and the accused party will be informed of the results of this investigation.

g. Possible Limits on Confidentiality

While the City will not disclose an investigation except as provided herein, under existing Texas law, confidentiality cannot be assured, and requests may need to be referred to the Attorney General. An investigation of a complaint may necessitate divulging information to individuals who are directly named in the complaint, or who may have witnessed the alleged harassing conduct, or others with a need or right to know.



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h. Retaliation Prohibited

Retaliation, in any form, against an employee for reporting a complaint in good faith under this administrative rule, or for assisting in the investigation of such a complaint, is prohibited. Any incident of retaliation shall be immediately reported in writing by the employee to the Department Director.

i. Consequences for Violation of this Administrative Rule

If, after an investigation of the allegations, the City of Friendswood determines that an employee has sexually harassed another in violation of this administrative rule, disciplinary action, up to and including termination will be taken against the harassing employee. Supervisors are accountable and have an obligation to pursue a sexual harassment-free workplace environment.

3.04 Complaint Procedures

a. In General

This administrative rule exists to provide employees a means by which they may report an incident if they are the target of or the witness to violations that may require corrective action. All City employees are encouraged to speak out when they are witnesses to inappropriate behavior that violates the City's Core Values, City wide policies and procedures, Departmental policies and procedures, Federal, State, or local laws.

The employee may first attempt to resolve the complaint by having a discussion with their supervisor. Employees are encouraged to use the organizational chain of command in these discussions, if possible. If this does not result in a resolution which is satisfactory to the employee, the employee may file a formal complaint. A complaint of a sensitive nature against a direct supervisor may be taken to the next level in the chain of command or to the Director of Human Resources or designee. Complaints involving harassment, sexual harassment, discrimination, or retaliation should be brought to the immediate attention of the Director of Human Resources or designee. The Director of Human Resources shall cause the matter to be promptly investigated.

b. Complaint

In order to file a complaint, the employee shall use the *City of Friendswood Complaint Form* and provide it to the Director of Human Resources, or designee, promptly after the cause of the complaint arises or becomes known to the employee. In some instances, an oral rendering of the complaint may serve as the basis of a written complaint.

c. Investigation

The Human Resources Department will cause the matter to be promptly investigated and will make recommendations for action, which could include a discussion forum for the resolution of the complaint.

Before corrective action may be taken on a complaint against a City employee, the complaint must be documented and include a statement of the specific remedial action



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requested. The complaint shall be presented to the Human Resources Department. The Director of Human Resources, or designee, shall cause the matter to be promptly investigated and shall make appropriate recommendations for action within a reasonable timeframe dependent upon the complexity of the complaint. The Director of Human Resources or designee will communicate the outcome of the investigation to the affected parties within ten (10) working days after completion of the investigation.

All parties involved in the investigation of the complaint must provide full and complete information relevant to the complaint. The complainant and the accused will be informed of the results of the investigation.

d. Possible Limits on Confidentiality

While the City will not disclose an investigation except as provided herein, under Texas law, confidentiality cannot be assured, and requests may have to be referred to the Attorney General. An investigation of a complaint may necessitate divulging information to individuals who are directly named in the complaint, or who may have witnessed the alleged behavior, or others with a need or right to know.

e. Retaliation Prohibited

The City is committed to upholding the requirements of all state and federal laws including applicable Whistleblower Act(s). The City will not suspend, terminate, or otherwise discriminate against an employee who appropriately reports a violation of law to an appropriate authority if the employee report is made in good faith.

Employee rights include:

- Right and/or duty to report violations of law,
- Right to report unsafe acts or conditions,
- Right to file a Workers' Compensation Claim,
- Right to file a grievance,
- Right to file a complaint of alleged misconduct, harassment, or discrimination.

Retaliation, in any form, against an employee for reporting a complaint in good faith or for assisting in the investigation of such a complaint, is prohibited. Any incident of retaliation shall be immediately reported by the employee to the Department Director or the Director of Human Resources, or designee.

f. Discipline

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Discipline, up to and including termination will be imposed upon any employee who is found to have engaged in conduct prohibited by this administrative rule. Likewise, disciplinary action will be imposed in situations where claims of prohibited conduct were untruthful, fabricated or exaggerated or when employees are untruthful during an investigation.



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3.05 PUMP Act-Compliant Workplace

a. Purpose

The City will provide a supportive environment, pursuant to state and federal law, enabling breastfeeding employees to express milk during working hours.

b. Applicability

This administrative rule and associated policy shall apply to all employees of the City, regardless of exempt status.

c. Lactation Location

The City shall provide a lactation location, other than a restroom, for expression of breast milk. This may include a location specifically designated as a lactation area by a department or it may be a non-designated area such as an employee's office, cubicle, or other area agreed upon by the employee and her supervisor. Whether a designated or non-designated location, a lactation location must be shielded from public view and free from intrusion from coworkers and from the public.

d. Standards

- (1) For one (1) calendar year after the birth of child, an employee is permitted reasonable break times to express milk during working hours. This policy should not, however, be construed to permit breastfeeding during working hours.
- (2) Whenever possible, employees should use their allotted breaks and mealtimes for the expression of milk.
- (3) For time that may be needed beyond the allotted break and mealtimes, an employee may use accrued leave (vacation or personal) in accordance with existing leave usage practices, unpaid leave, or may make up the time as agreed with her supervisor.
- (4) The employee may use a department designated lactation location, or, with permission of her supervisor, may use an identified non-designated lactation location.
- (5) Breastfeeding employees shall have access to running water for washing hands and rinsing breast pump parts.
- (6) Expressed milk may be stored in the common employee refrigerators or in the mother's own cooler. If stored in the common employee refrigerators milk must be labeled with the employee's name and date.
- (7) If any request is amended or denied, it is subject to review by the Department Director in coordination with the Director of Human Resources or designee.



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- (8) Requests for additional lactation arrangements beyond one (1) calendar year after the birth of a child will be referred to Human Resources to be considered on a case-by-case basis. The Department Director in coordination with Human Resources Department will approve or deny such requests.

e. Responsibilities

(1) Supervisors

Supervisors shall:

- (a) Identify department-designated lactation location;
- (b) Develop department specific procedures and practices as needed to implement this administrative rule;
- (c) Alert pregnant and breastfeeding employees about the City's workplace lactation policy and engage in an interactive process with employees to make arrangements that will help facilitate each employee's infant feeding goals;
- (d) Approve reasonable lactation arrangements and amendments as requested;
- (e) Identify agreed upon lactation location(s) with the employee at the time of the accommodation request. If use of a department designated lactation location is not feasible given the employee's work schedule, or work facility, a suitable non-designated lactation location must be identified for an employee's use; and
- (f) Ensure employee compliance with approved arrangements and subsequent amendments.

(2) Lactating Employee

A lactating employee shall:

- (a) Alert her immediate supervisor to her need for a lactation arrangement, and engage in an interactive process to arrive at an arrangement that will satisfy the needs of both the employee and the City. So as to avoid discomfort of the mother or disruption of operations, whenever possible, the employee should notify her supervisor of the need for a lactation arrangement prior to the start of her first shift after the birth of a child so that lactation arrangements may be agreed upon in advance;
- (b) Complete the City's *Lactation Arrangement Request Form* and submit it to her supervisor;
- (c) Upon approval of a lactation arrangement, keep her supervisor informed of changing needs so that appropriate amendments to the arrangement can be made to satisfy the needs of both the employee and the City;
- (d) Adhere as closely as possible to the location(s) and duration of breaks as identified in an agreed arrangement and subsequent amendments;
- (e) Clean the areas designated for milk expression after use;



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- (f) Assume all responsibility for the storage and security of her breastfeeding equipment and breast milk; and
- (g) Coordinate the use of the Lactation Location with other employees, as appropriate. If no mutual solution can be found, the employees' supervisors are responsible for scheduling.

(3) All Employees

All employees shall:

- (a) Assist in providing a positive atmosphere of support for breastfeeding employees;
- (b) Avoid harassment, discrimination, and insensitive remarks; and
- (c) Report violations of policy.

f. Violations

(1) Discrimination

Harassment or discrimination against any employee on account of her choice to express breast milk in the workplace is strictly prohibited. Employees found to have engaged in the foregoing may be subject to disciplinary action up to and including termination.

(2) Abuse of Administrative Rule

Abusing the availability of lactation breaks, taking excessive breaks, and taking breaks at a location or for a duration which is unreasonable, may result in discipline up to and including termination.

(3) Reporting

Alleged violations of this administrative rule should be promptly reported to the appropriate Department Director and/or the Human Resources Department.

3.06 Reasonable Accommodations for Pregnant Workers Policy

a. Applicability

This administrative rule and associated policy shall apply to all employees and applicants of the City, regardless of exempt status.

b. Accommodation Process

(1) Request

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the



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Human Resources Department. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable.

(2) Additional Information

Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

(3) Interactive Process

Upon receipt of a request for accommodation, a representative from the Human Resources Department will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the City will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.



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4.01 Vacancy Identification and Recruitment Process

These guidelines ensure best practices are followed when a vacancy is identified. When a vacancy is identified, the Human Resources Department should be consulted to assist with the recruitment and selection process.

a. Review of Job Requirements

At this time, the Hiring Manager will assess requirements and responsibilities of the position and ensure alignment of the current position requirements with service and operational requirements of the Department. The job description will be reviewed for accuracy and relevance at the time of vacancy, and appropriate job posting materials will be developed.

b. Establish Prescreening Requirements

The Hiring Manager, in coordination with the Human Resources staff, will determine pre-screening selection criteria and interview questions. If a panel interview is required, panelists must consistently apply the selection criteria to candidates. It is imperative that those involved in the selection process have a clear and shared view of the requirements and expectations for the vacant position. Should position specific pre-employment testing be required, these tests should be identified prior to the commencement of the selection process.

c. Posting Requirements

(1) General Requirement

Full-time regular vacancies will be posted for at least three (3) working days, unless otherwise directed by the Director of Human Resources. Each announcement shall contain a statement affirming the City's commitment to a practice of equal employment opportunity as well as the City's commitment to diversity and inclusion. Additionally, each announcement will contain the requirement that attendance is imperative for the position especially through emergency conditions.

(2) Exception

Should a department desire to fill a vacancy with a current employee within the department without posting for other candidates, the Department Director must provide written justification therefor, which must be forwarded to the Human Resources Department. The City Manager may fill the positions at or above the Department Director-level with or without posting the position as appropriate.

4.02 Applications

When a vacancy notice and requirements of the position are posted, a candidate may apply for the position through the designated system of record. Applications that are received for a posted position that meet the required qualifications will be accepted.



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4.03 Evaluation and Selection of Applicants

a. In General

These guidelines ensure best practice is followed through the selection process the objective of which is to identify the most qualified candidate for a position based on merit. Approval to fill a vacancy is provided by the Department Director, in line with the approved budget. Additional vacancies not included in the budget must be considered and approved by the City Manager or City Council as required.

As the objective of the selection process is to identify the most qualified candidate for a position based on merit, these guidelines may be used to identify a current employee for promotional purposes. These guidelines do not prohibit the promotion of an employee based on performance without completing a selection process.

b. Qualified Applicants

Qualified applications are forwarded to the Hiring Manager. The Hiring Manager, or panel if relevant, will review the list of applications received within the posting period so as to determine those applicants they want to interview. The Hiring Manager, or designee, will contact the applicant for the interview. The Hiring Manager is responsible for documenting the selection process as necessary, through interview notes, communication to the Human Resources Department, etc. The Hiring Manager is also responsible for notifying internal candidates if they will not be afforded an interview as they have not met the requirements.

c. Interview

The purpose of the interview is to complete the picture about the applicant that was formed through the initial review and screening process. The interview should seek to explore the qualifications presented in the applications and to assess verbal communication and interpersonal skills. For some positions, it is important to test a specific skill or knowledge. Key elements of the interviews and subsequent deliberations of the Hiring Manager, or interview panel, should be documented such that recruitment decisions are capable of review.

d. Conditional Offer of Employment

If the applicant is interviewed and is being considered for employment, the following shall occur:

- A job offer will be made contingent on applicant passing the pre-employment testing and satisfactory referral checks by the Hiring Manager.
- If the offer is accepted, the Human Resources Department will schedule pre-employment testing and perform background checks, which may include a criminal background, social security, and driver's license checks, in accordance with Section 4.035 of these administrative rules.
- Based on positions requirements, a physical and/or functional test (FCE), and drug screen may be administered.
- The Hiring Manager will send a completed *Personnel Status Change Form* to the Human Resources Department.



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- If the applicant passes all required testing, a hire date will be established by the Hiring Manager.

e. Unsuccessful Applicants

In an endeavor to develop employees, all internal applicants who are interviewed will receive feedback from the Hiring Manager as to the interview and selection process. Although not successful on this specific occasion, the information provided may be used in individual development plans.

When an offer of employment has been provided to the successful candidate, unsuccessful applicants who were interviewed should be notified of the outcome of the selection process.

Applications will be retained in the designated system of record at the conclusion of the recruitment process for the applicable retention period.

f. Assistance

The Human Resources Department can consult and advise throughout the selection process.

4.035 Background Checks

Background checks will be conducted by the Human Resources Department and reviewed on all part-time and full-time applicants for hire, transfer or promotion. This type of information is collected as a means of promoting a safe work environment for current and future City employees and the public at large. Background checks also help the City obtain additional applicant-related information that helps determine the applicant's overall employability. This ensures the proper stewardship of City resources while also protecting the security, safety and health of employees and citizens.

All convictions are evaluated on a case-by-case basis to determine if the applicant is eligible for hire. Consideration shall include, but not be limited to, the following factors:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense, conduct and/or completion of the sentence; and
- The nature of the job held or sought.

The City recognizes that its need to investigate potential employees' criminal histories and backgrounds must be balanced with the need to protect employee privacy. It is, therefore, prohibited for City employees and agents of the City to seek, use, or disclose background information except within the scope of their assigned duties.

All candidates for employment must voluntarily consent to the release of information which may include conviction and non-conviction data, and investigative consumer reports, also known as reference check, which may include information as to character, general reputation, personal characteristics, credentialing information, and information on licensing.



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4.04 Disqualification

Any false statement or omission of any information from an applicant shall result in disqualification for consideration for that position or termination if the individual has already begun employment.

4.05 Promotion Guidelines

a. In General

The City supports the career development of employees and the promotion of those who are capable of assuming job duties and responsibilities that are higher in character.

A promotion is defined conceptually as the assumption of job duties and responsibilities that are higher in character and scope than in the previous job. For the purpose of salary administration, a promotion occurs when the new job is one (1) grade higher than the prior job or from a non-supervisory to a supervisory position. Supervisory control involves the authority to schedule, assign, and evaluate work, hire, fire and discipline, or effectively recommend these actions, and schedule/approve leave.

b. Performance Review

During the first six (6) month period and at the annual review cycle, the employee's performance in the new position will be reviewed and formally evaluated. An employees must complete at least six (6) months of service in their current position and be meeting expectations before they are eligible for consideration in another position with the City, unless authorized by the Human Resources Director or designee.

c. Compensation

The salary range, the requirements of the job, and the person's qualifications are the primary considerations for a salary offer. Additionally, the amount of the salary increase will be based on the salaries of other employees more experienced in the job (internal equity) and the employee's current salary. Human Resources Department will coordinate with the hiring department to determine promotional salary offers for all employees. Under no circumstances should the salary offer be discussed with the candidate until approved by the department and the Human Resources Department. The employee's evaluation date shall be changed to the effective date of the promotion.

4.06 Temporary Promotions

a. Permitted

A temporary promotion may be used to ensure the proper performance of the City functions if a position is vacant or its regular incumbent is absent for more than two consecutive pay periods. This arrangement also provides a developmental opportunity for employees.

Requests for the temporary promotion should be in memo form from the Department Director to the Director of Human Resources for authorization. All requests for temporary



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promotion must state a specified period of time and the employee's name and qualifications to fill this temporary position.

In the event that a Department Director is unable to identify a suitable employee to act in a temporary vacancy, the Director may ask for the position to be posted internally only. The posting would outline the expected term of the vacancy, job requirements and closing date. Interested staff should submit a brief written application to the Director. The Director, or designee, would proceed with short listing or interviewing as required to determine the most appropriate temporary resource. It is recommended that feedback be provided to applicants.

Employees selected to fill the temporary vacancy, who do not meet the minimum qualifications of the position, will not be considered for a promotion if the position becomes vacant.

b. Compensation

Employees approved for placement into a temporary vacancy may receive additional compensation only in cases of a formal temporary promotion. Formal temporary promotion is where the employee meets the minimum job requirements and warrants movement of the employee to the minimum salary for the grade in which the position is assigned, or 5% added to the employee's current salary, whichever of the two is greater. For temporary promotions to the position of Assistant Director or above, the employee will receive 10% of current salary, or minimum of the pay grade, whichever of the two is greater.

If the employee's performance evaluation is scheduled during the timeframe they fill the temporary vacancy, the percentage of increase, if warranted, will be added to the salary the employee was paid prior to the acting salary.

c. Re-Instatement

Employees placed in a temporary vacancy will resume their prior position and salary once the period is complete. Employees selected to act in the temporary vacancy will not be guaranteed a promotion into that position if it becomes vacant.

4.07 Transfers

A regular, full-time City employee aspiring to transfer to a vacant position may make a request by notifying their immediate supervisor and completing a formal application. Should the employee be identified as the top applicant for the position, final arrangements for the transfer shall be coordinated between the Department Directors and the Director of Human Resources.

Nothing within this section shall prevent a Department Director from transferring an employee within the department to another position within the department, provided the new position is a lateral move (same job description and pay range). In addition, Department Directors may also make interdepartmental transfers subject to the terms of the personnel policy and these rules.



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Temporary transfers or reassignments may be within the same department or among departments, at the recommendation of the Department Director, and with the approval of the City Manager, if a vacant position is available and the employee can perform the essential functions of the position, with or without reasonable accommodation, or as a result of discontinuances of available funding.

4.08 Demotion Guidelines

a. Generally

It is the City's desire to appropriately fill all positions with qualified staff to ensure the success of the organization and the individual. It may be necessary, on occasion, for an individual to be placed into a position that is lower in pay grade. A demotion may be voluntary from the employee or may be involuntary.

b. Voluntary Demotions

Voluntary demotions are not encouraged. However, if an employee chooses to apply for a position that is lower in pay grade, the appropriate salary adjustment will be made. In order for the employee to be eligible for the position, they must meet the minimum qualifications of the current open position.

c. Involuntary Demotions

Involuntary demotions may be required in the following situations:

- Disciplinary demotions result when an employee violates departmental or City policies, or performs other actions that warrant discipline; or
- Non-disciplinary demotion results when an employee does not effectively perform the duties required in the job or when an employee no longer meets the minimum qualifications for the job due to the job requirements changing (i.e., certification).

d. Compensation

Demotions require a salary adjustment. A demotion shall not fall below the minimum rate or above the maximum rate for the pay grade of the new job. The Human Resources Department will coordinate with the hiring department to determine the salary adjustment. The salary of individuals currently occupying the position will be taken into consideration to ensure equity.



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5.01 Salary

a. Classification

To ensure positions with similar levels of responsibility and work value are allocated similar classification levels, the City uses classification descriptors to objectively evaluate positions.

The evaluation of a position's classification occurs for a variety of reasons. These include the creation of a new position, the advertising of a vacant position, major changes to a position description, revisions of a job description, an organizational restructuring, or a request for reclassification. The classification process deals with the assessment of the position and not the occupant of the position.

Changes to the job description of an approved position must always be made in consultation with the employee who holds the position. Major changes must be submitted by the Department Director to Human Resources for assessment. These changes may include the inclusion of a completely new function, an increase in responsibility in a function which is currently performed and/or, increased responsibility in delegating and directing the work of others and accepting responsibility for their work.

Minor changes to a job description may be authorized by the Department Director and may include editorial changes, such as changes in the language but not the duties, rearrangements of existing duties to a minor extent; and/or, reallocation of duties between positions classified at the same level within department.

b. Classification Descriptors

The classification descriptors are the primary factor for determining the classification of positions at all levels. These descriptors focus on:

(1) Education, training and experience

Education and training refer to the process of acquiring skills and knowledge through formal education, on-the-job instruction or exposure to procedures. Experience is the process of acquiring skills and knowledge through previous employment.

(2) Task level

The type, complexity and responsibility of tasks typically performed by employees within each classification level.

(3) Judgment and Problem-Solving

Judgment is the ability to make sound decisions based on an understanding of relevant procedures and recognizing the consequences of decisions taken or actions performed. Problem solving is the process of defining or selecting the appropriate course of action.



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(4) Supervision and Independence

This dimension covers both the way in which employees are supervised or managed and the role of employees in supervising or managing others. Independence is the extent to which an employee is able (or allowed) to work effectively without supervision or direction.

(5) Organizational Relationships and Impact

The level of knowledge and awareness of the organization, its structure and functions that would be expected of employees at each proposed classification level and the purposes for which that organizational knowledge may be used. Impact refers to the level of influence employees may have on the organization.

(6) Work Value

Work value refers to the merit of the work done in relation to achieving the City's objectives. It is based on an assessment of the nature of the training, skill and responsibility required. A change in work value may mean a change in the type of work performed, the skills required to carry out important aspects of the work, the responsibilities required of the position, or the conditions under which the work is carried out. Comparative positions play a role in ensuring equity and to produce a measurement of work value. The use of comparatives can provide a measurement of work but are of lesser significance in determining the classification of a position than the descriptors.

c. Reclassification Process

Reclassification of a position is based on significant change to the work value of the position. The classification descriptors are used to objectively evaluate the position classification. As a result, positions with similar levels of responsibility and work value are allocated similar classification levels in the City. Reclassification of a position may be required as a position has an increase or decrease in responsibilities in current duties, including the supervision of employees or new duties at a higher or lower level.

Increases in work volume at the same classification cannot form the basis of a case for reclassification.

All classification assessments are undertaken by the Director of Human Resources, or designee. Unless otherwise approved by the Director of Human Resources, reclassification requests shall be submitted in conjunction with departmental budget requests. No reclassification shall occur for the purpose of circumventing regulations, rules or procedures relating to demotion or promotion. The employee's anniversary date shall remain the same.

5.02 Advance Pay

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)



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5.03 Record Keeping

Each employee has the responsibility for accurately reporting hours worked. While prior approval for overtime is required, when extra hours are claimed these hours will be paid to the employee. Should an employee require additional work hours to perform their job function, they are to notify the supervisor in advance that overtime will be required and receive approval prior to working. *See Section 5.12 of the Administrative Rules.*

Any violation of this Administrative Rule may result in appropriate disciplinary action, up to and including termination.

5.04 Release of Payroll Checks

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

5.05 Hours Worked - Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, and child labor standards affecting full-time and part-time workers.

a. Work Week/Work Period

The standard work week determined by the Fair Labor Standards Act is a seven (7) consecutive day period. For Police personnel who work a shift schedule, the City has adopted a 14 consecutive day work period under the 207(k) provision of the Fair Labor Standards Act.

b. Rest and Meal Periods

The 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.

Rest or coffee breaks are of short duration, usually from 5 to 10 minutes. Rest breaks are considered as compensable hours worked if less than 15 minutes. Rest breaks shall never interfere with the proper performance of an employee's work responsibilities and department work schedules.

In fairness to all employees, individuals who smoke are expected to comply with this administrative rule on breaks. Smoke breaks that are excessive in number or duration or that interfere with the employees' job performance or the department's operations may be addressed through the disciplinary process.

Each employee should take an unpaid lunch period each day. The time for lunch each day shall be thirty minutes or one hour as set by each department. Meal periods are designated by the individual departments and may be staggered in order to minimize departmental interruption. The employee must be completely relieved of duties both active and inactive. If the employee is not completely relieved of duties, then the meal period is considered hours worked. An employee who is unable to take a lunch period must report this to their



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supervisor and must be reported on that day's timecard. Working through lunch requires prior approval by the supervisor.

Managers may control inappropriate use of rest and meal periods, or unauthorized work during meal periods, by utilizing the disciplinary process.

c. **Work Time**

The City consistently applies the definition of work time so as to ensure equitable compensation of employees across the City. Work time is defined as all time spent in physical or mental exertion, controlled or required by the City and pursued necessarily and primarily for the benefit of the City. The supervisor is responsible for determining an appropriate work schedule for employees, based on operational requirements.

5.06 **Overtime under FLSA**

a. **In General**

The City's intent is to provide consistent, fair and equitable compensation for employees who work in excess of 40 hours in a 7-day work period or as defined below for police patrol. The City will comply with the provisions of the Fair Labor Standards Act (FLSA).

The scheduling of overtime and compensatory time is made in advance when possible and as determined by management. All employees may be required to work hours in excess of their regular hours, when necessary, as determined by management. Extra work assignments shall be rotated as evenly as possible among qualified employees. All overtime must be approved by the Department Director, or designated representative, prior to working in excess of scheduled hours.

b. **Overtime for Police Patrol Personnel**

Police patrol personnel have special provisions for overtime pursuant to Section 207(k) of the Fair Labor Standards Act and Texas law. All such rules shall be consistent with the Fair Labor Standards Act and applicable Texas law.

Pursuant to Section 142.0015(j) of the Texas Local Government Code, a work period for non-exempt police patrol personnel is defined as 80 hours within a fourteen (14) day work period. Any time less than one quarter hour is not compensable.

5.07 **Compensatory Time Agreement**

The City and its employees agree as follows:

- Overtime Hours may be compensated in the form of pay or compensatory time, as determined appropriate by the Department Director. Overtime compensated as compensatory time shall be calculated at the rate of one and one-half hours for each hour of overtime worked. Additional hours worked that do not qualify for overtime under FLSA shall be paid hour-for-hour as compensatory time or regular pay, as determined by the Department Director. An employee who has accrued compensatory time and requests use



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of this time may be permitted to use the time off within a "reasonable period" after making a request if it does not "unduly disrupt" the operation of the City.

- The City may at any time elect to pay for any portion of or all of the employee's accrued compensatory time. When an employee is promoted, demoted or moves from a non-exempt to an exempt position, the City will pay out all accrued compensatory time. Additionally, when an employee changes departments the City will pay out all accrued compensatory time.
- The City may also require employees to take time off in order to reduce their accrued compensatory time. Otherwise, compensatory time may be used the same as other leave times.
- Upon termination, an employee who has accrued compensatory time shall be paid for the unused time at their current rate of pay.
- To ensure the efficient operations of the departments, the maximum hours allowed for accrued compensatory time cannot exceed 80 comp hours for all employees. Hours in excess of this amount will be paid to employees in March and September.

5.08 FLSA Flex Time

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

5.09 Exempt Employees

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

5.10 Standby and On-call Time

a. In General

The City's intent is to provide consistent, fair and equitable compensation for employees scheduled for standby and on-call status in order to provide services after normal business hours to the City of Friendswood. The Department Director will have the primary responsibility for defining those particular job functions that should be operating under this procedure, and the personnel who shall be operating as standby personnel during each standby period.

b. Defined

On-call is all time after regularly scheduled working hours when a non-exempt employee is designated to be available for call-back. If called back, compensation shall be paid for actual hours worked, but no less than two (2) hours. Time spent traveling to respond to an emergency call that occurs within one (1) hour before the regular work period is scheduled to begin, shall not be counted as hours worked. All full-time employees who are waiting to be engaged (on call) and are subsequently called into service shall be paid from the moment they are on-site or clocked-in, if required, until the job is completed (two hours minimum).



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c. Compensation

FLSA provides that time is compensable when an employee is required to remain on-call on City premises or so close to the premises that the employee cannot use the time effectively for his own purposes. Conversely, time is not compensable when an employee is only required to leave work as to where he may be reached.

d. Requirements

The employee may be required to wear a cellphone or other communication device and shall promptly respond to calls. The employee will be responsible for following established procedures and supervisor directions while serving on designated standby. The employee may pursue personal activities but is prohibited from consuming alcohol, illegal drugs, or any other substance (legal or illegal) that may impact the employee's ability to perform duties in a safe and capable manner.

e. Failure to Respond

Refusal to be on-call or failure to respond while on call may result in disciplinary action up to, and including, termination.

5.11 Travel and Training Time

Department of Labor FLSA guidelines provide that travel must be job related to be considered work hours. Whether an employee's travel time must be counted as hours worked depends on the kind of travel involved.

a. Travel

(1) Commuting

Employees who travel to and from their homes to work are commuting, which is not worked time. The same rule applies even if the work site changes every day.

(2) Travel in a Day's Work

The time employees spend traveling from job site to job site during the day is working time.

(3) Travel Away from Home Overnight

This travel time is hours worked during an employee's regular work hours. It will also be considered hours worked if the employee travels during the corresponding hours on non-workdays.

(4) Travel as the Driver of an Automobile

Travel time spent driving an automobile with one or more passengers, is treated as work hours, regardless of whether the travel takes place within normal work hours or outside of normal work hours.



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(5) Travel as the Passenger of an Automobile

Travel as a passenger is only compensable to the extent that it cuts across the employee's normal work schedule unless the passenger is engaged in productive work.

The travel authorization process and list of reimbursable expenses are available from the Administrative Services Department. To claim travel expenses, the employee will complete the *Travel and Training Expense Statement* in which a detailed record of their expenses must be stated and supported by receipts, unless specifically exempted by the administrative rule.

b. Training Time

City-required attendance at training or other meetings, whether before, during, or after an employee's regular work schedule, is work time. In order to request compensation for travel time to attend training, the training must be part of the employee's current job. Attendance at lectures, meetings, training programs, and similar activities need not be counted as working time if these four criteria are met:

- Attendance is outside of the employee's regular working hours;
- Attendance is, in fact, voluntary;
- The course, lecture, or meeting is not directly related to the employee's job; and
- The employee does not perform any productive work during such attendance.

Training is not considered voluntary if the employee is led to believe that his present working conditions, or the continuance of his employment, would be adversely affected by nonattendance.

Attendance could be considered working time if the training is directly related to the employee's job, that is, it is designed to make the employee handle his job more effectively, as distinguished from training him for another job, or to a new additional skill level. Professional development training is not considered part of the employee's current job, but rather a development tool for future consideration regarding promotions and/or future responsibilities.

5.12 Reporting Hours Worked

a. Electronic Timekeeping System

The purpose of this administrative rule is to set procedures for using the City's electronic timekeeping system to ensure accurate reporting of time worked by employees and use of any time-off benefits.

b. Employee's Responsibilities

All employees are responsible for accurately recording their time worked using the Executime system. The employee's network identification/login is their "electronic signature" and the use of this implies the employee's knowledge and approval of the time and attendance information. Usage of either of these by anyone other than the intended user is grounds for disciplinary action up to and including termination.



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Failure to comply with any provisions of this administrative rule and/or falsification of Executime documents could result in disciplinary action up to and including termination.

Employees are required to record their work hours by clocking in and out of the system if they are not set on a schedule in Executime. The Department Director will determine the time collection method to be used.

Time-off requests should be entered in accordance with department administrative rules.

c. Supervisor's Responsibilities

Supervisors must review and approve all time and attendance records before they are submitted for payroll processing. During this review/approval cycle, it may be necessary for supervisors to adjust time and attendance to correct any errors in order to provide timely and accurate payroll. It is impermissible for any supervisors or payroll processor to intentionally or knowingly approve false records.

The employee's hours need to be approved by a person with knowledge of the employee's hours worked. A supervisor who is absent for a period of time is allowed to temporarily assign approval responsibilities to another person.

5.13 Method of Payment

Wages and salaries shall be paid on a bi-weekly basis (twenty-six pay periods per year) through Electronic Funds Transfer (EFT). If a scheduled payday falls on a holiday, pay shall be issued the day preceding the holiday.

5.14 Certification Pay

a. In General

The City of Friendswood encourages its employees to participate in advanced training. Additional training is important to the employees and is a benefit to the operation of the City of Friendswood. Levels of training and certification for the training should be recognized. It is the intent of this administrative rule to formally establish standard criteria by which compensation for certificates may be awarded.

The purpose of this administrative rule is to provide for uniform standards of practice and procedure.

b. Guidelines

The following guidelines shall apply to all departments in administering certification pay programs, which shall be effective from the date of the last revision listed above.



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(1) Approval

All certification pay plans, additions, and/or deletions must be reviewed by the Human Resources Department. The City Manager or designee must grant final approval of all certificate pay plan changes prior to implementation.

(2) Contingent upon Appropriation

Approval by the City Manager and subject to and contingent upon City Council's approval of an annual budget that provides funding.

(3) Eligibility

- (a) All full-time employees, other than Department Directors, Assistant City Manager(s), and City Manager, shall be eligible for certification pay.
- (b) Employees must have successfully completed their new hire Probationary period to be eligible for certification pay.
- (c) An employee must notify their supervisor or department director of their desire to obtain a certification that could be eligible for certification pay.
- (d) The certification must pertain to and represent an approved course of study with a defined curriculum, testing and a continuing education component to retain or maintain the certification.
- (e) In order to receive compensation, the certification must be deemed beneficial to the City and be related to the employee's work responsibilities or prepare the employee for advancement within their department.
- (f) The certification cannot be a minimum requirement for the employee's position.
- (g) Certification pay shall be forfeited if an employee is transferred or transfers to a position where the certification is not applicable.

(4) Responsibility

(a) Department Director

It is the Department Director's responsibility to provide the justification and documentation to determine and support the level of certificate pay for each employee. The Department Director will make this determination in coordination with the Human Resources Department. The supporting documentation shall be maintained in the employee's personnel file.



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(b) City Manager

Final authority for granting any certificate pay rests with the City Manager or designee.

(c) Employee

It is the employee's responsibility to provide proof of maintenance of their certifications. If the employee does not fulfill the renewal or maintenance requirements of the certification, certification pay shall cease. It is the employee's responsibility to keep their Department Director and the Human Resources Department informed of the status of the certification. Failure to notify the Department Director and the Human Resources Department of the failure to maintain the certification in an active status could result in disciplinary action up to and including termination.

(d) The Department Director shall annually verify all certifications held by an employee are valid and provide value to the City.

c. Maximum

No employee shall receive more than \$325 per month in certificate pay, not including academic education incentive pay.

d. Certificate Pay Schedule

(1) In General

Hours for the purpose of this administrative rule shall mean the number of required hours in a classroom to obtain the certificate.

Hours to Obtain Certification	Per Month
Minimum 16 hours but less than 60 hours	\$25.00
60 hours but less than 80 hours	\$50.00
80 hours but less than 100 hours	\$75.00
100 hours but less than 120 hours	\$100.00
120 hours or greater	\$125.00
Advanced Certifications	\$175.00

Advanced Certifications require a minimum of a bachelor's degree from an accredited college or university; some specific number of years of experience in the field, passing a state or nationality recognized examination, and requiring a minimum amount of continuing education. All full-time employees, other than Department Directors, Assistant City Manager(s), and City Manager, are eligible for Advanced Certification pay. The Advanced Certification must be directly applicable to the position held and not a minimum requirement of the position.



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(2) Certificates Exempt from Certification Pay

The following certificates will be exempt from the certificate pay schedule specified in (1) hereinabove due to their nature but must meet the certificate pay eligibility requirements:

Certificate/License	Per Month
Driver's License	
CDL (no endorsements)	\$25.00
Endorsement deemed beneficial to the City	\$20.00
Bilingual Pay	
Bilingual skills used in support of City activities on a regular and/or routine basis	\$50.00
Certified Court Interpreter ((Spanish) State License)	\$80.00
Police	
Telecommunication Trainer	\$25.00
Hostage Negotiator	\$25.00
Swat Team Member	\$25.00
Field Training Officer	\$25.00
Police/Fire Marshal	
Certification earned through Texas Commission on Law Enforcement (TCOLE)	
Intermediate Certification	\$175.00
Advanced Certification	\$225.00
Master's Certification	\$275.00
Non-Cumulative	
Emergency Medical Services (EMS)	
International Trauma Life Support (ITLS)/Prehospital Trauma Life Support (PHTLS)	\$25.00
Pediatric Advanced Life Support (PALS)	\$25.00
EMS Instructor	\$25.00
Basic Life Support Instructor	\$25.00
Critical Care Paramedic	\$125.00
Flight Medic	\$125.00
Advanced Cardiovascular Life Support (ACLS)	\$25.00
Advanced Burn Life Support (ABLS)	\$25.00
Advanced Medical Life Support (AMLS)	\$25.00
Certified Public Manager (CPM)	\$125.00
Licensed Paramedic	\$150.00



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Certificate/License	Per Month
Tactical Paramedic	\$125.00
Emergency Medical Technician (EMT) Certifications	
EMT- B	\$50.00
EMT- A	\$100.00
EMT - P	\$200.00
Non-Cumulative	
Fire Marshal	
Certification earned through Texas Commission of Fire Protection (TCFP)	
Intermediate Certification	\$100.00
Advanced Certification	\$125.00
Master's Certification	\$150.00
Non-Cumulative	
Communication Operator	
Certification earned through TCOLE	
TCO Intermediate Certification	\$100.00
TCO Advanced Certification	\$150.00
TCO Master Certification	\$200.00
Non-Cumulative	
Municipal Court	
Certification earned through the TCCA, TMCEC & TMCA	
Court Clerk Level I	\$40.00
Court Clerk Level II	\$100.00
Court Clerk Level III	\$160.00
Non-Cumulative	
City Secretary	
Texas Municipal Clerk's 1 st Certificate	\$40.00
Texas Municipal Clerk's 2 nd Certificate	\$80.00
Texas Municipal Clerk's 3 rd Certificate	\$120.00
Texas Municipal Clerk's 4 th Certificate	\$160.00
Non-Cumulative	

5.15 Academic Education Incentive Program

a. In General

The Academic Education Incentive Program shall reward full-time employees, other than Department Directors, Assistant City Manager(s), and City Manager, for a degree achieved beyond the minimum requirement for their positions from an accredited college or university.



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b. Guidelines

- (1) Academic Education pay may be in addition to the maximum certification pay.
- (2) Academic Education Incentive program pay shall be limited to one degree.
- (3) Employees shall have successfully completed their new hire probationary period to be eligible for academic education pay.
- (4) In order to receive compensation, the degree must be deemed beneficial to the City and be related to the employee's work responsibilities or prepare the employee for advancement within their department or deemed to be an overall benefit to the City (justification required).
- (5) Approval must be granted by the employee's department director to receive Academic Education Pay.
- (6) The employee must have a copy of the diploma or transcript on file to be eligible to receive Academic Education pay.

c. Academic Education Incentive Pay Schedule

The amount paid per degree shall be as follows:

Degree	Per Month
Associate's Degree	\$100.00
Bachelor's Degree	\$150.00
Post-Graduate Degree	\$200.00

5.16 Cell Phone

a. In General

Employees whose job duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business-related costs on their personal cell phone. No further allowance for cell phone costs is available to employees who receive such an allowance. The City may maintain a limited number of cell phones assigned to a specific department. These phones are intended to be used only during work hours and personal use of these phones is strictly prohibited.

b. Cell Phone Allowance

(1) Eligibility

Employees eligible for a cell phone allowance generally include full-time employees whose job duties regularly require emergency call back, irregular work hours or other job-related factors that require the employee to routinely



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utilize a cell phone to enhance their ability to perform their job duties. Department Directors shall recommend which employees within their department qualify and at what level cell phone allowance they qualify. The City Manager shall give final approval on all cell phone allowances.

(2) Allowance Amount

Allocation of Business Time on Personal Device	Allowance Level
Limited use - most calls to/from office or other employees within division or department while at work.	\$35.00
Moderate use - calls to/from office, other employees within division or department and other City departments mainly during work hours.	\$45.00
Heavy Use - calls to/from office employees, other departments, contacts other than City staff and occasional may need to access City email during work hours and may on occasion need to be available after hours. Required to carry cell phone while on-duty and off-duty as assigned. (Supervisors)	\$60.00
Unlimited - calls to/from office, City employees, other departments, outside contacts, needs to be able to access City email, and be available 24/7/365. (Exempt employee and IT Support, etc.)	\$100.00

(3) Allowance Payment

The approved cell phone allowance will be paid monthly as part of the employee's paycheck. Allowances are effective within the pay period that the cell phone allowance is scheduled. No retroactive allowance will be permitted.

- (a) The allowance will be charged against the employee's respective department operating budget.
- (b) The cell phone allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, or benefits based on percentages of salary, etc.
- (c) Department Directors will complete an annual review in June of each year to ensure the allowances are still applicable. In addition, internal audits may be conducted periodically to ensure administrative rule compliance.



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c. Employee Responsibility

- (1) Employees who receive an allowance to supplement the cost of their cell phone plan will be required to adhere to other City policies, which concern preservation of electronically stored information relating to the City's business and provide City data equipment usage requirements and mandatory security settings for all devices used to conduct City business.
- (2) The employee must retain an active cell phone contract as long as a cell phone allowance is in place. The employee must provide their Department Director and the Human Resources Department with their current cell phone number and immediately notify both parties if the number changes. Employees receiving a cell phone allowance are expected to carry the cell phone on their person while on duty and respond when called for City business. Some employees while off duty may be assigned to carry their cell phone and respond when called regarding City business. Non-exempt employees will be compensated in accordance with FLSA and City policies for work performed as a result of calls received while off-duty.
- (3) Any additional cell phone features are at the expense of the employee and upgrades or damage to the employee's phone are not reimbursable.
- (4) If an employee changes position or department they will be required to have a new authorization to continue cell phone services allowance, if applicable.
- (5) Use of the cell phone in any manner contrary to City administrative rule or local, state, or federal laws will constitute misuse, and will result in immediate suspension of the allowance, other disciplinary action may be taken, up to and including termination.
- (6) The cell phone service contract is between the carrier vendor and the employee. The employee will be solely responsible for all payments to the service provider. Only one cell phone allowance will be provided per employee. The allowance will be terminated upon the employee separation and will coincide with the effective date of the separation. The employee's supervisor shall provide the Human Resources Department with the date of separation.
- (7) If, prior to the end of the cell phone contract, a personal decision by the employee, or employee misconduct, or misuse of the phone, results in the cell phone allowance being discontinued or the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. For example, if an employee resigns, and no longer wants to retain the current cell phone contract for personal purposes, any cancellation charges will be the employee's responsibility.



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d. Department Assigned Cell Phones

City-owned cell phones assigned to departments may be used by multiple employees on an as-needed basis during the workday or by an employee being designated as the on-call department representative. These phones are intended to be used solely for City business use. Personal use of such phones may subject the employee to disciplinary action, up to and including termination.



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6.01 Development

It is the City's philosophy to provide exceptional customer service by maintaining a high standard of professionalism through competent, well-trained employees. At a minimum, employees should be able to perform their essential job duties and consistently exhibit behavior which is aligned with the City's values. Supervisors should ensure their employees are well trained to perform their job duties and deliver exceptional customer service.

Pivotal to the performance management system is ongoing communication focused on enhancing performance and development of employees. Open communication between an employee and supervisor ensures that any issues are elevated quickly and resolved expeditiously.

Informal feedback for performance throughout the review period is imperative. Employees are encouraged to seek clarification of the requirements of the position and request performance feedback. The employee must clarify task assignments and accept coaching and feedback throughout the period. Supervisors are accountable to assign tasks and monitor execution. The supervisor is also responsible for providing coaching and support to the employee. The supervisor provides feedback to their employees on a regular basis, by identifying deficiencies in performance, providing suggestions for further development, and celebrating outstanding performance.

6.02 Performance Evaluation Review

While informal discussions focusing on the performance and development of employees will occur throughout the year, a formal performance review will be conducted at least once a year, typically around the anniversary of their employment or title change. The performance review is intended to ensure that all employees are aware of what duties are expected, understand the level of performance expected, receive timely feedback about their performance, provided opportunities for training and development, and are evaluated in a fair and consistent manner.

The Human Resources Department has the responsibility to administer an appropriate performance review tool. Training and coaching on performance evaluation techniques may be provided by the Human Resources Director or assignees. All employees on probation will participate in an initial performance discussion after their first six (6) months of employment. During this meeting, employees and supervisors will discuss performance during the review period and determine an overall performance rating. Employees will be given an opportunity to document their response to their overall rating. In this meeting, employees and supervisors will also work together to establish performance expectations, goals & priorities, and developmental opportunities for the coming year.

Supervisors and employees are encouraged to come to the performance review meetings prepared to discuss past and present performance, set future goals and priorities, and identify developmental needs in an open, honest, and collaborative manner. Both parties may collect and review notes, citations and performance-based examples, and should spend time prior to the meeting reflecting on accomplishments and opportunities realized in the preceding months. Steps should be taken to provide a comfortable and confidential environment so that the discussion can be held without interruptions. Objective statements should be made providing specific examples of performance.



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Some evaluation review meetings may be difficult due to the employee's failure to achieve performance expectations. Supervisors should be prepared to describe unsatisfactory performance or behavior and cite specific observed examples. The supervisor and employee will work together to develop an action plan to resolve any performance or behavioral issues.

6.03 Training

a. In General

It is the philosophy of the City to support employee training and development opportunities that will prepare employees for increased responsibilities and enhance individual growth, development and promotion. The Human Resource Department will coordinate in-house training programs. Some courses may be deemed to be mandatory and failure to attend could result in disciplinary action. In addition, as part of a corrective action plan, an employee may be required to attend a training program. Such attendance will be required to continue employment with the City.

b. Employee Orientation

The Human Resource Department regularly schedules the New Employee Orientation Program to cover policies, procedures, benefits and other pertinent information. All new full- and part-time employees are required to participate as scheduled.

c. Completion of Training

Upon completion of training or educational courses, appropriate information or certificates should be furnished to the Human Resource Department for inclusion in the employee's personnel file.

d. Pre-Approved

All training must be pre-approved by supervisors.

6.04 Performance Improvement Plan (PIP)

a. Purpose

The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between an employee and their supervisor to clarify the work performance that needs to be improved. It is implemented, at the discretion of the supervisor, in collaboration with the Human Resources Department when it becomes necessary to help the employee improve their job performance.

b. Contents

The PIP should include statements regarding the specific deficiencies in the employee's job performance, what improvement is necessary, the period of time in which improvement must occur (i.e., 30, 60, 90 days), and what action will result if the employee fails to show satisfactory improvement. The supervisor should review the following items with the employee when utilizing a PIP to improve an employee's poor job performance:



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- clearly identify the performance issues;
- establish a clear expectation for the employee's work performance with the caveat that it must be performed on a consistent basis;
- specify the support/resources that will be provided to assist the employee.
- communicate your plan for providing feedback to the employee (meetings, with whom, how often);
- provide resources for additional information (i.e., time management, communication techniques, project management, etc.); and
- define the possible consequences if performance standards are not met.

c. Placement in Personnel File

The Performance Improvement Plan and any additional documentation including follow-up reviews will be placed in the employee's personnel file.



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7.01 Employee Health, Welfare and Development

The City provides a competitive benefits package so as to attract and retain high quality staff. The package includes Federal and State mandated benefits, as well as discretionary benefits.

a. Mandatory

The mandatory benefits the City provides include, but are not limited to, social security, unemployment insurance and workers' compensation.

b. Discretionary

Subject to appropriations, the discretionary benefits the City provides include, but are not limited to, medical, dental, vision, life insurance, flexible spending/dependent care accounts, retirement, and an employee assistance program. Discretionary benefits are offered to full-time employees and may be modified by the City at any time. Summary Plan Descriptions are available for complete plan information.

7.02 Holidays

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

7.03 Vacation Leave

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

7.04 Sick Leave

An employee may be required to furnish a doctor or hospital statement to the supervisor verifying an illness or accident and medically releasing the employee from any of the following circumstances in order for the absence to be considered excused:

- When an illness or accident caused the employee to be hospitalized;
- When the absence was for more than three (3) consecutive workdays;
- When the absence occurred on a regularly scheduled workday preceding or following a holiday or regularly scheduled vacation day;
- When in the opinion of the supervisor or Department Director the employee's return to work will pose a direct threat to the safety or health of others; or
- When an employee is under the physical report status provision of the sick leave policy.

7.05 Donating Vacation or Sick Leave

a. In General

Accrued Sick / Vacation hours may be donated by one employee to another in accordance with this administrative rule.

b. Eligible Recipients

If an employee lacks sufficient accrued hours to cover an absence, earned sick and/or vacation hours may be donated by one employee to another in the following circumstances only if:

- an employee is absent due to a serious health condition of the employee.



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- an employee is absent due to a serious health condition of an immediate family member that requires the presence of the employee for physical care. *See 7.04 of Personnel Policy* for definition of "immediate family member."

c. Timing of Eligibility

Donated hours may be received only after an employee fully exhausts all of their accrual time.

d. Calculation and Payment of Benefit

- Donated hours will be paid at the rate for the absent employee.
- Donated hours will be processed each individual pay period.

e. Limit of Benefit

The donated hours may not exceed six (6) full pay periods or a total of sixty (60) working days.

f. Accrual of Other Benefits when Receiving Donated Time

An absent employee will not accrue Sick and/or Vacation hours while receiving donated hours.

7.06 Personal Leave

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

7.07 Paid Parental Leave

To be approved for this leave employees must:

- Complete the *Paid Parent Leave Form* and submit it to their Department Director at least 30 days prior to the onset of leave (or as much notice as practicable if the leave is not foreseeable); and
- Provide a certification that contains the following information:
 - Name of the employee and relationship to the child,
 - Date in which the onset of the condition, birth, placement, or fostering commenced,
 - Beginning and end dates of leave, and
 - Any other information deemed necessary to approve the leave.

7.08 Family and Medical Leave

a. In General

Family and Medical Leave (FMLA) is provided to enable employees to receive time away from work without pay for limited periods to attend to their own or their family member's serious health condition with job protection and no loss of accumulated service.

b. Application and Commencement

Eligible employees should provide at least 14 days' notice, when possible, of the need for leave under this provision. Employees are also required to make a reasonable effort to



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schedule treatment for medical conditions in advance so as not to disrupt City operations. When the 14-day advance notice cannot be given, employees must give notice as soon as possible. The Human Resources Department must respond in writing to an employee's request for FMLA leave within five (5) working days. FMLA leave will start when an employee is on leave for three (3) or more calendar days due to a qualifying event or intermittently for a serious health condition. In all cases, the employee must submit a certification as described in subsection c of this section.

c. Certification of the Serious Health Condition

(1) Request and Response for Certification

The City shall ask for certification of the serious health condition to be returned to the Human Resources Department. The employee should try to respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form. Request for a medical certificate must be made in writing as part of the employer response to the request for leave.

(2) Contents of Certification

Certification of the serious health condition shall include: the date when the condition began, its expected duration, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform the essential functions of the employee's position. For a family member who is seriously ill, the certification must include a statement that the patient, the family member, requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

(3) Additional Opinions

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.



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d. Leave

(1) **Use of Accrued Leave**

Accrued paid leave, if available, must be used concurrently with the unpaid FMLA leave entitlement. This could include sick, vacation, holiday, compensatory time, or workers compensation. All accrued leave must be used prior to going into a no pay status.

(2) **FMLA Status Notification**

After the third consecutive day of sick leave, the supervisor shall immediately notify the employee and Human Resources in writing of their tentative "Family and Medical Leave" status. Calculation of FMLA leave begins on the first day of the three-day period. It is the responsibility of Human Resources to calculate the leave and maintain employee records.

(3) **Progress Reports and Return to Work**

If the employee requests leave to take care of a family member, the health care provider must verify that the employee's assistance is needed. Supervisors may request progress reports from employees on leave. An employee who takes leave for their own health condition must provide a "return to work" certificate from their physician or practitioner to Human Resources before being allowed to return to work.

(4) **Benefits**

While an employee is on paid leave the City shall continue all employee benefits, including employer contributions to insurance and retirement programs. The employee continues to accrue all paid leave during this period. The employee continues to accrue seniority during this period for purposes of calculating leave accrual, longevity pay, and for seniority credit on Civil Service promotional exams.

The City must continue employer contributions for employee health coverage while an active employee is on unpaid FMLA. Employees may continue their employee insurance coverages and all dependent insurance coverages by paying the required biweekly premiums.

Employees do not accrue leave or credits under Texas Municipal Retirement System (TMRS) while on leave without pay.

7.09 Paid Absences

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)



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7.10 Unpaid Absences - USERRA Leave

a. In General

A military leave of absence will be granted for full-time or part-time employees who enter or are part of the Armed Services, Reserves, National Guard, NOAA, or Public Health Corp for duty or for training, for a period generally not to exceed 5 years.

b. USERRA Active Leave Procedures

The Uniformed Services Employment and Reemployment Rights Act (USERRA) requires that employees provide advance written or verbal notice of their military duty assignment unless giving such notice is impossible, unreasonable, or precluded by military necessity. The City requires deployment orders or other military assignment instructions prior the military leave commencing unless precluded by military necessity. The following procedures apply to Military Training Leave and Military Active Leave:

- Employees must provide advance notice, including written copies of military orders documenting the requirement to take military leave to their immediate departmental supervisor.
- The supervisor must notify the Department Director and the Human Resources Department. The Department Director will provide a copy of the military orders, including a completed Personnel/Payroll Status Change form, to the Human Resources Department.

c. Leave

(1) Annual Paid Leave

All full-time employees are eligible for 120 hours paid military leave per fiscal year to allow them to respond to orders of military service.

- (a) Travel time included in the orders and paid for or reimbursed by the service will be counted as military leave, provided that such travel is scheduled to occur during the employee's normal work hours.
- (b) Paid Military Leave will not be granted for time that is used for diagnosis or treatment of any service-connected sickness or disability, for obtaining or sustaining any disability rating, or for treatment in any government facility.
- (c) Time required for physical examination for selection or admission to the military service, to determine or maintain a selective service rating, or to maintain a reserve status may be compensated by paid military leave.



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(2) Additional Leave

If time is required beyond the maximum allowable for paid military leave, the employee may use either accrued paid vacation leave, re-scheduled holidays, authorized leave without pay for the remainder of a pay period in which accrued paid leave was exhausted, or unpaid leave of absence. Employees are not required to use accrued paid vacation leave or re-scheduled holidays before use of paid military leave or unpaid leave for military purposes.

d. Reemployment Rights

(1) Criteria

A returning service member is eligible for re-employment rights if such member meets the following criteria:

- The employee has not been separated from service with a disqualifying discharge or under other than honorable conditions and be able to perform the essential functions of the job with or without reasonable accommodations.
- The employee must have held a position that has a reasonable expectation of continuation indefinitely or for a significant period.
- The employee must not exceed the five-year statutory limit on cumulative periods of service unless the time beyond the five years was to complete an initial period obligated service and the employee was unable to obtain release orders through no fault of their own. The five-year period begins with military service after December 12, 1994.

Annual training and monthly drills are not counted against the cumulative total. USERRA provides that returning service members will be reemployed in the jobs that they would have attained had they not been absent on military service, unless reemployment would be unreasonable, or would cause an undue hardship.

(2) Reinstatement

An employee entitled to re-employment under USERRA, who performed military service of less than 91 days, is entitled to the job the employee would have attained absent the military service, provided the person is, or can become, qualified for that job. This includes any pay raises that would have been given based solely on time in the position, but not raises that would have been based on performance in the job. For periods of service of 91 days or more, the returning employee may be placed in a position of like seniority, status, and pay.



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e. Benefits During Leave

(1) Supplemental Pay

(a) Eligibility

Employees, receiving supplemental pay must:

- Be called to active full-time military duty status for a minimum of ninety (90) days;
- Be a full-time or part-time regular employee on the payroll of the City of Arlington; and
- Receive a total gross military pay, including any allowances or special pays, which is less than 100 percent of the total gross city pay, including additional pay such as incentive pay, shift differential and language pay.

(b) Required Documentation.

Each employee requesting supplemental pay for active military duty must submit copies of their monthly military pay stubs to the Human Resources Department to receive supplemental pay from the City. Employees must also submit a copy of their military orders.

(c) Benefit.

The military pay supplement will be paid for the duration of the employee's active military time. The supplement will not be paid for any additional time taken, as allowed by law, between release from active duty and the employee's return to work.

(2) Health Insurance

Employees may elect to continue dependent health insurance coverage as allowed by Federal law for up to 18 months from the date the leave begins. For the first 12 months of the 18 months of leave, the cost of dependent coverage will remain the same as the cost of coverage for other employees. Thereafter, employees may maintain the same dependent coverage by paying the full cost of the insurance and any administration fees for an additional 6 months. (*See attached Military Leave Benefits Election Form*). Employees will receive health insurance automatically on the day they return to the City as a full-time regular employee, but must complete the required medical insurance forms to reinstate coverage.

(3) TMRS Retirement Benefits.

Employees who take military active leave may apply to the Texas Municipal Retirement System (TMRS) for service credits for the time they were on leave if the employee:

- returns to work within 90 days of the end of leave;
- receives an honorable discharge;
- completes an application and forms required by TMRS;



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- within 5 years of the end of the leave, deposits the money that would have been deducted from the employee's salary had the employee not been on leave.

(4) **Deferred Compensation.**

Employee deferred compensation plans (457 plans) will be maintained while on leave. If reemployed, the employee may resume contributions or contact the deferred compensation plan provider to make any changes.

f. **Training**

The City will make an effort to provide training and/or retraining for military service members to refresh or upgrade their skills to help them qualify for reemployment, unless unreasonable, or if it would cause an undue hardship.

g. **Return to Work**

A person returning from service must report back to work or apply for reemployment within the time constraints prescribed by USERRA. The City shall re-employ a returning veteran according to the provisions of USERRA.

- (1) The deadline for an employee to return to work and/or to notify the City that the employee intends to return to work following military leave depends upon how long the employee's military service lasted.
 - (a) For service 30 days or less, employees must report back to work on the first regularly scheduled workday following completion of service and the expiration of eight hours after a time for safe transportation back to his/her residence.
 - (b) For service that lasts between 31 days and 180 days, employees must submit to the employer a written application for re-employment within 14 days of completion of service.
 - (c) For service more than 180 days, employees must submit a written application for reemployment within 90 days of completion of service.
- (2) These deadlines may be extended for 2 years or more when an employee suffers service-related injuries that prevent the employee from applying for reemployment or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.
- (3) To qualify to return to work, an employee returning from leave must provide documentation of the length and character of military service. Also, evidence of discharge or release under honorable conditions must be submitted to the City if the military leave lasted more than 31 calendar days.
- (4) An employee entitled to re-employment under USERRA, who performed military service of less than 91 days, is entitled to the job the employee would have attained absent the military service, provided the person is, or can become, qualified for that job. This includes any pay raises that would have been given based solely on time in the position, but not raises that would have been based on performance in



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the job. For periods of service of 91 days or more, the returning employee may be placed in a position of like seniority, status, and pay.

7.11 On-the-Job Injury Leave - Workers' Compensation

a. In General

The City provides Workers' Compensation coverage to employees for job-related injuries and occupational illnesses in accordance with the Texas Workers' Compensation Act. This administrative rule defines when a workers' compensation claim can be made, specifies reporting requirements when employees sustain injuries or illnesses and addresses the necessity for medical treatment. The administrative rule specifies an employee who is returning to work from a work-related illness or injury must provide a fully completed Return to Work form from the treating medical provider and report the use of medications that would affect their job performance. The administrative rule also informs employees about fraudulent reporting penalties.

b. Requirements

Employees must submit in writing complete and accurate information regarding job injuries, illnesses, disabilities, causes of such, medical care and treatment to their immediate supervisor and the Risk Manager/Human Resources.

The recommendations regarding care and treatment of the injury/illness by the medical service supplied by the City or selected by the individual must be followed. If medical service is selected by the employee, the employee must provide for communication of the disability, injury, illness, medical care and treatment between their selected provider, the Risk Manager/Human Resources, and the City designated Workers Compensation Administrator. Failure to follow doctor's orders or the City's request for communication may result in disciplinary action, up to and including termination.

Employees must communicate with their supervisors and the Risk Manager/Human Resources weekly upon the outset of the absence relating to an on-the-job injury or illness. Communication must be maintained by the employee with the City during the period of the disability until fully released to return to work or supplemental pay will be stopped and result in disciplinary action up to and including termination.

The employee must be available for consultation at the request of the City during the period of disability.

The employee will submit to such physical and/or mental examinations that the City or City representative deems necessary. The treating medical provider will evaluate and make recommendations to the City regarding progress, return to work dates, or extended leave situations requiring medical separation. If an appointment is scheduled, the employee must attend the appointment. If the employee needs to reschedule the appointment, the employee must make the arrangements prior to the appointment and inform the Risk Manager/Human Resources. If the employee fails to do so, the missed appointment becomes the employee's



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financial responsibility. Continued missed appointments are also subject to non-payment of workers' compensation benefits and result in disciplinary action, up to and including termination.

No employee on modified duty will be allowed to work overtime. When on workers' compensation, all other employment must be approved by the Department Director in coordination with the Human Resources Department and the Department Director before the employee may continue the other employment.

Disagreement between doctors' opinions will be settled by the method established by the Director of Human Resources according to Texas Workers' Compensation processes and/or law. Failure to abide by any of the above criteria may result in the forfeiture of supplemental benefits and may result in disciplinary action, up to and including termination.

Employees may be released from employment through medical separation for inability to perform the essential functions of the job, with or without reasonable accommodation. If an employee is terminated for any reason, supplemental pay will be stopped.

While on workers' compensation, the City may pay a portion of the employee's average weekly salary which is not paid by workers' compensation based on a schedule and/or Civil Service law. Employees receiving workers' compensation benefits continue to accrue sick and vacation leave.

c. Reporting Workers' Compensation Injuries

Each employee is required to report injuries or illnesses to their supervisors as soon as possible. In the event that their immediate supervisor is not available, the employee will report the injury or illness to a departmental supervisor or their Department Director. The Risk Manager/Human Resources is to be notified immediately or by the next working day in the event of an injury. If an injured employee is admitted into the hospital, or a fatality has occurred, the Risk Manager should be notified immediately in order to verify benefits with the physician and/or hospital.

The supervisor must complete the appropriate accident reporting forms. The form should be sent to the Risk Manager/Human Resources within 24 hours or by the next working day of an accident. Supervisors are responsible for ensuring all information is completed.

All requests for verification of workers' compensation benefits should be forwarded to the Risk Manager. Medical providers should contact the Risk Manager/Human Resources for insurance carrier information.

All injured employees should be instructed by their supervisor to contact the Risk Manager after an injury for an explanation of benefits. For any employee unable to travel, arrangements will be made to visit the employee at the place of convalescence, if needed.



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An employee may be subject to disciplinary action for failure to comply with the reporting requirements of this administrative rule and/or have their claim denied. Health care providers and pharmacies may refuse care and medicines to employees that fail to report work-related injuries as required by this administrative rule. They will not be allowed to continue treatment or prescribe medication without the claim being filed and approval for the care or medication from the City's insurance carrier.

d. Job-Related Injuries

An injury sustained by an employee while the employee is performing within the course and scope of job duties may be considered to be a job-related injury.

The following shall NOT be considered job-related injuries:

- injuries occurring while the employee was in a state of intoxication;
- an injury caused by the employee's willful intention to attempt personal injury or to unlawfully injure another person;
- injuries sustained when the employee's horseplay was a contributing cause of the injury;
- injuries arising out of an act of a third person intended to injure the employee or volunteer because of personal reasons;
- injuries arising out of voluntary participation in an off-duty recreational, social or athletic activity not constituting part of the employee's work-related duties, except where these activities are a reasonable expectancy of or are expressly or impliedly required by the employer; and/or
- injuries arising out of an act of nature unless the employment exposes the employee or volunteer to a greater risk of injury from an act of nature than ordinarily applies to the general public.

e. Salary Continuation

The City of Friendswood's salary continuation program extends for a maximum period of ninety (90) calendar days, beginning on the eighth day of absence for a particular work-related disability.

The first seven (7) days of lost time are considered a waiting period by TML. The City covers the first seven (7) days at 100% of pre disability wage.

If an employee remains medically disabled for twenty-eight (28) days or more, they shall receive retroactive compensation benefits from TML for the first seven (7) days of the waiting period. The employee is responsible for repaying the City for all retroactive compensation benefits applicable to the initial seven (7) day period.

The combined total of the City's salary continuation program and the worker's compensation insurance benefits shall not exceed the employee's regular salary.



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Any employee who receives worker's compensation payments in excess of the amount indicated shall return such supplemental amounts to the City, through the Human Resources Department.

Failure to do so may result in disciplinary action, forfeiture of salary continuation, or both.

7.12 Paid Quarantine Leave Policy for Peace Officers and Emergency Medical Technicians (Intentionally left blank. Please see corresponding section in the Personnel Policy.)

7.13 Mental Health Leave for Peace Officers and Telecommunicators

a. In General

The use of mental health leave may be granted after a peace officer or telecommunicator experiences a traumatic event during the scope of employment in accordance with the personnel policy manual, these administrative rules and applicable departmental policies. Mental health leave is to be used to receive assistance in dealing with the traumatic event that was experienced. Eligible peace officers and telecommunicators must provide a written request for mental health leave to their supervisor(s) or the Chief of Police or Fire Marshal. For each traumatic event, mental health leave may be granted in accordance with the personnel policy manual, these administrative rules and applicable departmental policies.

b. Leave Request

Eligible peace officers and telecommunicators must submit a written request for mental health leave along with documentation supporting such leave to the Chief or Fire Marshal, as applicable, in order to be considered for mental health leave. The following will suffice as documented justification:

- (1) physician note or
- (2) therapist/counselor note.

c. Review of Mental Health Leave Request

Upon receipt of a written mental health leave request, the Chief or the Fire Marshal, as applicable, will notify the City's Human Resources Department. The Chief or Fire Marshal, as applicable, will:

- (1) review the request;
- (2) determine if the request qualifies for mental health leave;
- (3) approve or deny the request;
- (4) render a decision on the granting of the leave and setting the length thereof no later than five (5) working days following the receipt of the request by the Chief or Fire Marshal, as applicable; and
- (5) notify the Human Resources Department of the determination.



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d. Available Mental Health Services

The Chief of Police and/or Fire Marshal may provide a list of mental health services available in the area.

7.14 Education Reimbursement

a. In General

To provide City employees the opportunity for financial reimbursement in the pursuit of higher education and career development. This investment in the employee is an indication of the commitment made to ensure the City continues to offer the best possible service to its citizens, as well as providing personal and professional growth for the employees.

b. Scope

This administrative rule shall apply to all full-time employees of the City of Friendswood in good standing who have completed their probationary period. This administrative rule shall apply to **degree related programs only**, from an accredited junior college, community college, college, university, or technical school and will cover associate degrees, undergraduate (bachelor's) degrees, and master's degrees. The City will reimburse an employee for one associate degree, undergraduate (bachelor's) degree, and master's degree. Individual courses, seminars or specialized training will be paid from the employee's department training budget.

c. Authority

The Human Resources Department shall administer the Education Reimbursement Program under the authority of the Director of Administrative Services and City Manager. The City Manager shall have the final authority to review and approve any exceptions to this administrative rule.

The Education Reimbursement Program is considered a benefit for the employees. A degree plan that is directly related to the employee's present position or one that will prepare the employee to better serve the City will be considered for approval. The Department Director will make this determination with the concurrence of the Human Resources Department.

d. Educational Degree Plan Approval Process

It is the responsibility of the employee who is interested in continuing their education at an accredited junior college, community college, college, university, or technical school, to prepare the necessary paperwork for approval during the budget preparation process. The employee must present a degree plan along with the **Degree Plan Approval Form**, to their supervisor and Department Director for approval. Upon approval by the Department Director, this documentation will be forwarded to the Human Resources Department for review and approval. This documentation will state the manner in which the degree will improve the employee's ability to perform their current job(s) or will prepare the employee to better serve the City. The employee, upon request of the Department Director or the



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Human Resources Department, shall provide documentation showing the institution of higher education designated is accredited.

e. Course Pre-Approval Process

An employee must submit the **Course Pre-Approval Form** to their supervisor and Department Director for approval each semester prior to enrollment. Upon approval, the forms will be submitted to the Human Resources Department for further review. It is the responsibility of the employee receiving assistance from another source to attach copies of the documentation to the **Course Pre-Approval Form**.

f. Scheduling Classes

Employees are responsible for scheduling classes that will not conflict with their work schedule. The Director, with approval of the City Manager, has the option of altering the employee's work schedule if special circumstances are warranted. Employees shall not be permitted to attend courses under this educational reimbursement program during work hours unless authorized by the City Manager. Employees attending courses under this education reimbursement program shall not be compensated for their course work as hours worked.

g. Reimbursement Limits/Restrictions

(1) Maximum Reimbursement

The City shall reimburse, subject to available funds, the employee fifty percent (50%) of the cost of the tuition, lab fees, books, and other mandatory fees for courses directly related to their degree plan. The maximum reimbursement shall be \$3000 per budget year per employee. Reimbursement **shall not** include miscellaneous expenses such as parking fees, travel expenses, late fees, out of district fees, finance fees, etc.

(2) No Duplication of Benefits

Employees who are eligible to receive education assistance through other programs (i.e., G.I. Bill, scholarships, or grants) are not eligible for duplicate assistance. Funds received from outside sources for the same purpose must be applied toward the cost of expenses before the Education Reimbursement administrative rule shall apply.

(3) Equivalency

If the employee opts to attend a private or on-line institution, tuition shall be defined as the lower of the actual tuition cost or the rate of a local state university. For the purpose of this administrative rule, the designated state university shall be the University of Houston.



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(4) **Contingent upon Appropriation**

These benefits are subject to and contingent upon City Council's approval of an annual budget that funds this benefit. Budget responsibility resides with each Department Director and such funds will be paid out of each departmental budget.

h. Reimbursement Process

Upon completion of the approved course or courses, the employee shall submit all receipts and transcripts of grades indicating satisfactory completion attached to the **Educational Reimbursement Request Form**, no later than forty-five (45) days after completing the course work, to the Department Director for approval. The Department Director shall forward the **Educational Reimbursement Request Form** and the attached documentation to the Human Resources Department. Request for education reimbursement will not be honored if the employee has terminated employment with the City or submitted their resignation. The City shall reimburse the employee for those courses **approved in advance** and completed with a grade of "C" or better for associate and undergraduate courses and a "B" or better for graduate level courses.

i. Updates

It shall be the responsibility of the employee to update the Department Director and the Human Resources Department of any changes to their degree plan. This process must occur at least on an annual basis, during the budget process.

j. Termination/Denial of Benefit

Employees who fail to meet the objectives and criteria set forth in their educational degree plan are subject to termination from the reimbursement program and/or denial of tuition reimbursement. If the employee is unable to fulfill the objectives of their degree plan, or requires a change in the criteria set forth in their educational degree plan, the employee must notify their supervisor, with copies to the Department Director and Director of Human Resources.

k. Enforcement

This administrative rule shall be administered and enforced by the Human Resources Department. Accounting staff may also have authority to randomly review and/or audit employee education reimbursement requests.

7.15 Mandatory Continuing Education

Continuing education courses deemed necessary to meet established goals and objectives as reflected by an employee's evaluation may be prepaid by the City with approval by the Department Director. A certificate of completion shall be required and shall be turned in to the Human Resources Department for placement in the employee's file. Any employee who does not complete a prepaid course, or does not submit a certificate of completion, shall be excluded from any future prepaid options and may be required to reimburse the City for prepaid tuition/fees.



Personnel Files/Privacy

Effective Date: August 7, 2023

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8.01 Personnel Files – Employee Access

An employee who wishes to see their personnel records should contact the Human Resources Department, where a representative shall assist the employee. An employee may inspect their files and may take notes or have single copies made of any page in the file. No employee is allowed to remove any City of Friendswood documentation from any personnel file. In such cases, an employee may be terminated for removing City property. An employee has the right to request a correction or deletion of inaccurate information. Approval for correction or deletion of any material rests with the Director of Human Resources and such request must be submitted in writing. In case of disagreement, the employee may add a statement of disagreement in the file.

8.02 Employee Privacy

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

8.03 Confidentiality of Medical Information – HIPAA

a. Compliance with HIPAA

It shall be the policy of the City of Friendswood to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), its implementing regulations regarding the restrictions on the use and disclosure of protected health information (PHI), and any subsequent changes contained in the Health Information Technology for Economic and Clinical Health Act (HITECH), which is Title XIII of the American Recovery and Reinvestment Act (ARRA) of 2010. "The Plan" is the self-funded Group Health and Dental plans.

b. Privacy Officer

The Director of Human Resources has been designated by the City Manager as the Privacy Officer for the Plan. The City's Privacy Officer will be responsible for the development and implementation of policies and procedures relating to privacy. The Privacy Officer will also serve as the contact person for participants who have questions, concerns, or complaints about the privacy of their PHI.

c. PHI Disclosure

(1) "Use"

- (a) For purposes of this administrative rule, "use" is known as the sharing, employment, application, utilization, examination, or analysis of individually identifiable health information by certain persons working for or within the Human Resources Department of the City, or by a Business Associate of the Plan. For protected health information, "disclosure" means any release, transfer, provision of access to, or divulging in any other manner of individually identifiable health information to persons not employed by or working within the Human Resources Department of the City.



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- (b) These employees may use and disclose PHI for Plan Administrative functions, and they may disclose PHI to other employees within the Human Resources Department. Any PHI accessed by these employees may not be disclosed by these employees to anyone outside the Human Resources Department unless an authorization from the affected party is in place.

(2) Permitted use and Disclosure of PHI

PHI shall be disclosed for the Plan's own payment purposes, and shall be disclosed to another covered entity for the payment purposes of that covered entity.

The term "payment" includes activities undertaken to obtain Plan contributions or to determine or fulfill the Plan's responsibility for provision of benefits under the Plan, or to obtain or provide reimbursement for health care.

PHI shall also be disclosed for purposes of conducting some of the Plan's activities related to its own operations.

(3) Permissive Disclosures of PHI

PHI shall be disclosed without a participant's authorization for certain situations involving legal and public administrative rule purposes. The City's Privacy Officer will review such requests to ensure they meet necessary requirements for disclosure.

d. Violation

Any improper use or disclosure of PHI in violation of the HIPAA Privacy Policies will be grounds for disciplinary action, up to and including termination. The City shall mitigate, to the extent possible, any harmful effects that become known to it from the improper use or disclosure of the employee's PHI. No employee may intimidate, threaten, coerce, discriminate against, or take other retaliatory action against individuals for exercising their rights, filing a complaint, participating in an investigation, or opposing any improper practice under HIPAA. No individual shall be required to waive their Privacy rights under HIPAA as a condition of treatment, payment, enrollment, or eligibility.



Adverse Incidents

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9.01 Purpose

The adverse incident policy and these administrative rules become effective when (i) there is an adverse incident and (ii) one or more of the following conditions exist:

- Closure of non-essential City business at more than one City facility; or
- Declaration of Disaster issued in accordance with the Disaster Declaration Act of 1979 for all or part of the City.

9.02 Adverse incident

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

9.03 Scope

a. In General

(1) Excuse and Return to Work

No employee is excused from work during the Pre-Impact or Impact Periods until the City Manager, or designee, through their Department Director, or their designee, authorizes employees to leave, even if a public announcement of office closures or suspension of routine City business functions is issued. Employees must return to work as soon as the Impact Period is over (within 24 hours or next regular scheduled shift) to participate in the City's recovery. Employees dismissed from work during an adverse incident will be on paid administrative leave but for no more than 40 regularly scheduled work hours. No adjustment will be made for employees that are using previously approved time off or other non-compensable type of absence.

(2) Permitted Leave

Paid administrative leave will start when the employee is dismissed by their Department Director and will continue until the City Manager, or designee, notifies employees that it is safe to return to work, but not exceed 40 regularly scheduled hours. Employees are expected to return to work on their next scheduled day or shift following the City Manager, or designee, notification the Impact Period is over. The employee shall check with their immediate supervisor or Department Director on when and where to report upon returning to work. If an employee fails to return to work or cannot return for other reasons, then the work time lost will be identified as leave of absence without pay, unless on a case-by-case basis other paid leave (vacation, sick, etc.) is approved. The City Manager, or designee, may authorize additional paid administrative leave if the majority of routine City business functions are suspended for more than 40 regularly scheduled hours. If additional paid administrative leave is not authorized by the City Manager, or designee, the employee may opt to utilize accrued paid vacation, personal or accrued compensatory time to account for any hours not worked.



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The City of Friendswood recognizes that employees have personal and family responsibilities that may conflict with the obligation to fulfill their job requirements during an adverse incident. When evacuation of personal residences is required, Emergency Essential Employees will be permitted and expected to make arrangements for their families like any other individual, including the use of authorized shelters. The Emergency Essential Employees may be granted up to 4 hours of paid administrative leave for this purpose. Employees who are not able to return to work because of emergency conditions (for instance, they have evacuated the area and are unable to return, or they are unable to leave their residence to return to work at City facilities due to impassable roadways, etc.) must contact their Department Director, or designated supervisor, as soon as possible and to be placed on paid administrative leave. Any employee who is found to have failed to return to work when conditions permitted their return will be considered as an unauthorized absence from work, which may be sufficient cause for disciplinary action up to and including termination.

(3) Cancellation of Previous Approved Leave

At the Director's discretion, previously approved leave, vacation, etc., for essential employees may be canceled when an adverse incident has the potential to occur or exists. Failure to return to work upon notice, either written or verbal, that leave has been canceled will be deemed as an unauthorized absence from work or assignment, which may be sufficient cause for termination.

b. Compensation for Hours Worked During an Adverse Incident

(1) Exempt Employees

- (a) During a Pre-Impact Period exempt employees authorized to perform work for the benefit of the City in preparation for a potential adverse incident shall be paid according to the normal pay administrative rule. This time shall be clearly identified on the time sheet with the appropriate emergency coding as designated by the Finance Division of the Administrative Services Department.
- (b) During an Impact Period, essential exempt employees authorized to perform work for the benefit of the City related to the incident shall be paid at their hourly computed rate for each hour worked during the Impact Period. This time shall be clearly identified and work performed noted on the time sheet with the appropriate emergency coding as designated by the Finance Division of the Administrative Services Department. *The exempt-status employee(s) base salary will be computed to arrive at an hourly rate to determine the pay rate for this administrative rule.*
- (c) During an Impact Period, when key essential exempt employees are required to reside in a facility recognized or approved by the City (EOC,



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designated shelter, etc.) they shall be paid at their hourly computed rate for all hours worked and all non-work hours for each hour of mandatory residency. Mandatory residency in a facility recognized or approved by the City may vary by department or individual as determined by the Department Director, or designee, and approved by the City Manager, or designee. Non-working hours shall be clearly identified and duties or work performed noted on their time sheet with the appropriate emergency coding as designated by the Finance Division of the Administrative Services Department. Exempt employees not considered essential or not residing in a designated facility shall be paid only for hours worked or placed on paid administrative leave.

- (d) The exempt employees' calculated hourly computed rate shall be applied to hours worked on weekends, holidays hours worked and all hours over their regularly assigned daily work hours during the Impact Period as determined by the Department Director, or designee, and/or City Manager, or designee. This time shall be clearly identified and duties or work performed noted on the time sheet with the appropriate emergency coding as designated by the Finance Division of the Administrative Services Department.
- (e) During an Impact Period, exempt employees released from work, which are not required or are unable to report to work due to the conditions created by the adverse incident, shall receive paid administrative leave for up to 40 normally scheduled hours. The City Manager, or designee, may authorize additional paid administrative leave if the majority of routine City business functions are suspended for more than 40 regularly scheduled hours. This time shall be clearly identified on the time sheet with the appropriate emergency coding as designated by the Finance Division of the Administrative Services Department.
- (f) Once an Impact Period has been canceled, an exempt employee shall check with their immediate supervisor, or Department Director, on when and where to report upon returning to work. Failure of an exempt employee to return to work after the Impact Period has been canceled will cause an employee to be placed on leave without pay unless prior approval is granted to utilize accrued time. This shall be evaluated on a case-by-case basis. Failure of the employee to contact their Department Director, or direct supervisor, within three (3) regularly scheduled workdays following the City Manager, or designee's, direction to return to work may result in disciplinary action up to and including termination.
- (g) Nothing herein shall be construed to affect the exempt status of such employees.



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(2) Non-Exempt Employees

- (a) During a Pre-Impact Period non-exempt employees authorized to perform work for the benefit of the City directly related to preparation for a potential adverse incident shall be paid according to the normal pay administrative rule. The Pre-Impact work hours shall be clearly identified and the work performed noted on the time sheet with the appropriate emergency coding as designated by the Finance Division of the Administrative Services Department. The Pre-Impact work hours shall be separated from the normal daily work hours performed.
- (b) During an Impact Period, non-exempt employees authorized to perform work for the benefit of the City related to the incident shall be paid at their premium overtime rate for all hours worked during the Impact Period. This time shall be clearly identified and work performed noted on the time sheet with the appropriate emergency coding as designated by the Finance Division of the Administrative Services Department.
- (c) During an Impact Period when key essential employees are required to reside in a facility recognized or approved by the City (EOC, designated shelter, etc.) they shall be paid their premium overtime rate of pay for all hours worked and their normal rate of pay for all non-work hours. Mandatory residency in a facility recognized or approved by the City may vary by department or individual as determined by the Department Director, or designee, and approved by the City Manager, or designee. Work and non-work time shall be clearly identified and a detailed description of the work performed noted on the time sheet with the appropriate emergency coding as designated by the Finance Division of the Administrative Services Department.¹
- (d) During the Impact Period, non-exempt employees released from work and are not required to report to work or cannot get to work because of conditions due to the adverse incident shall receive paid administrative leave pay for up to 40 normally scheduled hours unless requested to return to work before the 40 hours has been exhausted. These hours shall **not** count as "time worked" for the purpose of computing overtime for non-exempt employees and shall be clearly identified on the time sheet with the appropriate emergency coding as designated by the Finance Division of the Administrative Services Department.

¹ This note is to address Overtime: when non-exempt employees are paid at a rate equal to or greater than their normal premium overtime rate during a special event for a limited period of time, there is no requirement to pay OT on hours over 40 or in PD case 80 hours. [CFR 29 (Labor) Volume 3, Part 778.203]



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- (e) Once an Impact Period has been canceled, a non-exempt employee shall check with their immediate supervisor, or Department Director, on when and where to return to report upon returning to work. Failure of a non-exempt employee to return to work within 24 hours or their next regularly scheduled workday or shift after the adverse incident has been canceled will cause the employee to be placed on leave without pay unless prior approval is granted to utilize accrued time. This shall be evaluated on a case-by-case basis. Failure of the employee to contact their Department Director, or direct supervisor, within three (3) regularly scheduled workdays following the City Manager, or designee's, direction to return to work may result in disciplinary action up to and including termination.

(3) All Employees

- (a) All other policies concerning pay shall comply with the City of Friendswood's Personnel Rules and the Fair Labor Standard Act.
- (b) At the conclusion of the Impact Period the City Personnel Policies shall be fully in effect.
- (c) When the pre-impact or impact period includes an observed holiday, employees working an adverse incident shall not receive holiday pay but shall receive pay for hours worked in accordance with this administrative rule.
- (d) When the pre-impact or impact period includes an observed holiday, employees released from work during the impact period shall receive their regular holiday pay, but:
 - shall not be considered on administrative leave and
 - shall not be entitled to additional administrative leave on top of their regular holiday pay for the observed holiday.

c. Violations

In addition to violations, noted in this administrative rule, the following will be deemed violations of this policy and subject an employee to disciplinary action, up to and including termination:

- during an adverse incident, any unauthorized absence from work or assignment;
- failure to return to work upon notice, either written or verbal, that leave has been canceled; and/or
- failure to return to work when conditions permitted their return.



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Adverse Incidents

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d. Summary

	Pre-Impact Period*	Impact Period
Activities	Emergency response preparation activities and mitigation measures by the City of Friendswood Departments.	Emergency response activities and critical services are conducted to protect life safety, property and the environment. Most routine City business functions may be suspended.
Begins	City Manager, or designee, advises an Adverse Incident has the potential to occur.	City Manager, or designee, advises an Adverse Incident exists.
Ends	City Manager, or designee, advises the potential for an Adverse Incident has passed and the City resumes routine City business functions. OR City Manager, or designee, advises the City has entered the Impact Period.	City Manager, or designee, advises it is safe for employees to return and resume most routine City business functions.

Emergency Essential		
	Pre-Impact Period*	Impact Period
Non-Exempt Emergency Essential	Normal rate of pay	Premium overtime rate for all work hours <i>Mandatory residency:</i> 1 x hourly rate for non-work hours
Exempt Emergency Essential	Normal rate of pay	1 x hourly computed rate for all work hours <i>Mandatory residency:</i>
		1 x hourly computed rate for non-work hours
Emergency Non-Essential		
Non-Exempt Emergency Non-Essential	Normal rate of pay	Administrative Leave of up to 40 hours** at normal rate of pay
Exempt Emergency Non-Essential	Normal rate of pay	Administrative Leave of up to 40 hours** normal rate of pay
* No-notice incidents may not have a "Pre-Impact Period."		
** The City Manager, or designee, may authorize additional paid administrative leave if the majority of routine City business functions are suspended for more than 40 regularly scheduled hours.		



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10.01 Attendance

a. Work Time

Regular full-time employees are scheduled to work forty (40) hours per work.

b. Approved absence

All absences should be pre-approved by the Department Director.

10.02 Tardiness

Employees, who will be tardy, must provide their supervisors with the following no later than thirty (30) minutes after the start of their regularly scheduled work time:

- the reason for their tardiness and
- the time the employee expects to return to work.

The thirty (30) minute requirement of this section may be waived by an employee's supervisor for extenuating circumstances or in accordance with departmental rules.

10.025 Absence Without Leave

Absence without leave means and includes, but is not limited to the following:

- Tardiness;
- Unverified sick time;
- Unauthorized time off; or
- Failure to call supervisor within thirty (30) minutes as outlined in Section 10.02.

10.03 Repeated Unexcused Absences

Employees having unexcused absences shall be subject to the following disciplinary action; provided, however, the following disciplinary actions are established as minimal discipline, and nothing herein shall be deemed to limit the Department Director or City Manager from imposing such additional disciplinary action as the Department Director or City Manager deems necessary and appropriate under the facts and circumstances then existing:

- An employee having only one (1) unexcused absence within the preceding six (6) months shall receive a written warning by their supervisor;
- An employee having two (2) unexcused absences within the preceding six (6) month period shall be suspended without pay for one (1) workday and shall be placed on probation;
- An employee having three (3) unexcused absences within the preceding six (6) month period shall be terminated; and
- Unexcused absences from work for a period of three (3) consecutive working days shall be considered as a voluntary resignation.

10.04 Work Performance

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)



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10.05 Safety Standards

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

- Know their jobs, follow instructions, and think before acting;
- Use appropriate personal protective equipment as dictated by the job and by department policy;
- Work according to written safety practices as trained, posted, instructed, or discussed;
- Refrain from any unsafe act that might endanger themselves or their fellow workers;
- Never take short-cuts and will use all safety devices provided for your protection;
- Report any unsafe situation or act to their supervisors immediately;
- Assume responsibility for thoughtless or deliberate acts that may cause injury to themselves or their fellow workers;
- Never operate equipment that they are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to their supervisors; and
- Report all accidents/incidents to their supervisors and Risk Management as soon as they occur.

10.055 Handguns

a. In General

City employees while on duty (other than a licensed peace officer) are prohibited from open carrying weapons on City work sites, in City buildings or while on City business. City employees may conceal carry as permitted by this Administrative Rule.

b. Definitions

The following words, terms and phrases, when used in this Administrative Rule, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City work site means and includes:

- City buildings and real property, excluding parking lots, when the firearm is secured within the employee's vehicle;
- other assigned work locations; and/or
- City vehicles and equipment.

City building means any and each building or portion of a building owned, leased, or otherwise controlled by the City including all other property lawfully occupied or used by employees of the City in the furtherance of their official duties.

Concealed handgun means a handgun, the presence of which is not openly discernible to the ordinary observation of a reasonable person.



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Firearm shall mean any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

Handgun means any firearm that is designed, made, or adapted to be fired with one hand.

Peace officer shall have the meaning assigned under Article 2.12 of the Texas Code of Criminal Procedure.

c. Prohibition

No employee while on duty (other than a licensed peace officer) shall open carry a firearm (handgun) on or about their person, at a City work site or at any time while conducting City business, regardless of whether or not the person is duly licensed by the State of Texas to carry a handgun including those holding a license to carry or a concealed handgun license.

d. Privilege to Carry

Employees who possess a concealed handgun license (CHL) or a license to carry a handgun (LTC) may carry a concealed handgun while on duty where legally permitted, provided they take the following steps:

- | | |
|---------|---|
| Step 1: | Report to their supervisor and department director their intent to carry a concealed handgun; |
| Step 2: | Complete the Notification of the Intent to Carry form, accompanied by a copy of either their CHL or LTC license and submit to the Human Resources Department to be placed in their personnel file and submit a copy to the Friendswood Police Department; and |
| Step 3 | Notify in writing the Friendswood Police Department of the employee's intent to carry a concealed handgun while at work. |

Any employee who does not hold a CHL or LTC and is not a licensed police officer may not carry a handgun, concealed or open, while at City work sites, in City buildings or while on City business.

e. Firearm in Car

An employee may leave a firearm that is legal to possess, in the employee's locked vehicle in a parking lot, parking garage, or other parking area provided for by the City, if the employee does not violate any other statute or ordinance by possessing the firearm.

f. Revocation of Privilege to Carry

An employee's privilege to carry a concealed handgun at work may be suspended or revoked in conjunction with any disciplinary action to which the employee may be subjected.



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g. Employee's Responsibility

An employee who has been granted the privilege to carry a concealed handgun while on duty with the City shall report any violation of the LTC laws that have resulted in a citation being issued or an arrest to their supervisor and to the Human Resources Department within 24 hours of occurrence.

h. Reasonable Suspicion Searches

Investigatory searches will be based upon reasonable suspicion that an employee is carrying a firearm in violation of this Administrative Rule. If reasonable suspicion as defined herein exists, as determined by the employee's Department Director in consultation with the Director of Human Resources and the City Attorney, a search of the person, property, or City premises, wherein the prohibited weapon is suspected to be located, shall be required. However, if a search of an employee's property is required but the affected employee cannot for any reason be present, another employee may be asked to witness the search unless the nature of the search requires such confidentiality to preclude such employee from being present. No notice to the affected employee prior to an investigatory search is necessary. If such search reveals that a prohibited firearm is present or being carried in violation of this Administrative Rule, such violation will result in disciplinary action, up to and including termination.

i. Violations

Employees violating this administrative rule shall be subject to disciplinary action, up to and including termination.

10.06 Political Activity

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

10.07 Solicitation

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

10.08 Secondary Employment

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

10.09 Compliance with Ethical Standards

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

10.10 Alcohol and Drugs

a. Purpose

In compliance with the Drug-Free Workplace Act of 1988, the City of Friendswood has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of the City of Friendswood employees and to the security of the city's equipment and facilities. For



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these reasons, the City of Friendswood is committed to the elimination of drug and alcohol use and misuse in the workplace.

b. Scope

This policy applies to all employees and all applicants for employment of the City of Friendswood. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

c. Definitions

The following words, terms and phrases, when used in this administrative rule, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City premises includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the City of Friendswood or any site on which the city is conducting business.

Illegal drug means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

Refuse to cooperate means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

Under the influence of alcohol means an alcohol concentration equal to or greater than .02, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

Under the influence of drugs means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).



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d. Work Rules

- (1) Whenever employees are working, are operating any City vehicle, are present on City premises or are conducting city-related work offsite, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia),
 - Being under the influence of alcohol or an illegal drug as defined in this policy, and
 - Possessing or consuming alcohol.
- (2) The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing City business or while in a City facility, is prohibited.
- (3) The City will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
- (4) Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

e. Reasonable Suspicion

(1) Applicable

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by at least two members of management. The Department Director and the Director of Human Resources must be consulted before sending an employee for testing. Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements);
- Face (flushed, sweating, confused or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching); and
- Inactions (sleeping, unconscious, no reaction to questions).

(2) Testing when Warranted

When reasonable suspicion testing is warranted, both the Department Director and the Director of Human Resources will meet with the employee to explain the



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observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

(3) Transportation

Under no circumstances will employees be allowed to drive themselves to the testing facility. A member of management must transport the employee or arrange for the employee to be transported home.

f. Post-Accident

(1) Applicable

Employees are subject to testing when they cause or contribute to accidents that seriously damage a City vehicle, machinery, or equipment or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a vehicle, machinery, or equipment is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment.

(2) Transportation

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for the employee to be transported home.

g. Collection and Testing Procedures

(1) Collection and Testing - Alcohol.

Employees subject to alcohol testing will be transported to a City-designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .02 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the City for disciplinary action.

(2) Collection and Testing - Drug.

Employees subject to drug testing will be transported to a City-designated testing facility and directed to provide urine specimens. Employees may provide



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specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

(3) Results

The laboratory will transmit all drug test results to the Human Resources Department, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results.

h. Consequences

(1) Applicants' Refusal to Cooperate

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

(2) Violations

Employees who test positive, or otherwise violate this administrative rule, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, the City may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the City for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

(3) Pay and Leave

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. An employee who is suspended pending such further inquiry will be permitted to use any available leave in order to remain in an active pay status. If the employee has no annual leave or chooses not to use the suspension will be without pay.

If such further inquiry upholds or confirms the employee's position, the employee may be reinstated with back pay and reimbursed for any independent drug testing costs that may have been incurred incident to the inquiry, provided, however, nothing contained herein shall be construed to extend to any such employee a property interest in employment, it being specifically recognized hereby that



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employees of the City serve at the will and pleasure of the City Manager and be discharged at any time, with or without cause.

(4) Independent Testing

An employee whose alcohol or drug test is reported positive will be offered the opportunity to obtain and independently test, at the employee's expense, the remaining portion of the urine specimen that yielded the positive result. Provided, however, the agency conducting any such independent test shall be as approved in writing by the city manager.

i. Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the Human Resources Department will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

j. Inspections

The City reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

k. Crimes Involving Drugs

The City prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting city business. City employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

The City does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, the City reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with the City.



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10.11 Violations of Law

a. Notice Employee Notice of Felony and Misdemeanor Charges

Employees must immediately notify their supervisor and/or Department Director within twenty-four (24) hours if they are arrested, charged, indicted, convicted, receive deferred adjudication, or plead nolo contendere to any misdemeanor or felony. Failure to report these events in a timely manner may result in immediate termination.

Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations.

b. Employee Status after Alleged Violation of Law

At the time the employee's department is made aware of an employee's arrest or conduct constituting an offense, the Department Director shall consult with Human Resources to determine available options which may include, but are not limited to:

- allowing the employee to return to regular duty with pay;
- allowing the employee to return to restricted duty with pay;
- placing the employee on paid administrative leave;
- placing the employee on unpaid administrative leave; or
- terminating the employee.

c. Employee Status after Adjudication

Once the indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are computed and all related administrative matters are completed, the Department Director will determine, in conjunction with Human Resources Director the status of the employee. If the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal, an employee on administrative leave may, in the City's sole discretion, be reinstated to the position held before being placed on administrative leave (if available).

d. Disciplinary Action

Disciplinary action may be pursued concurrently or in place of the above options or imposed at a later date. Multiple violations of law or confinements within a prescribed time period may also result in disciplinary action.

e. Violations of Law Discovered through Criminal History Check

The City may conduct criminal history checks on existing employees at any time during their employment, for any reason. Conduct constituting an offense, arrest or conviction that is discovered may result in disciplinary action, up to and including termination.

f. Other Policies/Rules

This administrative rule should not be construed to limit disciplinary action that may be taken in accordance with other Personnel Policies and Procedures, department policies, or other City-wide policies.



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10.115 Inspections And Searches

a. Search

(1) Reasonable Belief

Search of an individual and/or his or her personal property may be made only when there is reasonable belief that the individual is in violation of the City's Policies or these Administrative Rules.

Searches of City property such as City vehicles, desks, and lockers may be conducted without express consent but may be made only when there is reasonable belief that an individual using such property is in violation of these Policies.

(2) Consent

An individual's consent to a search is required as a condition of employment and the individual's refusal to consent may result in disciplinary action, including discharge.

(3) Discovery

Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on City property will be turned over to the appropriate law enforcement agency and full cooperation given to any subsequent investigation. Substances which cannot be identified as an illegal drug by a layman's examination will be turned over to a drug testing vendor for specific analysis.

Other forms of contraband, such as firearms, explosives, and lethal weapons, will be subject to seizure during an inspection or search. An individual who is found to possess contraband on City property or while on City business will be subject to discipline up to and including discharge or disbarment from the workplace.

b. Procedures

Searches will be conducted as follows:

- (1) Each person who agrees to the search will be asked to signify consent by signing a written form prepared for this purpose. Implicit in the consent is agreement by the individual's personal vehicle, locker, purse, lunch box, packages or other areas or containers;
- (2) After the consent is obtained, the actual searching will begin. The searchers will focus on three places of interest: (1) the person, (2) the person's workstation, locker, and other City property used by the employee, and (3) the person's private vehicle, if it is on City premises at the time the search is announced. A search of City property and private vehicles on City property may be conducted with the aid of a canine;



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- (3) The search of the person will be done in a private place. The individual will be asked to remove everything from pockets, purse, billfold, footwear, etc. When these have been checked, the person will be asked to raise trouser legs and roll down socks. Under no circumstances, will there be any touching of the person's body. If a female is to be searched, it will be mandatory to have a female to conduct the search, and vice versa.
- (4) After the personal search is finished, the workstation and private vehicle can be searched;
- (5) The searchers shall:
 - Act courteously and not subject anyone to accusations or defamatory remarks before, during, or after the search;
 - Avoid any form of touching;
 - Keep a written record of those who was searched;
 - Document in detail every incident that may lead to disciplinary action. This includes discovery of prohibited items, refusal to participate, suspicious actions, and disturbances;
 - Photograph the prohibited items discovered. Mark the photographs as to what they show and make them a part of a written report, and;
 - Place prohibited items in containers that are labeled or tagged so as to identify where they were found and by whom.
- (6) A written report of the search and its findings will be prepared, which report will contain at least the following:
 - Date, time, and place of search;
 - Names of person found to possess or own prohibited items, specific descriptions, and places where found;
 - Descriptions of incidents pertaining to search refusals, disturbances, and suspicious actions;
 - Photographs of materials seized; and
 - Names of searchers.

c. Prohibited Searches

Any type or form of search not explicitly described in these procedures is prohibited. Provided, however, nothing in these Policies shall be constructed to limit any law enforcement agency, including that of the City, from employing such otherwise lawful forms of inquiry or search as may be employed in the investigation and prosecution of criminal conduct.



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10.12 Tobacco-Free Workplace

(Intentionally left blank. Please see corresponding section in the Personnel Policy.)

10.13 Social Media

a. Purpose

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, City of Friendswood departments may consider using social media tools to reach a broader audience. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate.

The City of Friendswood has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites. This administrative rule establishes guidelines for the use of City Social Media Sites and governs the use, administration, management, monitoring and retention of social media and social media content, consistent with state, federal and City laws and regulations.

b. Scope

This Administrative Rule applies to all City Social Media Sites, and the uses of social media by City employees maintaining, using, or providing oversight of social media tools. Employees for this administrative rule shall include, but not be limited to full-time or part-time employees, seasonal employees, appointed board and committee members, interns, volunteers, and contractors on City business who access or contribute content. This administrative rule also applies to members of the public who comment or otherwise interact with the City through its social media websites.

c. Definitions

The following words, terms and phrases, when used in this administrative rule, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City Social Media Content means information, images or photographs posted or provided to a City Social Media Site by a City employee or authorized representative when such activity is part of the employee's job duties.

City Social Media Sites means those social media sites (including pages, sections, or posting locations) that are established or maintained by an employee of the City who is authorized to do so as part of the employee's job and that are used to conduct City business, communicate with the public on City business. Also referred to as departmental Social Media Sites.

Social Media Administrators means the City employees expressly designated by their department directors to maintain oversight of their department's Social Media Sites. A Social Media Administrator's authority is limited to actions that directly



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reflect guidance from the Social Media Administrator's department director and these policies.

Social Media Content means information, images or photographs posted or provided to a Social Media Site.

Social Media Coordinator means the City employee assigned by the City Manager or designee to coordinate the City's Social Media Sites and Social Media Content.

Social Media Sites means third-party websites which allow for the creation of content and dialogue around a specific issue or area of interest, including all social media platforms.

d. Responsibilities

(1) Department Director

Each department director is responsible for:

- implementing the provisions of this Administrative Rule and ensuring that employees are aware of this Administrative Rule for using, creating, and/or maintaining City Social Media Sites;
- designating departmental Social Media Administrator(s), if appropriate;
- ensuring that content that is inappropriate or violates this Administrative Rule is not posted on City Social Media Site(s) established and maintained by the Department;
- ensuring that approval is sought from the City Manager or their designee prior to the creation of a City Social Media Site. For any unapproved City Social Media Sites currently in existence, the department must submit a request for approval as if it was a new site.

(2) Social Media Administrator

Each departmental Social Media Administrator is responsible for oversight of the department's social media tools, ensures all social media content adheres to this Administrative Rule and shall:

- review their department's Social Media Sites that have already been established in their departments to ensure that they comply with this Administrative Rule;
- ensure the department's Social Media Site(s) are regularly maintained and kept current;
- review information posted to the department's Social Media Site(s) to ensure the content is appropriate, professional, and consistent with the City's policies and the purpose for which the site exists. Frequent review of sites that provide opportunity for comment or other interaction is essential; and
- keep the department's Director informed of the department's social media activity and insights.



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(3) Social Media Coordinator

The Social Media Coordinator is responsible for oversight of the City's social media tools, social media sites and shall:

- develop and distribute a City-wide social media strategy;
- review departmental Social Media Sites to ensure they comply with this Administrative Rule;
- maintain a list of all City Social Media Sites and ensure the City maintains access to them;
- maintain a list of all departmental Social Media Administrators; and
- keep the City Manager or their designee informed of the City's social media activity and insights.

(4) City Employees

City employees whose official duties include creating or posting information to a City Social Media Site are responsible for ensuring that such information is accurate, professionally presented, respectful, relevant, and on topic with the department's and City's mission. Care must be taken to ensure that grammar and spelling are correct. Mistakes must be corrected quickly.

e. Rules

(1) Creation of a City Social Media Site

- (a) City Social Media Sites may contain information that represents, or may create the appearance of representing, the City's position on administrative rule issues and/or the positions of its leadership. No employee may create or maintain a Social Media Site that purports or appears to be a City Social Media Site without the permission of that employee's department director and the City Manager or their designee. As such:
 - i. Before any employee creates a City Social Media Site, the City Manager or their designee must receive a request from the department. The request must state the:
 - Business necessity for the City Social Media Site,
 - A written social media strategy,
 - A written content calendar, and
 - An archival plan.
 - ii. Departments must wait for approval before creating a new City Social Media Site.
- (b) For any unapproved City Social Media Sites currently in existence, the department must submit a request for approval as if it was a new site.



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(2) Maintenance of a City Social Media Site

(a) Department Directors

Department Directors with City Social Media Site(s) shall:

- notify and update the Social Media Coordinator of the names of all Social Media Administrators within their respective department(s) and
- notify and update the Social Media Coordinator before deleting, disabling, abandoning, or archiving, any City Social Media Site(s).

(b) Social Media Administrators

Social Media Administrators shall:

- Grant administrative rights to the Social Media Coordinator and/or provide and update, as necessary, login and password information;
- Maintain, and share with the Social Media Coordinator, a social media strategy;
- Maintain, and share with the Social Media Coordinator, a content calendar that includes content for their department's City Social Media Site(s); and
- Follow an approved archival plan.

(c) Social Media Coordinator

The Social Media Coordinator shall, at the direction of the City Manager or their designee, the Social Media Coordinator may disable a City Social Media Site and prohibit or remove posting of any City Social Media Content to a site, any time and for any reason. This includes any violation of this administrative rule, unprofessional use of this resource, lack of use or disinterest by the public, or a department's failure to maintain the site.

f. Disabling, Deleting, Abandoning, or Archiving of a City Social Media Site

Before any employee disables, deletes, or archives a City Social Media Site, or as soon as possible thereafter, the City Manager or their designee must receive written notice from the department. The notice must:

- State the reasoning behind the action, and
- Any plan to reconstitute the site, or
- Verification the site has been disabled.

g. Public Records

City Social Media Sites create City records that are subject to the Texas Public Information Act and document retention rules of the State of Texas. Each departmental records administrator with the assistance of the Social Media Coordinator, shall ensure that such records are retained and archived in conformance with Texas law. If your department is



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not able to retain or archive your social media site that is not included in the City's third-party archiving contract, then the account must be deactivated or deleted.

h. Posting on City Social Media Sites

Employees creating, maintaining, or posting City Social Media Content on the City Social Media Site:

- must at all times conduct themselves as representatives of the City of Friendswood and in accordance with all the City of Friendswood Personnel Policies and other department or management rules or directives;
- will follow these guiding principles:
 - An employee is posting or responding as the City Social Media Site Administrator must respond through a City account, not a personal account;
 - Use correct grammar and spelling;
 - Avoid jargon and abbreviations;
 - Write and post only about the employee's area of expertise;
 - Keep postings factual and accurate;
 - Do not post photographs submitted by the public that were taken at City-related events held in public places without permission from the photographer;
 - Reply to comments in a timely manner, when a response is appropriate. When disagreeing with others' opinions or providing comments, do so in a meaningful, respectful, and relevant manner;
 - Understand that postings are widely accessible, not retractable, and retained or referenced for a long period of time; all content should be carefully considered;
 - Ensure that Social Media Content does not violate another person's privacy interests;
 - Refrain from posting Social Media Content that is proprietary, copyrighted, attorney-client privileged, subject to state or federal privacy laws, and information not subject to the Texas Public Information Act.
 - Never comment on anything related to legal matters, litigation, or parties with whom the City may be in litigation without the approval of the City Attorney or the City Manager; and
- do not express personal opinions or positions regarding:
 - Programs or practices of other public agencies, political organizations, private companies, or non-profit groups;
 - Political campaigns; and/or
 - Religion.

i. Design and Content of City Social Media Sites

(1) Required Statement

One of the following statements shall be clearly posted on all City Social Media Sites:



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Statement 1:

The purpose of this site is to present matters of public interest in the City of Friendswood. We encourage comments, but please note that this is limited public forum. Comments posted to this page will be monitored. The City reserves the right to delete comments and/or images that contain obscenity, threaten or defame any person or organization, promote illegal activity, contain malware links, promote illegal discrimination, infringe on copyrights or trademarks, or include spam which is not topically related to the particular posting and are in violation of the Social Media policy, <https://www.ci.friendswood.tx.us/documentcenter/view/2284>. All content and postings are subject to public disclosure pursuant to the Texas Public Information Act and e-discovery laws. Disclaimer that postings do not necessarily reflect the views or position of the City. The site is NOT monitored 24 hours a day and that in case of an emergency, the public should call 911.";

or

Statement 2:

All content is subject to the Texas Public Information Act and e-discovery laws. View our policy here: <https://www.ci.friendswood.tx.us/documentcenter/view/2284>

(2) Required Content

All City Social Media accounts must contain the following:

- a clear statement of the intent, purpose, and subject matter of the site, so the public is aware of the topical scope of the page;
- City contact information; and
- a link to the City website, www.friendswood.com.

j. Deleting/Hiding Content

The City reserves the right to delete completely or hide, when necessary and as soon as feasible, any posting that contains:

- (1) Content that is spam and not topically related to the particular posting by the City;
- (2) Content that contains obscenity or sexual content or links to sexual content;
- (3) Content that threatens, defames or personally attacks any person or organization;
- (4) Content that promotes, perpetuates or fosters discrimination on the basis of age, gender, race, religion, color, national origin, physical or mental disability, sexual orientation, marital status, and/or gender identity;
- (5) Content that implies, promotes or encourages illegal activity;
- (6) Content that is contrary to the safety of City employees, the public or public systems;
- (7) Content that violates the legal ownership of another party or infringes on copyright, trademark or other intellectual property rights;



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- (8) Links to any site unrelated to the subject-matter of the post; or
- (9) Content that is confidential according to the Texas Public Information Act.

k. Links

Links placed on City Social Media Sites should only be to a resource on the City's website, a City-owned website, a state, federal or local government site, an educational website, or an organization with an official partnership or supportive business relationship with the City. Exceptions to this rule shall be at the discretion of the City Manager or their designee. Acknowledgment of sponsorships or City partnerships must be attributed to a specific event or program.

l. Employee Time Spent Maintaining or Creating Social Media Sites

Non-exempt employees who serve as City Social Media Administrators shall work on the City Social Media Site (monitoring, creating, maintaining, or posting) only during normal office hours unless specifically pre-approved in writing by the employee's supervisor. Any time spent in excess of a 40-hour work week by a non-exempt City Social Media Site Administrator monitoring, creating, maintaining or posting on a City Social Media Site will be paid overtime in compliance with federal law and City policies and administrative rules.

m. Employee Standard for Use of Social Media

All uses of social media on behalf of the City or City department, or in any manner that appears to represent the City or constitute communication by the City, must comply with the provisions in this Administrative Rule, including the following standards:

- (1) No City employee may establish any Social Media Site in the name of or on behalf of the City or any City department unless:
 - (a) the City Manager or their designee and the user's department director have all approved the Site; and
 - (b) all information to be posted on the account has previously been approved by the employee's department director.
- (2) Social Media Sites established by the City or a City department are to be used for City and department business purposes only. Use for communications and postings that are not directly related to a City or City department business purpose, is prohibited.
- (3) Employee must report unauthorized uses of City Social Media Sites or City Social Media Content to their department director and/or City Manager or their designee.
- (4) Employees are expected to be attentive and careful in their use of social media. Employees should be aware that their use of social media may be perceived as representing the City and City government, and should tailor their use accordingly.



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- (5) No Social Media Site engagement on pages outside of the City organization, including but not limited to, comments and reactions/likes.

n. Unacceptable Uses by Employees

The City considers the activities and uses listed below to be unacceptable uses of social media established by the City or City department:

- (1) Using social media in a manner that does not comply with federal, state, local laws and regulations, and with City or department policies;
- (2) Using social media in a manner that violates copyright, trademark, or other intellectual property rights of any person or entity or otherwise violates their legal ownership interests;
- (3) Includes ethnic slurs, profanity, personal insults, material that is harassing, defamatory, fraudulent or discriminatory, or other content or communications that would not be acceptable in a City workplace under the City or department administrative rule or practice;
- (4) Violates the terms of contracts governing the use of any social media content, including, but not limited to software and other intellectual property license;
- (5) Displays sexually explicit images, cartoons, jokes, messages or other material in violation of the City sexual harassment administrative rule;
- (6) Violates Section 10.06 of the Personnel Policies relating to political activity;
- (7) Contains confidential information that is protected from release pursuant to the Texas Public Information Act or "for official use only" information or information that does or may compromise the security of City networks or information systems. Confidential information includes, but is not limited to medical information, social security numbers and other personally identifiable information;
- (8) Violates the terms of use governing third-party websites that allow for the creation of social media sites; and
- (9) Violates Subsection j of this Section 10.11.

o. Personal Social Media Accounts

This Administrative Rule is not intended to govern employees' establishment or use of personal social media sites for personal purposes, outside the workplace and using non-City information systems. However, some personal uses of social media may reflect on the City or appear to represent City administrative rule or to be on behalf of the City. In addition, accessing and using personal social media accounts by means of City information systems is subject to City administrative rule. For these reasons, City employees are expected to comply with all City and department policies, as well as the following standards, when using personal social media accounts:

- (1) City employees have no right to privacy with respect to their personal use of social media or personal social media accounts accessed by means of City information systems, or with respect to personal social media content so accessed. Employees



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should not expect or assume privacy or confidentiality with respect to any such personal social media use or social media content.

- (2) Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements or other social media content are an official administrative rule statement, position, or communication of the City of Friendswood, or represent the views of the City or any City officer or employee, any user profile, biography, or posting on a personal social media account that identifies that person as a City employee must include a qualifying statement in substantially the following form: "The views I express on this site are my own and do not reflect any official view or position of the City of Friendswood."
- (3) City employees subject to the City's Political Activity restrictions under Section 10.06 of the City's Personnel Policies, must comply with those restrictions in personal uses of social media, whether or not City information systems have been used.
- (4) City employees may not attribute personal statements or opinions to the City when engaging in private blogging or postings on social media sites.
- (5) City employees and City volunteers shall not post images, files, or text depicting City property, equipment, or personnel in any manner that would adversely affect the reputation of the City or a City department.
- (6) City employees and City volunteers shall not use their City email account or password in conjunction with a personal social networking site.

p. Exceptions

Exceptions to this Administrative Rule shall be at the discretion of the City Manager or their designee.

q. Compliance

Each City department director shall be responsible for enforcing compliance of this administrative rule by department employees. An employee who fails to comply with any aspect of this Administrative Rule is subject to disciplinary action, up to and including termination of employment.

10.14 Electronic Mail

a. Purpose

This administrative rule sets forth the regulations concerning the generation, access and inspection of records using the City's electronic mail system ("email").

b. Permitted Usage

For all electronic communications made in connection with the transaction of official City business, employees must use only their designated City e-mail account, and not use a personal (or other non-city) email account whenever feasible. This is to ensure that all information regarding the transaction of official business involving public information is open and available to members of the public as required by the Texas Public Information Act ("TPIA"). In the event City employees must utilize a personal (or other non-city) email



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account when conducting official City business, the communications, including (but not limited to) email messages, images, and attachments, should be forwarded to their designated City email account as soon as possible.

Email should be related to the City's business; however, incidental and occasional personal use of email is permitted. Such messages will be treated no differently from other messages and will be subject to disclosure, that is, messages are public records subject to the TPIA. The best guide is not to include in an email anything you would not want included in a City file available for inspection by others.

c. Approval Needed for Certain Usage

The following uses require the prior written approval of the employee's Department Director:

- Using software for email not owned or purchased by the City;
- Except as authorized in this policy under "Access," reading email of another employee without prior written approval; or
- Encrypting any email message without first depositing the encryption key with the IT Department and the employee's immediate supervisor.

d. Prohibited Uses

The following uses of email are expressly prohibited:

- Intercepting, eavesdropping, recording, or altering another person's email message;
- Adopting the identity of another person on any email message, attempting to send email anonymously, or using another person's password;
- Misrepresenting one's affiliation on any email message;
- Sending or receiving software in violation of copyright law;
- Using email in a manner that is disruptive or offensive to others or that could be harmful to workplace morale;
- Using email to display or transmit:
 - Sexually explicit images, messages, or cartoons,
 - Communications containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs, or
 - Messages containing vulgar language or threats of violence; and/or
- Using email to solicit or to address others regarding commercial, religious or political/social causes, or for any other solicitations that are not related to work.

e. Access

Generally, all email messages are records of the City and the City has the right to access the contents of any email communications transmitted through its system. Supervisors may review the email communications of their employees for any reason, including, but not limited to, determining whether there have been any breaches of security, violations of City policy or misuse on the part of the employee.



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Employees are required to protect the integrity of the City's confidential information. Therefore, employees must exercise a greater degree of caution in transmitting confidential information through the email system than through other means of communication. Confidential information should never be transmitted or forwarded to other employees inside the City who do not have a need to know the information. Messages sent via the email system shall have a confidentiality legend in all capital letters in a form similar to the following:

THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION OF THE CITY OF FRIENDSWOOD. UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED.

All suspected intrusions or unauthorized access by unauthorized persons or employees are to be reported to a Department Director.

f. Disclosure

The City may disclose any information sent to or received by City employees via the City's email system for any business purpose. The City reserves the right to disclose any email message to law enforcement officials as well as to the general public.

g. Retention

City employees must comply with the City's Records Management Program. This program outlines the rules and procedures by which employees are to operate as it relates to the maintenance, retention and disposition of official City records.

h. Disciplinary Action

Any violations of the City's policy on email use or retention will result in appropriate disciplinary action, up to and including termination. In addition, violations of this policy may be referred for criminal prosecution, where appropriate.

14.141 Software Compliance

a. In General

The City is committed to maintaining compliance with U.S. Copyright laws and to protecting the integrity of the computer environment for viruses.

b. Prohibited Acts

(1) Reproduction

The City licenses the use of copies of computer software from a variety of companies. The City does not own the copyright to this software or its related documentation and except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), employees do not have the right to reproduce it for use on more than one computer. With regard to software usage



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on local area networks, employees shall use the software only in accordance with the license agreement.

(2) Installation of Personal Software

Employees are not permitted to install their own copies of any software onto the City's machines. Likewise, employees are not permitted to copy software from the City's computers or to install such software on home or any other computers unless such installation is in accordance with the applicable licensing agreement and has been previously authorized by a member of the Information Technology (IT) Department.

c. Duty to Report Misuse

Any employee, learning of any misuse of software or related documentation within the City, shall notify his/her supervisor who shall notify the Director of Information Technology or designee.

d. Disciplinary Action

Any employee, who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to the City or who places or uses unauthorized software on the City's premises or equipment shall be subject to disciplinary action, up to and including termination.

e. Audit

The Director of Information Technology or designee reserve the right at any time to conduct audits of any or all of the City's computers to ensure that the City is in compliance with all software licenses.

10.142 Use of Intranet and Internet Services

a. In General

The City's connection to intranet and internet services exist to facilitate the official work of the City by enhancing the efficient exchange of information and the completion of assigned responsibilities. Intranet and internet connections and services provided by the City are not intended for personal use. Such use is expressly subject to all auditing, disclosure and monitoring rights of the City. Employees having access to these connections and services must comply with this administrative rule and all other applicable rules, guidelines, procedures, and policies.

b. Conditions of Use

Intranet and internet users are required:

- To respect the privacy of other users. For example, users shall not intentionally seek information on, obtain copies of, or modify files or data, belonging to another user without such user's explicit permission.
- To respect the legal protection provided to programs and data by copyright and licensing laws.



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- To protect data from unauthorized use or disclosure as required by Federal, State, or local laws.
- To respect the integrity of computing systems. For example, users shall not use or develop programs that harass other users, infiltrate a computer or computing systems, and/or damage or alter software components of a computer or computing system.
- To safeguard their accounts and passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization from the Director of Information Technology or his authorized representative; and
- To report any observations of attempted security violations, unacceptable uses, or violations of this policy to the user's Department Director. Employees that are uncomfortable in discussing observations or possible violations with the Department Director, or if the Department Director is not available, may report the alleged act to the Human Resources Department.

c. Prohibited Uses

The following uses of the City's intranet and internet services are expressly prohibited:

- Uses prohibited by law;
- Installing or using a covered application on any device owned or leased by the City in violation of Section 620.001 of the Texas Government Code;
- Viewing or transmission of threatening, obscene or harassing materials or correspondence;
- Solicitation or viewing of sexually explicit videos, images, messages, materials, books, magazines, jokes, cartoons, while on City time, City property, or City equipment;
- Unauthorized distribution of City information;
- Intentional interference with or disruption of network users, services or equipment;
- Uses furthering private purposes, such as private advertising of projects or services;
- Solicitation for religious and political causes, or other causes unrelated to official City business; and
- Any activity meant to foster personal monetary gain.

This administrative rule is intended to be illustrative of the range of acceptable and unacceptable uses of the intranet and internet services and is not necessarily exhaustive. Questions about specific uses related to security issues not enumerated and reports of specific unacceptable uses should be directed to the Department Director.

d. City's Audit, Disclosure, and Monitoring Rights

The following outlines, in general, the City's audit, disclosure, and monitoring rights concerning its employees in the use of the City's intranet and internet system:

- No employee shall have any expectation of privacy in the information accessed or transmitted through the City's intranet and internet system and all may be subject to disclosure.



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- The Director of Information Technology or designee shall have access to all mail and user access requests, and shall monitor messages as and when requested by a Department Director or directed by the City Manager.
- The City shall have the right at any time to log network use, to monitor the file server space utilized by each user and to delete employees' files if file server space allotments have been exceeded.
- The Director of Information Technology and Department Director together shall have the right to remove or limit usage on the intranet.

e. Disciplinary Action

The City will review alleged violations of this policy on a case-by-case basis. Any violations of this policy shall result in appropriate disciplinary action, up to and including termination. In addition, violations of this rule may be referred for criminal prosecution, where appropriate.

10.144 Cellphone Use Policy

a. In General.

Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

b. Personal cellphones

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of the City of Friendswood's policy.

The City will not be liable for the loss of personal cellphones brought into the workplace.

c. Company-provided cellphones

When job duties or business needs demand, the company may issue a City cellphone, or partial reimbursement to an employee for work-related communications. Personal use of City-owned cellphones should be kept to a minimum.

Employees in possession of City-owned cellphones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

d. Safety issues for cellphone use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while



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driving; use of a cellphone while driving is not required by the City. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Reading or sending text messages while driving is strictly prohibited.

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

e. Video or audio recording devices

The use of camera or other video or audio recording-capable devices on company premises is prohibited without the express prior permission of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is strictly prohibited.

f. Consequences for Violators

Employees violating this policy will be subject to discipline, up to and including termination of employment.

10.15 Dress Code

a. Standards

The following standards apply to general office employees at the City of Friendswood. These clothing standards DO NOT apply to those employees who regularly wear a uniform while on duty.

(2) Attire

(a) Acceptable Attire

Examples of acceptable attire include, but are not limited to:

- Pants consisting of khaki-type pants, slacks, capris, and jeans that are clean as well as hole/damage and wrinkle-free;
- Shirts/tops consisting of dress shirts, polo shirts, blouses or sweaters;
- City of Friendswood provided T-shirts may be worn on Friday's;
- Casual dresses or skirts with modest hemlines; and
- Footwear consisting of loafers, boots, flats, heels, or athletic shoes.

(b) Unacceptable Attire

Examples of unacceptable attire include, but are not limited to:



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- Jeans that are excessively worn, faded or have holes;
- Sweatpants, shorts, spandex or other form-fitting pants (unless the top covers below the buttocks);
- Shirts/tops consisting of t-shirts, sweatshirts, tank tops, halter tops, tops with bare shoulders (unless worn under a sweater, blouse or jacket) or tops that are distracting or revealing;
- Dresses or skirts that are too short or have spaghetti straps (unless worn under a sweater, blouse or jacket); and
- Footwear consisting of athletic sandals or flip-flops.

(3) **Hair**

Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, moustaches, and beards should be neatly trimmed.

(4) **Tattoos and body piercings**

Visible tattoos and/or brandings shall not be obscene or offensive. Body piercings (other than earrings) shall not be visible. Plugs and bars are prohibited.

b. Exceptions:

- (5) Exceptions to the dress code may be made at the discretion of the City Manager in the event that Staff will be working outside of the office, themed dress days (Christmas, Astros playoff support) or if physical activity will be required for the associated workday.



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Separation from Employment and Reinstatement

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12.01 Separation from Employment – Exit Interviews

a. Interview Conducted

With the cooperation of the employee, an exit interview shall be conducted upon an employee's separation from City service regardless of length of service, position, or circumstances of separation.

b. Human Resources Responsibility

The Human Resources Department shall be responsible for conducting all exit interviews. The Human Resources Director shall ensure, if possible, that each employee is interviewed prior to their separation from City employment. Results of exit interviews shall be recorded on forms prescribed by the Human Resources Department.

c. Return of City Property

At the time of the exit interview, or just prior to the employee leaving their department, all City property such as keys, identification cards, and uniforms shall be returned by the employee.

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/07/2023

Prepared by: Karen Horner, City Attorney

Subject: Consider a resolution approving the City of Friendswood's Public Funds Management and Investment Policy.

Originating Department: City Attorney

Degree of importance:

SUMMARY / ORIGINATING CAUSE

This proposed resolution approves the City of Friendswood's Public Funds Management and Investment Policy in accordance with Section 2256.005(e) of the Public Funds Investment Act (the "Act"). Pursuant to the Act, the City Council is required to review its investment policy and investment strategies not less than annually. The policy was last reviewed by the City Council on August 1, 2022. There are no recommended changes since the City Council's last review.

At its meeting held on July 31, 2023, the City's Investment Committee conducted its annual review and recommended approval of the Investment Policy.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Resolution - Investment Policy

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS,
APPROVING THE PUBLIC FUNDS MANAGEMENT AND INVESTMENT POLICY IN
ACCORDANCE WITH THE PUBLIC FUNDS INVESTMENT ACT; AND PROVIDING
FOR AN EFFECTIVE DATE.

WHEREAS, the Public Funds Investment Act (the "Act") provides that the City of Friendswood may purchase, sell, and invest funds under its control in investments authorized by the Act in compliance with investment policies approved by the City Council; and

WHEREAS, pursuant to the Act, the City Council is required to adopt both (i) a written investment policy regarding the investment of its funds and funds under its control and (ii) a separate written investment strategy, describing the investment objectives, for each of the funds or group of funds under its control; and

WHEREAS, the City Council, pursuant to the Act, is also required to review the policy and strategies not less than annually; and

WHEREAS, the City Council last reviewed and approved the City's Public Funds Management and Investment Policy, containing both the written policy and strategies required pursuant to the Act, (the "Policy") on August 7, 2023; and

WHEREAS, the City Council, after reviewing the Policy, desires to approve the same; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. That the facts and matters set forth in the recitals of this resolution are hereby found to be true and correct.

Section 2. That the City Council of the City of Friendswood, Texas, has reviewed the City's Public Funds Management and Investment Policy. The Policy approved in Section 3 hereof records any changes made by the City Council.

Section 3. That the City Council of the City of Friendswood, Texas, hereby approves the Public Funds Management and Investment Policy of the City of Friendswood, which is attached hereto as Exhibit "A" and incorporated herein for all intents and purposes.

Section 4. That this resolution shall be effective immediately upon its passage and approval.

PASSED, APPROVED and ADOPTED by the affirmative vote of the City Council of the City of Friendswood on this the 7th day of August, 2023.

MIKE FOREMAN, Mayor

ATTEST:

LETICIA BRYSCH, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

**CITY OF FRIENDSWOOD, TEXAS
INVESTMENT POLICY**

August 7, 2023

I. **Policy** - It is the policy of the City of Friendswood that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines. The City's portfolio shall be designed and managed in a manner responsive to the highest public trust and consistent with this policy. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City. The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. This policy will adopt passive investment strategies designed to minimize administrative expenses while obtaining market-average rates of return and incurring minimal risks. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act.

II. **Scope** - This investment policy applies to all financial assets and funds placed for investment by the City. The City commingles its funds for investment purposes for efficiency and investment opportunity. These funds are defined in the City's Annual Comprehensive Financial Report and include:

General Fund
Special Revenue Funds
Debt Service Funds
Enterprise Funds
Trust and Agency Funds

And any new funds created by the City, unless specifically exempted by the City Council and this policy.

Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation.

III. **Objectives** - The investment policy of the City shall be governed by these primary objectives: safety, liquidity and yield. The suitability of each investment decision will be made on the basis of these objectives.

A. **Safety** - The foremost objective of the investment program shall be to assure the safety of the invested funds. Investments shall be undertaken in a manner that seeks

to ensure the preservation of capital while minimizing credit rate and interest rate risk. Investment for speculation purposes is prohibited.

1. **Credit Risk and Concentration of Credit Risk** – The City will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, and concentration of credit risk, the risk of loss attributed to the magnitude of investment in a single issuer.
2. **Interest Rate Risk** – The City will manage the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates.
3. **Collateralization** – The City requires collateralization of all uninsured collected balances of invested funds and any accrued interest on funds invested; acceptance, substitution, release and valuation of collateral for City investments shall be in accordance with the Public Funds Collateral Act, Chapter 2257, Texas Government Code.

B. **Liquidity** - Funds will be invested with maturities necessary to maintain sufficient liquidity to provide adequate and timely working funds.

C. **Yield** – Return on investment is of least importance compared to the safety and liquidity objectives described above.

IV. **Legal Limitations, Responsibilities and Investment Authority** - Authority and parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act").

The Interlocal Cooperation Act, Chapter 791, Texas Government Code, authorizes local governments in Texas to participate in investment pools established thereunder. That statute and reference to authorized investment in investment pools in the Act, is primary authority for use of investment pools by political subdivisions of the State of Texas.

V. **Delegation of Investment Authority** - The Director of Administrative Services is designated as the Investment Officer of the City and is responsible for the implementation of these policies, and for assuring that investment management decisions and activities fully comply herewith. The Investment Officer shall develop and maintain administrative procedures for the operation of the investment program, which are in strict accordance with this investment policy, as approved by the City Council. The Investment Officer and Liaison/Deputy Investment Officer shall comply with training requirements of the Public Funds Investment Act (PFIA). Investment Officer(s) must obtain 10 hours of PFIA training within 12 months of assuming investment responsibilities and 8 hours of PFIA training every two years thereafter. The investment training session shall be provided by an independent source approved by the City Council or Investment Committee. An "independent source" from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor, other than a

Business Organization with whom the City may engage in an investment transaction. The Deputy Director of Administrative Services – Finance shall serve as designated liaison/deputy investment officer in the event circumstances require timely action and the Investment Officer is not available. However, no officer or designee may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer and approved by the City Manager.

VI. Standards of Care - To be observed.

As fiduciaries of the City's assets, City Council retains ultimate responsibility of the investment portfolio.

- A. **Prudence** The standard of prudence used by the City of Friendswood shall be the "Prudent Person Rule" and shall be applied in the context of managing the overall portfolio. This standard states: "the person designated as Investment Officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs." In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:
1. The investment of all funds under the City's control, over which the officer had responsibility; and
 2. Whether the investment decision was consistent with the written investment policy of the City.
- B. **Ethics** - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose, in writing, to the Texas Ethics Commission and the City's governing body, any material interests, including personal business relationships, with any financial institution with which it is proposed that the City conduct business. For the purposes of this section, an investment officer has a personal business relationship with a business organization if: (1) the investment officer owns 10% or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization; (2) funds received by the investment officer from the business organization exceed 10% of the investment officer's gross income for the previous year; or (3) the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer. In accordance with Texas Government Code 573 and for the purposes of this section, if Investment Officer(s) is related within the second degree by affinity or consanguinity to an individual seeking to transact investment business with the City, the Investment Officer(s) will file a disclosure statement of this fact in writing with the Texas Ethics Commission and the City's governing body.

- C. **Liquidity** - To meet the investment objectives of the City, the maturity of investments shall be targeted to coincide with the cash flow needs of the City. Funds of the City shall be invested in instruments whose maturities do not exceed approved periods as determined by their policy. Unless matched to a specific requirement, the Investment Officer may not invest more than 30% of the portfolio for a period greater than two (2) years. The Investment Officer may not invest in any portion of the portfolio for a period greater than three (3) years.
- D. **Diversification** - The investment portfolio shall be diversified to minimize the risk of loss resulting from over-concentration of assets in a specific maturity, specific issuer or specific class of securities. Nevertheless, the City recognizes that in a diversified portfolio, occasional measured interest losses are inevitable, and must be considered within the context of the overall portfolio's investment return. At a minimum, diversification standards by security type and issuer shall be:

<u>Security Type</u>	<u>Maximum % of Portfolio</u>
U.S. Treasuries & securities with the U.S. Government's guarantee	Not To Exceed 75%
U.S. Government Agencies and instrumentalities	Not To Exceed 75%
Certificates of Deposit	Not To Exceed 75%
Money Market Funds	Not To Exceed 30%
Local Government Investment Pools	Not To Exceed 75%*
*(No more than 50% shall be invested in any single pool.)	

- E. **Yield** - The core of investments shall be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The earnings from investments shall be used in a manner that best serves the public trust and interests of the City in compliance with applicable covenants or other legal restrictions.
- F. **Safekeeping and Custody** - To protect against potential fraud and embezzlement, the cash and investments of the City of Friendswood shall be secured by the City, or through third party custody and safekeeping procedures as herein designated. The third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, description, maturity, CUSIP number, yield and/or coupon and other pertinent information. Each safekeeping receipt shall clearly indicate that the instrument is held for the City of Friendswood. All safekeeping arrangements shall be documented by the Investment Officer.

All investment transactions shall be executed on "delivery vs. payment" basis to ensure that securities are deposited in the eligible financial institutions prior to the release of funds.

- VII. **Internal Controls** - The City Council shall establish an annual process of independent review by an external auditor. This review shall provide internal control by assuring compliance with policies and procedures. Compliance and management controls of the City's investment policy will be included in this annual review.
- VIII. **Investment Committee** - Upon adoption of this policy an Investment Committee shall be established. Members include three unpaid private sector financial professionals (example: banker, broker, CPA) appointed by the City Council to serve staggered three-year terms. The Investment Committee shall serve in an advisory capacity only. The Committee shall perform such duties assigned to it by this Policy and such other duties as may, from time to time, be assigned to it by the City Council.

The Investment Committee shall meet at least quarterly. It may meet more often as desired. Two members may request a meeting. Two members constitute a quorum.

The Investment Committee is charged with the duty of determining general investment strategies for the City and monitoring results. It shall include in its deliberations such topics as economic outlook, investment strategies, portfolio diversification and maturity structure, potential risks to City funds, the target rate of return on the investment portfolio and annual review and approval of authorized depositories, brokers/dealers (Exhibit "B").

- IX. **Authorized Investments** - Specific security instruments are authorized under the provisions of the Public Funds Investment Act. The conservative philosophy employed by the City is to choose investments in a manner which ensures safety, while promoting diversity of market sector and maturity. The choice of high-grade government instruments is designed to provide for the safety of principal, return an acceptable yield and assure marketability. City funds may be invested only in the following:
- A. Obligations of the U.S. Government, its agencies and instrumentalities and government sponsoring enterprises (GSEs), not to exceed three (3) years to stated maturities, excluding collateralized mortgage obligations (CMOs).
 - B. Certificates of deposit or other financial institution deposits issued by a depository institution that has its main office or a branch office in Texas, guaranteed or insured by the Federal Deposit Insurance Corporation (or its successor), or collateralized, in accordance with Section 2256.010, the Texas Government Code and Chapter 2257 the Public Funds Collateral Act, and not to exceed three (3) years to stated maturity. Both principal and interest earned on the investment will be guaranteed, insured or collateralized as stated.
 - C. No-load money market mutual funds that are registered and regulated by the Securities and Exchange Commission subject to the limitations contained in Section 2256.014, Texas Government Code.

- D. Local Government Investment Pools, such as TexPool Investment Pool (TexPool), Lone Star Investment Pool (LSIP) and Texas CLASS investment pool, provided such pools comply with Chapter 2256, Sections .016, .017, .018, .019 and .0204, Texas Government Code.
- E. Commercial Paper in accordance with Section 2256.013, of the Local Government Code. The stated maturity must be 365 days or fewer from the date of its issuance, rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies or one national recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United State or any state.
- X. **Loss of Required Minimum Rating** – Rating status of investments of the City's portfolio will be reviewed quarterly by the Investment Officer(s). All prudent measures, consistent with the City's investment policy, will be exercised to liquidate investments downgraded below the A-1 or P-1 required by this policy.
- XI. **Existing Investment Exemption** – The City is not required to liquidate an investment which was an authorized investment type at the time of purchase.
- XII. **Authorized Financial Dealers and Institutions** - The Investment Officer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list shall also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Texas. These may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following: audited financial statements, proof of registration with Financial Industry Regulatory Authority (FINRA) and proof of state registration.

A written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with the City. For purposes of this subsection, "a business organization includes investment pools. The qualified representative of the business organization offering to engage in an investment transaction with" the City "shall execute a written instrument" (Exhibit "A") "to the effect that the business organization has: (1) received and reviewed the investment policy of the City; and (2) acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between" the City "and the organization that are not authorized by" the City's "investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of" the City's "entire portfolio or requires an interpretation of subjective investment standards."

- XIII. **Competitive Bidding Requirement** - Securities and certificates of deposits may be purchased or sold only after a reasonable review of the offers/bids, to verify that the City

is receiving fair market value/price for the investment. At least three (3) competitive offers/bids must be obtained prior to purchase or sell of securities and certificates of deposits. Comparison of investment pools will occur to confirm that the City receives fair market value/return on investments.

- XIV. **Methods to Monitor the Market Price of Investments** - The market price of investments acquired with public funds will be monitored through one of the following methods: (1) accessing financial information provided by the safekeeping custodian via communication software; (2) obtaining pricing information as provided in financial publications, such as the Wall Street Journal; and (3) obtaining pricing information from qualified broker/dealers or financial institution representatives. Market value of the City's investments will be reviewed and calculated on a monthly basis. The quarterly investment report will include the market value of the portfolio.
- XV. **Reporting** - The Investment Officer shall prepare and submit to the City Manager and City Council a quarterly report of investment transactions for all funds of the City. Quarterly investment reports will be reviewed annually by an independent auditor. The report shall include all information as required by Section 2256.023 of the Act.
- XVI. **Limitation of Personal Liability** - The Investment Officer and those delegated investment authority under this policy, when acting in accordance with the written procedures and this policy and in accord with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.
- XVII. **Investment Strategy** - The City of Friendswood shall maintain a portfolio which involves investment strategy considerations, designed to address the unique characteristics of the fund groups represented in the portfolio. The objectives of each fund group must be considered in context of the structure of the overall portfolio.
- A. **Operating Funds** - Investment strategies for operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short to medium term securities which will complement each other.
- B. **Capital and Special Projects Funds** - Primary strategy for these fund types is to assure that anticipated cash requirements are matched to ensure adequate liquidity at the time of payment. A portion of investments (at least 10%) should be highly liquid to allow for flexibility and unanticipated project outlays. The stated final maturity date of any security held should not exceed the estimated project completion date.

- C. **Debt Service Fund** – In accordance with Section 2256.0208, investment strategies for debt service funds will have as their primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date.
- D. **Overall Short-term Strategy** - The City uses a consolidated cash system for cash and investments where cash is commingled and ownership tracked by equity accounts. From this a considerable amount is available for investment in highly liquid local government investment pools. Interest earnings are apportioned back based on equity in the pool. Use of the pool enables short-term interfund borrowing during the course of the year using "due-to/due-from" accounting methodology. This gives considerable flexibility to the immediate cash needs of an individual fund. In addition, the City's portfolio will have a maximum dollar-weighted average maturity of 3 years or less based on the stated maturity date (if applicable) of each investment.
- E. **Bond Proceeds** - Exclusive of all other City investments, up to 100% of the proceeds from a bond sale may be invested in a separate pooled (LGIP) account, and are not subject to the liquidity and diversification limitations found elsewhere in this policy.
- F. **Performance Benchmarks** – Comparative data such as coupon rates, market price, market value, interest rates and rating agencies will be used to gauge performance of the City's investment portfolio.

XVIII. **Intent** - It is the stated intent of this Policy to adhere by and to be in conformance with the statute known as the Public Funds Investment Act, Chapter 2256, Texas Government Code, as amended by House Bill 2799 enacted by the 75th Texas Legislature. Specific interpretation of a section contrary to this intent shall not void the remaining Policy.

XIX. **Adoption** - This Investment Policy shall be formally adopted by Resolution of the City Council. The Policy shall be reviewed on an annual basis by the City Manager and City Council.

Exhibit "A"

TEXAS PUBLIC FUNDS INVESTMENT ACT

CERTIFICATION BY BUSINESS ORGANIZATION

This certification is executed on behalf of the City of Friendswood (the Investor) and _____ (the Business Organization) pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the Act), in connection with investment transactions conducted between the Investor and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

The undersigned is a Qualified Representative of the Business Organization offering to enter in an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and

The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the Investor; and

The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the Investor that are not authorized by the City of Friendswood's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative of the Business Organization

Signature: _____

Name: _____

Title: _____

Date: _____

Exhibit "B"

LIST OF AUTHORIZED DEPOSITORIES AND QUALIFIED BROKERS AUTHORIZED TO ENGAGE IN INVESTMENT TRANSACTIONS WITH THE CITY OF FRIENDSWOOD

1. BOK Financial Securities, Inc.
2. FHN Financial Capital Markets
3. Hilltop Securities
4. Wells Fargo Brokerage Services, LLC
5. Wells Fargo Bank
6. Lonestar Investment Pool
7. TexPool
8. Texas Class
9. Cantor Fitzgerald & Company

The above list of broker/dealers and financial institutions were approved by the Investment Committee at a regular meeting and are qualified to engage in investment transactions with the City of Friendswood, as required by the Texas Public Funds Investment Act, Chapter 2256, Section .025.

Name: Katina Hampton, Investment Officer

Date: August 7, 2023

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/17/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider a resolution authorizing an Advance Funding Agreement for Bridge Replacement or Rehabilitation with the Texas Department of Transportation for the bridge at Dunbar Estates Drive at Mary's Creek.

Originating Department: Engineering

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The federal off-system bridge program is administered by the Texas Department of Transportation ("TxDOT") to replace or rehabilitate structurally deficient and functionally obsolete bridges located on public roads and streets off the designated state system. The following bridge, owned by the City, qualifies for this federal program:

Location of Bridge	National Bridge Inventory Number (NBI)	Control-Section-Job number (CSJ)
Dunbar Estates Drive at Mary's Creek	12-085-0-PP0505-001	0912-73-231

The Texas Transportation Commission Minute Order Number 116292 dated August 30, 2022, provides for the remedy of this bridge under the currently approved program of projects. The funding participation ratio for projects on this program is as follows:

Entity	Percentage	Amount
Federal	80%	\$590,480.00
State	10%	\$73,810.00
City	10%	\$73,810.00

The proposed resolution approves the agreement and authorizes payment in the amount of SEVENTY-THREE THOUSAND EIGHT HUNDRED TEN AND NO/100 DOLLARS (\$73,810.00) paid in two installments -- \$6,100.00 will be due upon execution of the Advance Funding Agreement with TxDOT and \$67,710.00 will be due in FY 26/27. Engineering for this project is anticipated to begin in December 2023.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

This bridge remains in service today and will remain in service until replacement. The bridge has been load rated to disallow tandem axle vehicles over 21,000 pounds.

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Resolution -TxDOT Advance Funding Agreement - Dunbar Estates @ Mary's Creek
2. Exhibit A - TxDOT AFA Dunbar Estates Drive @ Mary's Creek

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE AN ADVANCE FUNDING AGREEMENT FOR BRIDGE REPLACEMENT OR REHABILITATION OFF THE STATE SYSTEM WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR THE BRIDGE AT DUNBAR ESTATES DRIVE AT MARY'S CREEK; AUTHORIZING PAYMENT IN THE AMOUNT OF SEVENTY-THREE THOUSAND EIGHT HUNDRED TEN AND NO/100 DOLLARS (\$73,810.00); APPROVING CERTAIN MATTERS RELATED THERETO; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the federal off-system bridge program is administered by the Texas Department of Transportation ("TxDOT") to replace or rehabilitate structurally deficient and functionally obsolete (collectively referred to as deficient) bridges located on public roads and streets off the designated state system; and

WHEREAS, the City of Friendswood (the "City") owns a bridge, more specifically described as follows:

Location of Bridge	National Bridge Inventory Number (NBI)	Control-Section-Job number (CSJ)
Dunbar Estates Drive at Mary's Creek	12-085-0-PP0505-001	0912-73-231

; and

WHEREAS, projects to remedy the bridges are included in the currently approved program of projects, authorized by Texas Transportation Commission Minute Order Number 116292 dated August 30, 2022; and

WHEREAS, the fund participation ratio for projects on this program is 80 percent federal, 10 percent state, and 10 percent local government; and

WHEREAS, the City's participation requirement for this bridge is SEVENTY-THREE THOUSAND EIGHT HUNDRED TEN AND NO/100 DOLLARS (\$73,810.00); NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. That the facts and matters set forth in the recitals of this resolution are hereby found to be true and correct.

Section 2. That the City Council of the City of Friendswood hereby authorizes and directs the City Manager to execute the Advance Funding Agreement for Bridge Replacement or Rehabilitation Off the State System with the Texas Department of Transportation for the bridge at Dunbar Estates Drive at Mary's Creek. A copy of said agreement is attached hereto as Exhibit "A" and incorporated herein for all intents and purposes.

Section 3. That the City Council of the City of Friendswood authorizes payment to the Texas Department of Transportation in the amount of SEVENTY-THREE THOUSAND EIGHT HUNDRED TEN AND NO/100 DOLLARS (\$73,810.00) in accordance with the agreement authorized in Section 2 hereof.

Section 4. That this resolution shall be effective immediately from and after its passage and approval by the City Council of the City of Friendswood.

PASSED, APPROVED and ADOPTED by the affirmative vote of the City Council of the City of Friendswood on this the 7th day of August, 2023.

MIKE FOREMAN, Mayor

ATTEST:

LETICIA BRYSCH, City Secretary

APPROVED AS TO FORM:

KAREN HORNER, City Attorney

Exhibit "A"

TxDOT:				NBI Structure #	12-085-0-PP0505-001
CCSJ #		AFA ID	Z00004752	Federal Highway Administration:	
AFA CSJs	0912-73-231			CFDA No.	20.205
District #	12	Code Chart 64#	15320	CFDA Title	Highway Planning and Construction
Project Name	Dunbar Estates Dr. at Mary's Creek			AFA Not Used For Research & Development	

STATE OF TEXAS §

COUNTY OF TRAVIS §

ADVANCE FUNDING AGREEMENT For Bridge Replacement or Rehabilitation Off the State System

THIS Advance Funding Agreement (the Agreement) is made by and between the State of Texas, acting by and through the Texas Department of Transportation, called the "State", and the City of Friendswood, acting by and through its duly authorized officials, called the "Local Government."

WITNESSETH

WHEREAS, Title 23 United States Code Section 144 authorizes federal funds to assist the states in the replacement or rehabilitation of deficient bridges located on public highways, roads, and streets, including those under the jurisdiction of local governments; and

WHEREAS, the Texas Transportation Code Sections 201.103 and 222.052 establish that the State shall plan and make policies for the construction of a comprehensive system of state highways and public roads in cooperation with local governments; and

WHEREAS, the Local Government owns one or more bridges on a public road or street located at Dunbar Estates Drive at Mary's Creek, and these bridges are included in the currently approved off-state system federal-aid Highway Bridge Replacement and Rehabilitation Program (HBRRP) as authorized by Texas Transportation Commission Minute Order Number 116292, dated August 30, 2022; and

WHEREAS, the Governing Body of the Local Government has approved entering into this Agreement by resolution or ordinance, which is attached to and made a part of this agreement as Attachment D for the development of the specific programmed replacement or rehabilitation project, called the "Project". The Project is identified in the location map shown as Attachment A, which is attached to and made a part of this agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties, to be by them respectively kept and performed as set forth, it is agreed as follows:

TxDOT:				NBI Structure #	12-085-0-PP0505-001
CCSJ #		AFA ID	Z00004752	Federal Highway Administration:	
AFA CSJs	0912-73-231			CFDA No.	20.205
District #	12	Code Chart 64#	15320	CFDA Title	Highway Planning and Construction
Project Name	Dunbar Estates Dr. at Mary's Creek			AFA Not Used For Research & Development	

AGREEMENT

1. Period of this Agreement

This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed. This Agreement shall remain in effect until terminated as provided in Article 2.

2. Termination of this Agreement

This Agreement shall remain in effect until the Project is completed and accepted by all parties, unless:

- A. The Agreement is terminated in writing with the mutual consent of the parties;
- B. The Agreement is terminated by one party because of a breach, in which case any cost incurred because of the breach shall be paid by the breaching party;
- C. The Local Government elects not to develop the project and the project does not proceed, in which case the Local Government agrees to reimburse the State for one-hundred percent (100%) of its reasonable actual direct and indirect costs incurred for the project; or
- D. The project is inactive for thirty-six (36) months or longer and no expenditures have been charged against federal funds, in which case the State may at its discretion terminate the agreement.

3. Amendments

Amendments to this Agreement may be made due to changes in the character of the work, the terms of the Agreement, or the responsibilities of the parties. Amendments shall be enacted through a mutually agreed upon written amendment executed by all parties to this Agreement.

4. Remedies

This Agreement shall not be considered as specifying the exclusive remedy for any Agreement default, but all remedies existing at law and in equity may be availed of by either party to this Agreement and shall be cumulative.

5. Scope of Work

The scope of work for this Agreement is the replacement or rehabilitation of the bridges identified in the recitals of this Agreement. This replacement or rehabilitation shall be accomplished in the manner described in the plans, specifications, and estimates developed in accordance with this Agreement and which are incorporated in this agreement by reference.

TxDOT:				NBI Structure #	12-085-0-PP0505-001
CCSJ #		AFA ID	Z00004752	Federal Highway Administration:	
AFA CSJs	0912-73-231			CFDA No.	20.205
District #	12	Code Chart 64#	15320	CFDA Title	Highway Planning and Construction
Project Name	Dunbar Estates Dr. at Mary's Creek			AFA Not Used For Research & Development	

6. Right of Way and Real Property

- A. The Local Government is responsible for the provision and acquisition of all necessary right of way and will not be reimbursed with federal or state funds for the required right of way.
- B. The Local Government authorizes the State, its consultant, contractor, or other designated representative to enter the sites of these bridges and adjacent right of way or relocation right of way to perform surveys, inspections, construction, and other activities necessary to replace or rehabilitate these bridges and approaches.

7. Adjustment of Utilities

The Local Government shall be responsible for the adjustment, removal, or relocation of utility facilities in accordance with applicable state laws, regulations, rules, policies, and procedures, including any cost to the State of a delay resulting from the Local Government's failure to ensure that utility facilities are adjusted, removed, or relocated before the scheduled beginning of construction. The Local Government will not be reimbursed with federal or state funds for the cost of required utility work. The Local Government must obtain advance approval for any variance from established procedures. Before a construction contract is let, the Local Government shall provide, at the State's request, a certification stating that the Local Government has completed the adjustment of all utilities that must be adjusted before construction is completed.

8. Environmental Assessment and Mitigation

Development of the Project must comply with the National Environmental Policy Act and the National Historic Preservation Act of 1966, which require environmental clearance of federal-aid projects.

- A. The State is responsible for the identification and assessment of any environmental problems associated with the development of the Project governed by this Agreement.
- B. Cost participation in environmental assessment and remediation work shall be paid by the parties in the same ratio as construction costs and will be included in the construction costs identified in Attachment C, Estimate of Direct Costs.
- C. The State is responsible for providing any public meetings or public hearings required for development of the environmental assessment.
- D. The State will not begin construction of the Project until identified environmental problems have been remediated, unless provided for otherwise.

9. Compliance with Texas Accessibility Standards and ADA

All parties to this Agreement shall ensure that the plans for and the construction of the Project subject to this Agreement are in compliance with the Texas Accessibility Standards (TAS) issued by the Texas Department of Licensing and Regulation, under the Architectural Barriers Act, Article 9102, Texas Civil Statutes. The TAS

TxDOT:				NBI Structure #	12-085-0-PP0505-001
CCSJ #		AFA ID	Z00004752	Federal Highway Administration:	
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District #	12	Code Chart 64#	15320	CFDA Title	Highway Planning and Construction
Project Name	Dunbar Estates Dr. at Mary's Creek			AFA Not Used For Research & Development	

establishes minimum accessibility requirements to be consistent with minimum accessibility requirements of the Americans with Disabilities Act (P.L. 101-336) (ADA).

10. Architectural and Engineering Services

The State is responsible for performance of any required architectural or preliminary engineering work. The Local Government may review and comment on the work as required to accomplish the public purposes of the Local Government. The State will cooperate fully with the Local Government in accomplishing these local public purposes to the degree permitted by state and federal law. The Local Government review shall not unduly delay the development of the Project.

11. Construction Responsibilities

- A. The State shall advertise for construction bids, issue bid proposals, receive and tabulate the bids, and award and administer the contract for construction of the Project. Administration of the contract includes the responsibility for construction engineering and for issuance of any change orders, supplemental agreements, amendments, or additional work orders that may become necessary subsequent to the award of the construction contract. In order to ensure federal funding eligibility, projects must be authorized by the State prior to advertising for construction.
- B. Upon completion of the Project, the State will issue a "Notification of Completion" acknowledging the Project's construction completion.

12. Project Maintenance

After the Project has been completed, the Local Government shall accept full ownership, and operate and maintain the facilities authorized by this Agreement for the benefit of and at no charge of toll to the public. This covenant shall survive the completion of construction under this Agreement.

13. Local Project Sources and Uses of Funds

- A. A Project Cost Estimate is provided in Attachment C, Estimate of Direct Costs.
- B. Attachment C provides a source of funds estimate as well as the estimated direct preliminary engineering, construction engineering, and construction costs for the Project in total and by the Local Government.
- C. The required Local Government participation is based solely upon the State's estimate of the eligible work at the time this Agreement is executed and will not be adjusted during construction except as needed to include any Project cost item or portion of a cost item ineligible for state or federal participation. In addition to its share of estimated direct engineering and construction costs, the Local Government is responsible for the direct cost of any project cost item or portion of a cost item that is not eligible for federal participation under the federal HBRRP. The Local Government is also responsible for any cost

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resulting from changes made at the request of the Local Government. The State and the Federal Government will not reimburse the Local Government for any work performed before federal spending authority is formally obligated to the Project by the Federal Highway Administration. After federal funds have been obligated, the State will send to the Local Government a copy of the formal documentation showing the obligation of funds including federal award information.

- D. If the Local Government will perform any work under this contract for which reimbursement will be provided by or through the State, the Local Government must complete training before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled *Local Government Project Procedures Qualification for the Texas Department of Transportation*. The Local Government shall provide the certificate of qualification to the State. The individual who receives the training certificate may be an employee of the Local Government or an employee of a firm that has been contracted by the Local Government to perform oversight of the Project. The State in its discretion may deny reimbursement if the Local Government has not designated a qualified individual to oversee the Project.
- E. After execution of this Agreement, but thirty (30) days prior to the performance of any work by the State, the Local Government shall remit to the State the amount specified in Attachment C for the Local Government's contribution for preliminary engineering. The Local Government will pay, at a minimum, its funding share for this estimated cost of preliminary engineering.
- F. Forty-five (45) days prior to the date set for receipt of the construction bids, the Local Government shall remit its remaining financial share for the State's estimated construction oversight and construction costs and any other costs owed.
- G. If, at the completion or termination of the Project, the State determines that additional funding is required by the Local Government, the State shall notify the Local Government in writing. The Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification.
- H. Whenever funds are paid by the Local Government to the State under this Agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation". The check or warrant shall be deposited by the State and managed by the State. The funds may only be applied to the State Project.
- I. Upon completion of the Project, the State will perform an audit of the Project costs. Any funds due to the Local Government, the State, or the Federal Government will be promptly paid by the owing party.
- J. The State will not pay interest on any funds provided by the Local Government.
- K. The Local Government funding participation responsibilities include Project direct costs only, except when the Project is terminated before completion at

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the request of the Local Government as addressed in the Termination provision of this Agreement.

- L. The amounts shown on Attachment C are estimates only. If actual costs exceed the estimates, this shall be considered a fixed price agreement, and no additional funding shall be required of the Local Government except to the extent that the additional costs result from changes made at the request of the Local Government or to the extent that the additional costs are not eligible for federal participation under the federal HBRRP. If actual costs are less than the estimates, Local Government participation shall be recalculated based on actual costs. If the recalculation results in a reduction in participation by the Local Government, the State shall pay the difference to the Local Government upon completion of the Project.
- M. Under the provisions of Texas Transportation Code Section 222.053 certain counties qualify as Economically Disadvantaged Counties (EDC) in comparison to other counties in the state as below average per capita property value, below average per capita income, and above average unemployment, for certain years. If applicable, in consideration of such EDC status that may be applicable for the Project, the required local match fund participation has been adjusted to N/A percent (N/A%).
- N. The State will not execute the contract for the construction of a Project until the required funding has been made available by the Local Government in accordance with this Agreement.
- O. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- P. The Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by the State no more frequently than monthly, and no later than ninety (90) days after costs are incurred. If the Local Government submits invoices more than ninety (90) days after the costs are incurred, and if federal funding is reduced as a result, the State shall have no responsibility to reimburse the Local Government for those costs.

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14. Performance by Local Government of Equivalent-Match Projects (EMP) in Return for Waiver of Local Match Participation Funding on Participation-Waived Projects (PWP)

- A.** Applicability. If a request for waiver has been received and approved by the State's District Engineer, then the required ten percent matching fund participation or percent as adjusted for EDC consideration, as shown in Attachment C, Estimate of Direct Costs, but excluding ineligible costs under the bridge program, is waived. This waiver is based on the commitment of the Local Government to spend an equivalent amount of funds for structural or safety improvement on "other" bridge structures and other conditions as specified in 43 TAC Section 15.55(d). If a waiver has been granted, the Project shall be defined to be a PWP and the work on the "other" bridge structures that will be improved by the Local Government shall be defined to be the EMPs. Attachment B to this Agreement shows a list of EMPs under this Agreement.
- B.** Project Cost Estimate for PWP. Attachment C to this Agreement shows the estimated direct preliminary engineering, construction engineering, and construction costs for the PWP in total and local match fund participation being waived or partially waived.
- C.** Credit Against EMP Work. Any local match fund participation that has already been paid, or which the Local Government is agreeable to paying to the State, will be credited against EMP work to be performed by the Local Government. If applicable, this credit will be reflected in Attachment C to this Agreement.
- D.** Responsibilities of the Local Government on EMPs.
 1. The Local Government shall be responsible for all engineering and construction, related costs, and compliance with all applicable state and federal environmental regulations and permitting requirements.
 2. The structural or safety improvement work on the EMPs shall be performed subsequent to the final execution of this Agreement but within three (3) calendar years after the earliest contract award of the related PWPs.
 3. Written documentation, suitable for audit, of the structural or safety improvement work completed on the EMPs shall be kept on file by the Local Government for four (4) years after completion of work or claims, lawsuits, or audits related to those items, whichever is longer. A notice of completion of work on the EMPs shall be delivered to the State's District Engineer no later than thirty (30) calendar days after work is completed on the EMPs.
 4. Failure by the Local Government to adequately complete the EMPs within the stated three-year period shall result in the Local Government being excluded from receiving such waivers for a minimum of five (5) years.
- E.** Funding of Ineligible or Additional Work Not Waived. Regardless of any waiver of eligible program costs, the Local Government shall pay the State one-hundred percent (100%) of the cost of any PWP item or portion of a cost item that is not eligible for federal or state participation, and one-hundred percent (100%) of the costs resulting from additional work on the PWP performed solely

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at the request of the Local Government. If the ineligible or additional work is preliminary engineering, the payment shall be made at least thirty (30) days prior to the beginning of preliminary engineering work on the PWP. If the ineligible or additional work is for construction or construction engineering, the payment shall be made at least forty-five (45) days prior to the date set for receipt of bids for construction of the PWP.

15. Notices

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

State: Director, Bridge Division
Texas Department of Transportation
125 E. 11th Street
Austin, Texas 78701

Local Government: The Honorable Mike Foreman
Mayor, City of Friendswood
910 S. Friendswood Drive
Friendswood, Texas 77546

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

16. Legal Construction

In case one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this Agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

17. Responsibilities of the Parties

The parties to this Agreement agree that no party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

18. Ownership of Documents

Upon completion or termination of this Agreement, all documents prepared by the State shall remain the property of the State. All data prepared under this

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Agreement shall be made available to the State without restriction or limitation on their further use. All documents produced or approved or otherwise created by the Local Government shall be transmitted to the State in the form of photocopy reproduction on a monthly basis as required by the State. The originals shall remain the property of the Local Government. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

19. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this Agreement. When required, the Local Government shall furnish the State with satisfactory proof of this compliance.

20. Sole Agreement

This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the subject matter of this Agreement.

21. Office of Management and Budget (OMB) Cost Principles

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in 2 CFR 200 that specify that all reimbursed costs are allowable, reasonable, and allocable to the Project.

22. Procurement and Property Management Standards

The parties shall adhere to the procurement standards established in Title 49 CFR §18.36 and with the property management standard established in Title 49 CFR §18.32.

23. Inspection of Books and Records

The parties to the Agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this Agreement and shall make such materials available to the State, the Local Government, and, if federally funded, the Federal Highway Administration (FHWA) and the U.S. Office of the Inspector General, or their duly authorized representatives, for review and inspection at its office during the contract period and for four (4) years from the date of completion of work defined under this contract or until any impending litigation or claims are resolved. Additionally, the State, the Local Government, the FHWA, and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

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24. Civil Rights Compliance

- A. Compliance with Regulations: The Local Government will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this agreement.
- B. Nondiscrimination: The Local Government, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Local Government will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- C. Information and Reports: The Local Government will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Local Government is in the exclusive possession of another who fails or refuses to furnish this information, the Local Government will so certify to the State or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- D. Sanctions for Noncompliance: In the event of the Local Government's noncompliance with the Nondiscrimination provisions of this contract, the State will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 1. withholding of payments to the Local Government under the contract until the Local Government complies and/or
 2. cancelling, terminating, or suspending of the contract, in whole or in part.
- E. Incorporation of Provisions: The Local Government will include the provisions of paragraphs (A) through (F) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Local Government will take such action with respect to any subcontract or procurement as the State or the FHWA may direct as a means of enforcing such provisions including sanctions for

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noncompliance. Provided, that if the Local Government becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, the Local Government may request the State to enter into such litigation to protect the interests of the State. In addition, the Local Government may request the United States to enter into such litigation to protect the interests of the United States.

25. Disadvantaged Business Enterprise (DBE) Program Requirements

- A. The parties shall comply with the Disadvantaged Business Enterprise Program requirements established in 49 CFR Part 26.
- B. The Local Government shall adopt, in its totality, the State's federally approved DBE program.
- C. The Local Government shall set an appropriate DBE goal consistent with the State's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. The Local Government shall follow all other parts of the State's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by Entity and attachments found at web address http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou_attachments.pdf.
- E. The Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Local Government of its failure to carry out its approved program, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the Local Government signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-*

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assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.

26. Debarment Certifications

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Local Government certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549 and further certifies that it will not do business with any party that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive Federal funds and, when requested by the State, to furnish a copy of the certification.

27. Lobbying Certification

In executing this Agreement, each signatory certifies to the best of that signatory's knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for the Local Government shall complete and submit the Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required

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certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

28. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms: <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>.
- B. The Local Government agrees that it shall:
 1. Obtain and provide to the State, a Central Contracting Registry (CCR) number (Federal Acquisition Regulation, Part 4, Sub-part 4.1100) if this award provides for more than \$25,000 in Federal funding. The CCR number may be obtained by visiting the CCR web-site whose address is: <https://sam.gov/SAM/pages/public/index.jsf>;
 2. Obtain and provide to the State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the federal government to track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet (D&B) on-line registration website <http://fedgov.dnb.com/webform>; and
 3. Report the total compensation and names of its top five (5) executives to the State if:
 - i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and
 - ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

29. Successors and Assigns

The State and the Local Government each binds itself, its successors, executors, assigns, and administrators to the other party to this Agreement and to the successors, executors, assigns, and administrators of such other party in respect to all covenants of this Agreement.

30. Local Government Restrictions

In the case that the Local Government has an existing, future, or proposed local ordinance, commissioners court order, rule, policy, or other directive that is more restrictive than the state or federal regulations that results in an increase cost to the State for the project, the local government is responsible for all increased costs associated with the ordinance, order, policy, directive, or change.

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31. Single Audit Report

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR 200.
- B. If threshold expenditures of \$750,000 or more are met during the fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Compliance Division, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Compliance Division at singleaudits@txdot.gov.
- C. If expenditures are less than the threshold during the Local Government's fiscal year, the Local Government must submit a statement to TxDOT's Compliance Division as follows: "We did not meet the \$_____ expenditure threshold and therefore, are not required to have a single audit performed for FY_____."
- D. For each year the project remains open for federal funding expenditures, the Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

32. Pertinent Non-Discrimination Authorities

During the performance of this contract, the Local Government, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- C. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- F. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age

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Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not).

- H. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- I. The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- L. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

33. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

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THIS AGREEMENT IS EXECUTED by the State and the Local Government in duplicate.

THE LOCAL GOVERNMENT

Signature

Typed or Printed Name

Title

Date

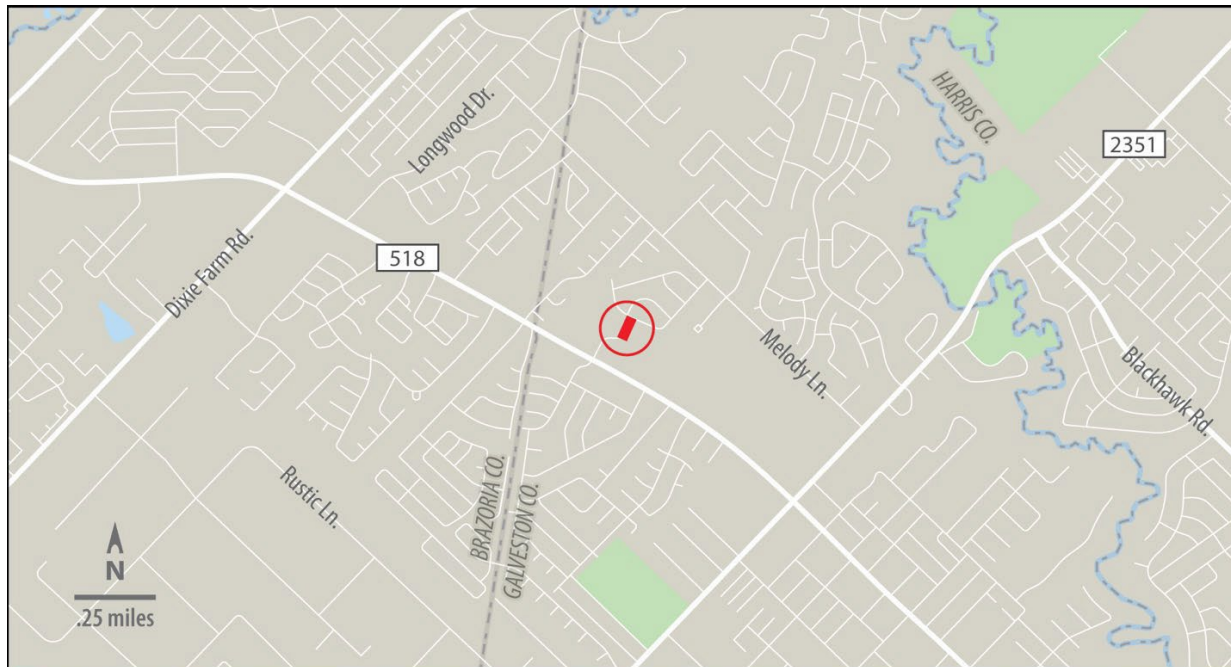
THE STATE OF TEXAS

Graham Bettis, P.E.
Bridge Division Director
Texas Department of Transportation

Date

TxDOT:				NBI Structure #	12-085-0-PP0505-001
CCSJ #		AFA ID	Z00004752	Federal Highway Administration:	
AFA CSJs	0912-73-231			CFDA No.	20.205
District #	12	Code Chart 64#	15320	CFDA Title	Highway Planning and Construction
Project Name	Dunbar Estates Drive at Mary's Creek			AFA Not Used For Research & Development	

ATTACHMENT A PROJECT LOCATION MAP



CSJ: 0912-73-231
NBI: 12-085-0-PP0505-001
Location: Dunbar Estates Drive
 at Mary's Creek
Description of Work:
 Replace Bridge and Approaches
Entity: City of Friendswood



TxDOT:				NBI Structure #		12-085-0-PP0505-001	
CCSJ #			AFA ID	Z00004752			
AFA CSJs		0912-73-231					
District #		12	Code Chart 64#		15320		
Project Name		Dunbar Estates Dr. at Mary's Creek				AFA Not Used For Research & Development	

ATTACHMENT C ESTIMATE OF DIRECT COSTS

	<u>Estimated Cost</u>	<u>Local Government Participation</u>
Preliminary Engineering (PE)	(1) \$61,000	
Ten Percent (10%) or EDC Adjusted Percent of PE for Local Government Participation		(3) \$6,100
Construction	\$610,000	
Engineering and Contingency (E&C)	\$67,100	
The Sum of Construction and E&C	(2) \$677,100	
Ten Percent (10%) or EDC Adjusted Percent of the Sum of Construction and E&C for Local Government Participation		(4) \$67,710
Amount of Advance Funds Paid by Local Government *		(5) \$0
Amount of Advance Funds to be Paid by Local Government *		(6) \$73,810
Balance of Local Government Participation which is to be Waived where the Project is a PWP		(3+4-5-6) \$0
Total Project Direct Cost	(1+2) \$738,100	

*Credited Against Local Government Participation Amount

If this Project is to be a PWP, Amount of EMP Work Being Credited to this PWP as Shown on Attachment B. N/A

TxDOT:				NBI Structure #	12-085-0-PP0505-001
CCSJ #		AFA ID	Z00004752	Federal Highway Administration:	
AFA CSJs	0912-73-231			CFDA No.	20.205
District #	12	Code Chart 64#	15320	CFDA Title	Highway Planning and Construction
Project Name	Dunbar Estates Dr. at Mary's Creek			<i>AFA Not Used For Research & Development</i>	

**ATTACHMENT D
RESOLUTION OR ORDINANCE OF LOCAL GOVERNMENT**

**TO BE ADDED
AFTER PASSED BY
LOCAL
GOVERNMENT**

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/06/2023

Prepared by: Karen Horner, City Attorney

Subject: Consider on first reading an ordinance repealing Chapter 54 "Offenses and Miscellaneous Provisions," Article II "Curfew for Minors" of the Friendswood City Code to comply with H.B. 1819, which repealed the authority of political subdivisions to adopt or enforce juvenile curfews.

Originating Department: City Attorney

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The City of Friendswood originally enacted a juvenile curfew ordinance on March 6, 1995, and last enacted such an ordinance on November 2, 2020. The ordinance has to be renewed every three years in accordance with Section 370.002 of the Texas Local Government Code. As such, City staff was preparing to bring the renewal of the curfew ordinance to the City Council in September and October. However, as you are aware, the Texas Legislature this past legislative session enacted H.B. 1819, which states, in part:

Notwithstanding any other law, a political subdivision may not adopt or enforce an order, ordinance, or other measure that imposes a curfew to regulate the movements or actions of persons younger than 18 years of age.

This ordinance repeals the City's juvenile curfew ordinance in its entirety and is effective on September 1, 2023. If approved, the City Council will consider the second and final reading of this ordinance at its special meeting to be held on August 28, 2023.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Ordinance - Repealing Juvenile Curfew

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, REPEALING CHAPTER 54 "OFFENSES AND MISCELLANEOUS PROVISIONS," ARTICLE II "CURFEW FOR MINORS" OF THE FRIENDSWOOD CITY CODE, IN ITS ENTIRETY, TO COMPLY WITH H.B. 1819, WHICH REPEALED THE AUTHORITY OF POLITICAL SUBDIVISIONS TO ADOPT OR ENFORCE JUVENILE CURFEWS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY, PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City of Friendswood originally enacted a juvenile curfew ordinance on March 6, 1995; and

WHEREAS, such juvenile curfew ordinance was last adopted on November 2, 2020; and

WHEREAS, the Texas Legislature in the 88th Legislative Session enacted H.B. 1819, which states, in part:

Notwithstanding any other law, a political subdivision may not adopt or enforce an order, ordinance, or other measure that imposes a curfew to regulate the movements or actions of persons younger than 18 years of age;

and

WHEREAS, H.B. 1819 will become effective on September 1, 2023; and

WHEREAS, in order to comply with such newly enacted state law, Chapter 54 "Offenses and Miscellaneous Provisions," Article II "Curfew for Minors" of the Friendswood City Code must be repealed; NOW THEREFORE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. That Chapter 54 "Offenses and Miscellaneous Provisions," Article II "Curfew for Minors" of the Friendswood City Code is hereby repealed in its entirety.

Section 2. All ordinances or parts of ordinances in conflict or inconsistent with this ordinance are hereby expressly repealed.

Section 3. In the event any clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Friendswood, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 4. This ordinance shall become effective after its adoption on September 1, 2023.

PASSED and APPROVED on first reading by the affirmative vote of the City Council this 7th day of August, 2023.

MIKE FOREMAN, Mayor

ATTEST:

LETICIA BRYSCH, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

PASSED, APPROVED and ADOPTED on second and final reading by the affirmative vote of the City Council 28th day of August, 2023.

MIKE FOREMAN, Mayor

ATTEST:

LETICIA BRYSCH, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/13/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider an ordinance amending the City's General Budget for Fiscal Year 2022-2023 by approving "Budget Amendment X" and providing for supplemental appropriation and/or transfer of certain funds.

Originating Department: Administrative Services

Degree of importance: Significant

SUMMARY / ORIGINATING CAUSE

By its nature, our budget is an estimate of the revenues and expenditures needed to accomplish the City Council and Staff goals for the year. Throughout the year, events occur that require adjustments to the budget. These adjustments may be needed for various reasons, such as the recognition of extraordinary revenues or expenditures, new projects that are authorized by Council or providing funding for expenditures resulting from extraordinary events like natural disasters. As the need arises, items for budget appropriations are accumulated and then submitted for approval at the City Council meeting each month. The budget adjustments covered by this ordinance comprise the tenth set for fiscal year 2022-2023.

We have attempted to provide as much explanation of the adjustments as possible through two sets of exhibits. Exhibit A provides a narrative explanation of each budget amendment. Exhibit B provides the details of each accounting transaction.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Approval of this budget amendment will allow for timely procurement of program supplies and limit delays in the progress of capital improvement projects.

RECOMMENDATIONS

Recommend approval of the ordinance and exhibits covering Budget Amendment X 2022-2023.

ATTACHMENTS

1. Ordinance - Budget Amendment No. X
2. FY22 BA X Exhibit A 08-07-2023 v2
3. FY22 BA X Exhibit B 08-07-2023 v2

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, TEXAS, AMENDING ORDINANCE NO. 2022-19, PASSED AND APPROVED AUGUST 29, 2022, SAME BEING AN ORDINANCE APPROVING AND ADOPTING THE CITY'S GENERAL BUDGET FOR FISCAL YEAR 2022-23, BY APPROVING "BUDGET AMENDMENT X" THERETO; PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; PROVIDING OTHER MATTERS RELATED TO THE SUBJECT; AND PROVIDING FOR THE EFFECTIVE DATE.

WHEREAS, by Ordinance No. 2022-23, the City Council of the City of Friendswood, Texas, adopted its "Original General Budget for Fiscal Year 2022-23"; and

WHEREAS, the City Council has determined that revenues and/or reserves are available for supplemental appropriation, and/or that the transfer of certain funds interdepartmentally is economically feasible and in the best interest of prudent budgeting and for municipal purposes; and

WHEREAS, Section 8.04 of the City Charter provides for amendments after adoption of the budget; and

WHEREAS, the City Council desires to amend said Original General Budget to reflect such supplemental appropriation and/or transfer in the fiscal year 2022-23; NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FRIENDSWOOD, STATE OF TEXAS:

Section 1. The facts and matters set forth in the preamble of this ordinance are hereby found to be true and correct.

Section 2. The "Original General Budget of the City of Friendswood, Texas, for the Fiscal Year 2022-23," is hereby amended for municipal purposes as shown on "Budget Amendment X" to the "Original Budget of the City of Friendswood, Texas, for the Fiscal Year 2022-23" attached hereto. Said Budget Amendment X shall be attached to and made a part of such Original General Budget by the City Secretary and shall be filed as required by state law. A true and correct copy of said amendment is attached hereto as Exhibits "A" and "B" and is incorporated herein for all intents and purposes.

Section 3. In the event any clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Friendswood, Texas, declares that it would have passed each and every part of the same notwithstanding the

omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 4. This ordinance shall take effect immediately from and after its passage by the City Council of the City of Friendswood, Texas.

PASSED, APPROVED and ADOPTED by the affirmative vote of the City Council of the City of Friendswood on this the 7th day of August, 2023.

MIKE FOREMAN, Mayor

ATTEST:

LETICIA BRYSCH, City Secretary

APPROVED AS TO FORM:

KAREN L. HORNER, City Attorney

City of Friendswood
Budget Amendment Summary
Fiscal Year 2022 – 2023
Budget Amendment X – Exhibit A
August 7, 2023

1. **23 Wilderness Trail, \$832,798.** Appropriate funds for the purchase of property at 23 Wilderness Trails. City Council approved the purchase of 2.019 acres located at 23 Wilderness Trails for flood mitigation improvements at the July 10, 2023 council meeting. Council also approved an interlocal agreement with Galveston County Drainage District (GCCDD) which would compensate the City \$295,000 for a 20-foot access corridor off Wilderness Trails (approx.. 0.13 ac) and approximately 0.58 acres adjacent to the creek. Funds were received in the amount of \$295,000 from GCCDD on July 25, 2023. The funding source will be water and sewer working capital to cover the City's share of \$537,798 which includes \$1,250 for the environmental assessment and \$775 for the appraisal survey.
2. **Lift Station Mitigation Project – Materials Testing, \$16,808.** Appropriate funds for material testing services in connection with the construction phase of the 2020 Lift Station Mitigation Package 3 project. The city entered into an agreement with Paradigm/CMT Technical Services on June 23, 2023 to perform materials testing at lift stations 22, 27, 28 and 31. The funding source will be water and sewer working capital.
3. **Parks & Recreation, Parks Division – Donations for Benches at Lake Friendswood, \$2,425.** Appropriate donations received from Chad Fernandes and Patricia Dugas for the purchase of two benches to be installed at Lake Friendswood. Funds will be appropriated to the Parks and Recreation Department's Parks division operating equipment account.
4. **Library Donations, \$713.** Appropriate donations received to the Library's operating budget. The funds will be used to purchase children books and supplies for outreach event.
5. **2017 CDBG-DR (Harris County) Grant Reimbursement, \$887,491.** Appropriate funds received from the CDBG-DR (Harris County) grant program for the Forest Bend Detention Pond construction. The City received a reimbursement of \$887,491 for construction services. Advance funding for pay application #7 and #8 was originally approved at the June 5, 2023 City Council meeting. Therefore, the funds will be appropriated back to unassigned general fund balance.
6. **Forest Bend Detention Pond – Construction Pay Application #9 and #10, \$600,331.** Appropriate advanced funding for Jerdon Enterprise Pay Application #9 and #10 for the construction of the Forest Bend Detention Pond. The City applied for and was awarded a reimbursement grant through the 2017 Community Development Block Grant – Disaster Recovery with Harris County to engineer and construct offline detention in coordination with the Forest Bend Homeowners Association. The funding source will be unassigned general fund balance and will be reimbursed once grant funding has been received from the grantor.
7. **Forest Bend Detention Pond – Legal Publications, \$6,868.** Appropriate funds for expenditures related to the Forest Bend Detention Pong project. The required legal publications are *not* reimbursable expenses through the CDBG-DR (Harris County) grant. Therefore, the funding source will be unassigned general fund balance.
8. **Centennial Wall project - Boundary and Utility Survey, \$4,825.** Appropriate funding for a boundary and utility survey to be performed along the 2,700' long wall near the common line of Centennial Park and Lakes of Falcon Ridge section 1. The funding source will be water and sewer working capital.

City of Friendswood				
August 7, 2023				
2022-2023 Budget Amendment X - Exhibit B				
BA Number	Account Number	Project Number	Description	Amount
1	401-0000-38000		Appropriate funds received from Galveston County Consolidated Drainage District to purchase 23 Wilderness Trails	(295,000)
1	401-0000-30600		Appropriate Water and Sewer working capital to cover the purchase of 23 Wilderness Trails property, appraisal services, and environmental assessment	(537,798)
1	401-7001-434.8110		Appropriate funds to cover the purchase of 23 Wilderness Trails property, appraisal services, and environmental assessment	832,798
2	401-0000-30600		Appropriate water and sewer working capital funds for Lift Station Mitigation Project - materials testing	(16,808)
2	401-7001-433.8598	LS022MIT	Appropriate water and sewer working capital funds for Lift Station Mitigation Project - materials testing for lift station #22	4,202
2	401-7001-433.8598	LS027MIT	Appropriate water and sewer working capital funds for Lift Station Mitigation Project - materials testing for lift station #27	4,202
2	401-7001-433.8598	LS028MIT	Appropriate water and sewer working capital funds for Lift Station Mitigation Project - materials testing for lift station #28	4,202
2	401-7001-433.8598	LS031MIT	Appropriate water and sewer working capital funds for Lift Station Mitigation Project - materials testing for lift station #31	4,202
3	001-0000-38600	DN0018REV	Appropriate donations received for two park benches to be installed at Lake Friendswood	(2,425)
3	001-6430-456.5800	PK0095EXP	Appropriate donations received for two park benches to be installed at Lake Friendswood	2,425
4	001-0000-38600	DNMLIBREV	Appropriate donations received to the Library's operating budget	(713)
4	001-6310-459.5482		Appropriate donations received to the Library's operating budget for children's books	333
4	001-6310-456.5400		Appropriate donations received to the Library's operating budget for outreach event	380
5	123-0000-33100		Appropriate 2017 CDBG-DR (Harris County) grant proceeds and reimburse unassigned general fund balance for advance funding for Forest Bend Detention Pond Pay App 7 & 8	(887,491)
5	123-7001-431.8591	FBDETPOND	Appropriate 2017 CDBG-DR (Harris County) grant proceeds and reimburse unassigned general fund balance for advance funding for Forest Bend Detention Pond Pay App 7 & 8	887,491
5	123-10199		Reimburse unassigned general fund balance for advance funding related to 2017 CDBG-DR (Harris County) grant for Forest Bend Detention Pond Pay App 7 & 8	(887,491)
5	123-26010		Reimburse unassigned general fund balance for advance funding related to 2017 CDBG-DR (Harris County) grant for Forest Bend Detention Pond Pay App 7 & 8	887,491
5	001-14028		Reimburse unassigned general fund balance for advance funding related to 2017 CDBG-DR (Harris County) grant for Forest Bend Detention Pond Pay App 7 & 8	(887,491)
5	001-10199		Reimburse unassigned general fund balance for advance funding related to 2017 CDBG-DR (Harris County) grant for Forest Bend Detention Pond Pay App 7 & 8	887,491
6	001-10199		Due from 2017 CDBG-DR Harris County grant for advanced funding for pay app 9 & 10 for construction of Forest Bend Detention Pond	(600,331)
6	001-14028		Due from 2017 CDBG-DR Harris County grant for advanced funding for pay app 9 & 10 for construction of Forest Bend Detention Pond	600,331
6	123-26010		Due to General Fund for advance funding from 2017 CDBG-DR Harris County grant for pay app 9 & 10 for construction of Forest Bend Detention Pond	(600,331)
6	123-10199		Due to General Fund for advance funding from 2017 CDBG-DR Harris County grant for pay app 9 & 10 for construction of Forest Bend Detention Pond	600,331
7	001-0000-30500		Appropriate unassigned general fund balance for legal publications related to the Forest Bend Detention Pond project and Blackhawk Emergency Shelter project	(6,868)
7	001-9002-491.9114		Transfer funds to 2017 CDBG-DR (Harris County) for legal publications related to the Forest Bend Detention Pond project and Blackhawk Emergency Shelter project	6,868
7	123-0000-39120		Transfer funds to 2017 CDBG-DR (Harris County) for legal publications related to the Forest Bend Detention Pond project and Blackhawk Emergency Shelter project	(6,868)
7	123-7001-431.7491	FBDETPOND	Transfer funds to 2017 CDBG-DR (Harris County) for legal publication related to the Forest Bend Detention Pond project	3,594
7	123-7001-431.7491	G00083EXP	Transfer funds to 2017 CDBG-DR (Harris County) for legal publication related to the Blackhawk Emergency Shelter project	3,274
8	401-0000-30600		Appropriate water and sewer working capital for boundary and utility survey along Centennial Park and Lakes of Falcon Ridge	(4,825)
8	401-3650-434.7800		Appropriate water and sewer working capital for boundary and utility survey along Centennial Park and Lakes of Falcon Ridge	4,825

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/21/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider approving the closure of W. Spreading Oaks between Woodlawn Drive and Cedarwood Drive for the Friendswood Independent School District event "Under The Oaks" on August 10, 2023.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

Friendswood Independent School District (FISD) has requested the closure of W. Spreading Oaks between Woodlawn Drive and Cedarwood Drive for the FISD event "Under The Oaks". This event has become an annual tradition held before the start of the new school year.

- Event: August 10, 2023, from 7 pm - 9:00 pm
- Road closure description: W. Spreading Oaks will be closed from Woodlawn Drive to Cedarwood Drive
- Road closure timeframe: 6:30 pm to 9:00 pm
- Barricades will be provided by FISD
- Barricades will be placed at Woodlawn Drive & Cedarwood Drive by FISD, per the attached map.
- Traffic is to remain open to Cedarwood Dr and Laurel Drive.
- FISD will make contact and notify the three homeowners on W. Spreading Oaks that will be affected during the road closure.
- In case emergency vehicle access is required during the road closure FISD coordinating staff will move attendees to the school district's property along W. Spreading Oaks.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

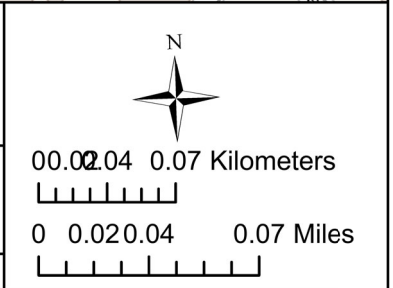
1. Under the Oaks Closure Final Exhibit



Road closure along W. Spreading Oaks Ave. from Woodlawn Dr. to Cedarwood Dr.



Under the Oaks Road Closure	
Friendswood Independent School District	2022
Map created by City of Friendswood Engineering Department	



FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/17/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider approving the disposal of Police Department vehicle P289 through Houston Auto Auction.

Originating Department: Police Department

Degree of importance: Elective

SUMMARY / ORIGINATING CAUSE

The police department has a decommissioned police vehicle (P289 – 2013 Dodge Charger) that it presents for disposal. The department will dispose of the vehicle through services provided by Houston Auto Auction. The vehicle has been in service since 2014. Costs associated with keeping the vehicle suitable for service are high, making the most cost-effective solution to auction it. The police unit was replaced in 2020. The vehicle will be decommissioned per the standards set by Local Government Code, Section 272.006 Sale or Transfer of Law Enforcement Vehicle, which includes the removal of any equipment or insignia that could mislead a reasonable person to believe that the vehicle is a law enforcement motor vehicle.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Proceeds from the sale of this vehicle will be disposed into the Vehicle Replacement Fund (VRF).

RECOMMENDATIONS

Staff recommends May and Council consent to disposal of these assets in the manner described above.

ATTACHMENTS

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/24/2023

Prepared by: Karen Horner, City Attorney

Subject: Consider ratifying the Second Amendment to the Lease Agreement with the Friendswood Community Church, d/b/a the Harbor, to extend the agreement for a three-month period.

Originating Department: City Attorney

Degree of importance:

SUMMARY / ORIGINATING CAUSE

During the construction phase of Fire Station #2, a temporary station was set up at 1710 Lundy Lane, which is owned by The Harbor Church. This location was chosen as it is approximately 1/2 mile south of Station #2 and operating a temporary station in that area helps ensure continued adequate coverage.

The original lease agreement was entered into for a 12-month term expiring on February 1, 2023. Thereafter, the lease agreement was amended to extend the term of the agreement for approximately another six months, such term expiring on July 31, 2023. The current amendment extends the term an additional three months to October 31, 2023. Construction of the fire station is expected to be completed within this term.

Council is asked to ratify the Second Amendment to the Lease Agreement with the Friendswood Community Church, d/b/a the Harbor, to extend the term until October 31, 2023.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. The Harbor - Second Amendment
2. The Harbor - First Amendment
3. The Harbor - Lease Agreement
4. The Harbor - Certificate of Insurance Exp 01-20-2024
5. COF Certificate of Insurance Exp 10-01-2023
6. The Harbor - Form 1295
7. Government Code Verifications Form

**SECOND AMENDMENT
TO THE
LEASE AGREEMENT**

STATE OF TEXAS §
 §
COUNTY OF GALVESTON §

This Second Amendment ("Second Amendment") to that certain "Lease" (the "Agreement") between City of Friendswood (the "City") whose address is 910 S. Friendswood Drive, Friendswood, TX 77546, and Friendswood Community Church, d/b/a The Harbor ("The Harbor") whose address is 2821 W. Parkwood Ave., Friendswood, TX 77546-8931, is made by and between the same parties on the date hereinafter last specified.

W I T N E S S E T H:

WHEREAS, on January 10, 2022, The Harbor and the City executed the Agreement for the City to lease property located at 1710 Lundy Lane, Friendswood, Texas, for a twelve-month period commencing on February 1, 2022, for temporary fire station operations; and

WHEREAS, on January 12, 2023, The Harbor and the City entered into the First Amendment (the "First Amendment") to extend the Agreement under the same terms and conditions for an additional six-month period, expiring on July 31, 2023; and

WHEREAS, The Harbor and the City desire to extend the Agreement under the same terms and conditions for an additional three-month period, expiring on October 31, 2023;

NOW THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, the parties hereto do hereby mutually agree as follows:

1. Definitions. Unless a different meaning clearly appears from the context, words and phrases as used in this Second Amendment shall have the same meanings as in the First Amendment and in the Agreement.
2. Amendment. The "Term" and "Termination Date" specified in the "Basic Information" on Page 1 of the Agreement are hereby amended to read as follows:

Term (months): 21 months

Termination Date: October 31, 2023

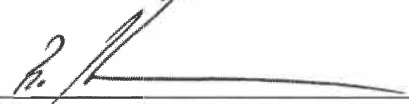
3. Miscellaneous Provisions.
 - 3.01 Recitals. The recitals set forth above are declared true and correct and are hereby incorporated as part of this Second Amendment.
 - 3.02. Entire Agreement. The provisions of this Second Amendment, the First Amendment, and the Agreement should be read together and construed as one agreement provided that, in the event of any conflict or inconsistency between the provisions of this Second Amendment and the provisions of the First Amendment and/or the Agreement, the provisions of this Second Amendment shall control.
 - 3.03 Interpretation. This Second Amendment has been jointly negotiated by the parties hereunder and shall not be construed against a party hereunder because that party may have assumed primary responsibility for the drafting of this Second Amendment.

3.04 Captions. Captions contained in the Agreement, First Amendment, and the Second Amendment are for reference only and, therefore, have no effect in construing the documents. The captions are not restrictive of the subject matter of any section.

3.05 No Waiver. By this Second Amendment, the City does not consent to litigation or suit, and the City hereby expressly revokes any consent to litigation that it may have granted by the terms of this Second Amendment, the First Amendment, the Agreement or any other contract or agreement or addenda, any charter, or applicable state law. Nothing contained in this Second Amendment, the First Amendment or the Agreement shall be construed in any way to limit or to waive the City's governmental immunity.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment in multiple copies, each of which shall be deemed to be an original, but all of which shall constitute but one and the same amendment, on this 27th day of July, 2023.

THE HARBOR: Friendswood Community
Church, d/b/a The Harbor


(Signature)

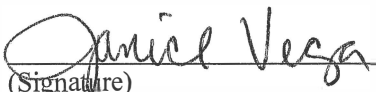
Bo Thomas

Printed Name

Facilities Manager

Title

ATTEST:


(Signature)

Janice Vega
Printed Name

Executive Assistant
Title

CITY: City of Friendswood

ATTEST:




LETICIA BRYSCH, City Secretary

H:\Contracts\The Harbor Lease Agreement\Second Amendment.docx

Second Amendment, Page 2


MORAD KABIRI, City Manager

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**FIRST AMENDMENT
TO THE
LEASE AGREEMENT**

STATE OF TEXAS §
 §
COUNTY OF GALVESTON §

This First Amendment ("First Amendment") to that certain "Lease" (the "Agreement") between City of Friendswood (the "City") whose address is 910 S. Friendswood Drive, Friendswood, TX 77546, and Friendswood Community Church, d/b/a The Harbor ("The Harbor") whose address is 2821 W. Parkwood Ave., Friendswood, TX 77546-8931, is made by and between the same parties on the date hereinafter last specified.

WITNESSETH:

WHEREAS, The Harbor and the City executed the Agreement for the City to lease property located at 1710 Lundy Lane, Friendswood, Texas, for a twelve-month period commencing on February 1, 2022, for temporary fire station operations; and

WHEREAS, The Harbor and the City desire to extend the Agreement under the same terms and conditions for an additional six-month period, expiring on July 31, 2023;

NOW THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, the parties hereto do hereby mutually agree as follows:

1. **Definitions.** Unless a different meaning clearly appears from the context, words and phrases as used in this First Amendment shall have the same meanings as in the Agreement.
2. **Amendment.** The "Term" and "Termination Date" specified in the "Basic Information" on Page 1 of the Agreement are hereby amended to read as follows:

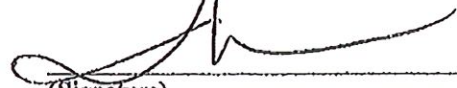
Term (months): 18 months
Termination Date: July 31, 2023

3. **Miscellaneous Provisions.**
 - 3.01 **Recitals.** The recitals set forth above are declared true and correct and are hereby incorporated as part of this First Amendment.
 - 3.02. **Entire Agreement.** The provisions of this First Amendment and the Agreement should be read together and construed as one agreement provided that, in the event of any conflict or inconsistency between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall control.
 - 3.03 **Interpretation.** This First Amendment has been jointly negotiated by the parties hereunder and shall not be construed against a party hereunder because that party may have assumed primary responsibility for the drafting of this First Amendment.
 - 3.04 **Captions.** Captions contained in the Agreement and First Amendment are for reference only and, therefore, have no effect in construing the documents. The captions are not restrictive of the subject matter of any section.

3.05 No Waiver. By this First Amendment, the City does not consent to litigation or suit, and the City hereby expressly revokes any consent to litigation that it may have granted by the terms of this First Amendment, the Agreement or any other contract or agreement or addenda, any charter, or applicable state law. Nothing contained in this First Amendment or in the Agreement shall be construed in any way to limit or to waive the City's governmental immunity.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment in multiple copies, each of which shall be deemed to be an original, but all of which shall constitute but one and the same amendment, on this 12th day of January, 2023.

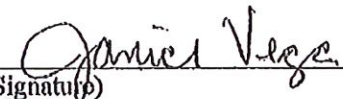
THE HARBOR Friendswood Community
Church, d/b/a The Harbor


(Signature)

DANA AARONSON
Printed Name

LEAD PASTOR / DIR OF BUSINESS
Title

ATTEST:


(Signature)

Janice Vega
Printed Name

Executive Assistant
Title

CITY: City of Friendswood


MOKAD KABIRI, City Manager

ATTEST:


LETICIA BRYSCH, City Secretary



H:\Contracts\The Harbor Lease Agreement\First Amendment\2023

First Amendment, Page 2

Lease

Basic Information

Date: January 10, 2022

Landlord:
The Harbor

Landlord's Address:

The Harbor
2821 West Parkwood Avenue,
Friendswood, Texas

Tenant:
City of Friendswood, Texas

Tenant's Address:

City of Friendswood, Texas
910 S Friendswood Drive
Friendswood, Texas

Premises:

Approximate square feet: 5,788

Street address/suite: 1710 Lundy Lane

City, state, zip: Friendswood, Texas, 77546

Property description:

Term (months): 12 months

Commencement Date: February 1, 2022

Termination Date: February 1, 2023

Base Rent (monthly): \$0

Permitted Use:
Temporary fire station operations including installation of temporary covered structure for fire apparatus storage, use of existing structure for storage of bunker gear, installation of concrete approach at driveway and temporary gravel parking

area.

Tenant's Insurance: As evidenced by Exhibit A attached hereto and made a part hereof for all purposes, Tenant shall maintain the same policies, coverage amounts with named Certificate Holder as identified in the Certificate of Coverage dated November 15, 2021, TMLIRP Contract Number 6435 throughout the term of this Lease Agreement.

Landlord's Insurance: As evidenced by Exhibit B attached hereto and made a part hereof for all purposes, Landlord shall maintain the same policies, coverage amounts and listed additional insured as identified in the Certificate of Liability Insurance dated October 21, 2021, Certificate Number CL213816062 throughout the term of this Lease Agreement.

A. Definitions

A.1. "Agent" means agents, contractors, employees, licensees, and, to the extent under the control of the principal, invitees.

A.2. "Essential Services" means utility connections reasonably necessary for occupancy of the Premises for the Permitted Use.

A.3. "Injury" means (1) harm to or impairment or loss of property or its use, (2) harm to or death of a person, or (3) "personal and advertising injury" as defined in the form of liability insurance Tenant is required to maintain.

A.4. "Lienholder" means the holder of a deed of trust covering the Premises.

A.5. "Rent" means Base Rent plus any other amounts of money payable by Tenant to Landlord.

Clauses and Covenants

B. Tenant's Obligations

***B.1.* Tenant agrees to -**

B.1.a. Lease the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

B.1.b. Obey (a) all laws relating to Tenant's use, maintenance of the condition, and occupancy of the Premises and Tenant's use of any common areas and (b) any requirements imposed by utility companies serving or insurance companies covering the Premises.

B.1.c. Obtain and pay for all utility services used by Tenant and not provided by Landlord. Within 10 days of production of invoice from Landlord to Tenant, Tenant will

reimburse Landlord for Tenant's water usage and costs for electricity above the baseline amount of \$12.00/month for electricity and \$75.77/billing cycle for water.

B.1.d. Allow Landlord to enter the Premises to perform Landlord's obligations, inspect the Premises, and show the Premises to prospective purchasers or tenants.

B.1.e. Repair, replace, and maintain any part of the Premises that Landlord is not obligated to repair, replace, or maintain, normal wear excepted.

B.1.f. Submit in writing to Landlord any request for repairs, replacement, and maintenance that are the obligations of Landlord.

B.1.g. Allow Landlord to file a financing statement perfecting the security interest created by this lease.

B.1.h. Vacate the Premises on the last day of the Term.

B.1.i. TO THE EXTENT ALLOWED BY LAW, INDEMNIFY, DEFEND, AND HOLD LANDLORD AND LIENHOLDER, AND THEIR RESPECTIVE AGENTS, HARMLESS FROM ANY INJURY (AND ANY RESULTING OR RELATED CLAIM, ACTION, LOSS, LIABILITY, OR REASONABLE EXPENSE, INCLUDING ATTORNEY'S FEES AND OTHER FEES AND COURT AND OTHER COSTS) OCCURRING IN ANY PORTION OF THE PREMISES IF CAUSED IN WHOLE OR IN PART BY THE ACTS OR OMISSIONS OF TENANT OR ITS AGENTS, INCLUDING IN WHOLE OR IN PART BY THE NEGLIGENT ACTS OR OMISSIONS OF TENANT OR ITS AGENTS. THE INDEMNITY CONTAINED IN THIS PARAGRAPH (i) IS INDEPENDENT OF TENANT'S INSURANCE, (ii) WILL NOT BE LIMITED BY COMPARATIVE NEGLIGENCE STATUTES OR DAMAGES PAID UNDER THE WORKERS' COMPENSATION ACT OR SIMILAR EMPLOYEE BENEFIT ACTS, (iii) WILL SURVIVE THE END OF THE TERM, AND (iv) WILL APPLY EVEN IF AN INJURY IS CAUSED IN PART BY THE ORDINARY NEGLIGENCE OR STRICT LIABILITY OF LANDLORD BUT WILL NOT APPLY TO THE EXTENT AN INJURY IS CAUSED IN WHOLE OR IN PART BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF LANDLORD, LIENHOLDER, OR THEIR RESPECTIVE AGENTS.

B2. Tenant agrees not to -

B.2.a. Use the Premises for any purpose other than the Permitted Use.

B.2.b. Create a nuisance.

B.2.c. Permit any waste.

B.2.d. Use the Premises in any way that would increase insurance premiums or void insurance on the Premises.

B.2.e. Change Landlord's lock system.

B.2.f. Alter the Premises other than alterations to the Right-of-Way portion of the driveway approach, the temporary parking area, the temporary fire truck awning, and the temporary placement of storage containers on the property.

B.2.g. Allow a lien to be placed on the Premises.

B.2.h. Assign this lease or sublease any portion of the Premises without Landlord's written consent.

C. Landlord's Obligations

C.1. Landlord agrees to -

C.1.a. Lease to Tenant the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

C.1.b. Obey all laws relating to Landlord's operation of the Premises.

C.1.c. Provide the Essential Services.

C.2. Landlord agrees not to -

C.2.a. Interfere with Tenant's possession of the Premises as long as Tenant is not in default.

C.2.b. Unreasonably withhold consent to a proposed assignment or sublease.

D. General Provisions

Landlord and Tenant agree to the following:

D.1. Alterations. Any physical additions or improvements to the Premises made by Tenant will become the property of Landlord. Landlord may require that Tenant, at the end of the Term and at Tenant's expense, remove any physical additions and improvements, repair any alterations, and restore the Premises to the condition existing at the Commencement Date, normal wear excepted.

D.2. Insurance. Tenant and Landlord will maintain the respective insurance coverages described herein.

D.3. Release of Claims/Subrogation. LANDLORD AND TENANT RELEASE EACH OTHER AND LIENHOLDER, AND THEIR RESPECTIVE AGENTS, FROM ALL CLAIMS

OR LIABILITIES FOR DAMAGE TO THE PREMISES, DAMAGE TO OR LOSS OF PERSONAL PROPERTY WITHIN THE PREMISES, AND LOSS OF BUSINESS OR REVENUES THAT ARE INSURED BY THE RELEASING PARTY'S PROPERTY INSURANCE OR THAT WOULD HAVE BEEN INSURED BY THE REQUIRED INSURANCE IF THE PARTY FAILS TO MAINTAIN THE PROPERTY COVERAGES REQUIRED BY THIS LEASE. THE PARTY INCURRING THE DAMAGE OR LOSS WILL BE RESPONSIBLE FOR ANY DEDUCTIBLE OR SELF-INSURED RETENTION UNDER ITS PROPERTY INSURANCE. LANDLORD AND TENANT WILL NOTIFY THE ISSUING PROPERTY INSURANCE COMPANIES OF THE RELEASE SET FORTH IN THIS PARAGRAPH AND WILL HAVE THE PROPERTY INSURANCE POLICIES ENDORSED, IF NECESSARY, TO PREVENT INVALIDATION OF COVERAGE. THIS RELEASE WILL NOT APPLY IF IT INVALIDATES THE PROPERTY INSURANCE COVERAGE OF THE RELEASING PARTY. **THE RELEASE IN THIS PARAGRAPH WILL APPLY EVEN IF THE DAMAGE OR LOSS IS CAUSED IN WHOLE OR IN PART BY THE ORDINARY NEGLIGENCE OR STRICT LIABILITY OF THE RELEASED PARTY OR ITS AGENTS BUT WILL NOT APPLY TO THE EXTENT THE DAMAGE OR LOSS IS CAUSED IN WHOLE OR IN PART BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE RELEASED PARTY OR ITS AGENTS.**

D.4. Casualty/Total or Partial Destruction

D.4.a. If the Premises are damaged by casualty, Landlord will, at its expense, remove debris and make-safe the Premises and any leasehold improvements within the Premises that are not within Tenant's Rebuilding Obligations to substantially restore to the same condition that existed before the casualty and Tenant will, at its expense, be responsible for replacing any of its damaged furniture, fixtures, and personal property and performing Tenant's Rebuilding Obligations. If Landlord fails to complete the portion of debris removal for which Landlord is responsible within ninety days from the date of written notification by Tenant to Landlord of the casualty, Tenant may terminate this lease by written notice to Landlord before Landlord completes Landlord's restoration obligations.

D.4.b. If Tenant cannot complete the portion of the restoration for which Tenant is responsible within ninety days, Landlord has an option to restore the Premises. If Landlord chooses not to restore, the Tenant has the option, at its expense, to provide temporary structure(s) and facilities to replace lost facilities. If Landlord chooses to restore, Landlord will notify Tenant in writing of the estimated time to restore and give Tenant an option to terminate this lease by notifying Landlord in writing within ten days from receipt of Landlord's estimate. If Tenant does not notify Landlord timely of Tenant's election to terminate this lease, the lease will continue, and Landlord will restore the Premises as provided in D.4.a. above.

D.5. Default by Landlord/Events. Defaults by Landlord are failing to comply with any provision of this lease within thirty days after written notice and failing to provide Essential Services to Tenant within ten days after written notice.

D.6. Default by Landlord/Tenant's Remedies. Tenant's remedies for Landlord's default

are to sue for damages and, if Landlord does not provide an Essential Service for thirty days after default, terminate this lease.

D.7. Default by Tenant/Events. Defaults by Tenant are (a) abandoning the Premises or vacating a substantial portion of the Premises, and (b) failing to comply within ten days after written notice with any provision of this lease other than the defaults set forth in (a) and (b).

D.8. Default by Tenant/Landlord's Remedies. Landlord's remedies for Tenant's default are to (a) enter and take possession of the Premises Landlord may enter and take possession of the Premises by self-help, by picking or changing locks if necessary, and may lock out Tenant or any other person who may be occupying the Premises, until the default is cured, without being liable for damages.

D.9. Default/Waiver. All waivers must be in writing and signed by the waiving party. Landlord's failure to enforce any provisions of this Lease or its acceptance of late installments of Rent will not be a waiver and will not estop Landlord from enforcing that provision or any other provision of this Lease in the future.

D.10. Holdover. If Tenant does not vacate the Premises following termination of this lease, Tenant will become a tenant at will and must vacate the Premises on receipt of notice from Landlord. No holding over by Tenant, whether with or without the consent of Landlord, will extend the Term.

D.11. Alternative Dispute Resolution. Landlord and Tenant agree to mediate in good faith before filing a suit for damages.

D.12. Venue. Exclusive venue is in Galveston County, Texas.

D.13. Entire Agreement. This lease is the entire agreement of the parties concerning the lease of the Premises by Landlord to Tenant. There are no representations, warranties, agreements, or promises pertaining to the Premises or the lease of the Premises by Landlord to Tenant, and Tenant is not relying on any statements or representations of any agent of Landlord, that are not in this lease.

D.14. Amendment of Lease. This lease may be amended only by an instrument in writing signed by Landlord and Tenant.

D.15. Limitation of Warranties. THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OR OF ANY OTHER KIND ARISING OUT OF THIS LEASE, AND THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY STATED IN THIS LEASE.

D.16. Notices. Any notice required or permitted under this lease must be in writing. Any notice required by this lease will be deemed to be given (whether received or not) the earlier of receipt or three business days after being deposited with the United States Postal Service,

postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this lease. Notice may also be given by regular mail, personal delivery, courier delivery, or e-mail and will be effective when received. Any address for notice may be changed by written notice given as provided herein.

D.17. Abandoned Property. Landlord may retain, destroy, or dispose of any property left on the Premises at the end of the Term and the Tenant will be responsible for any costs borne by the Landlord to properly dispose of any property abandoned by the Tenant unless otherwise agreed upon.

ACCEPTED:

TENANT:

CITY OF FRIENDSWOOD, TEXAS


MAYOR

DATE:

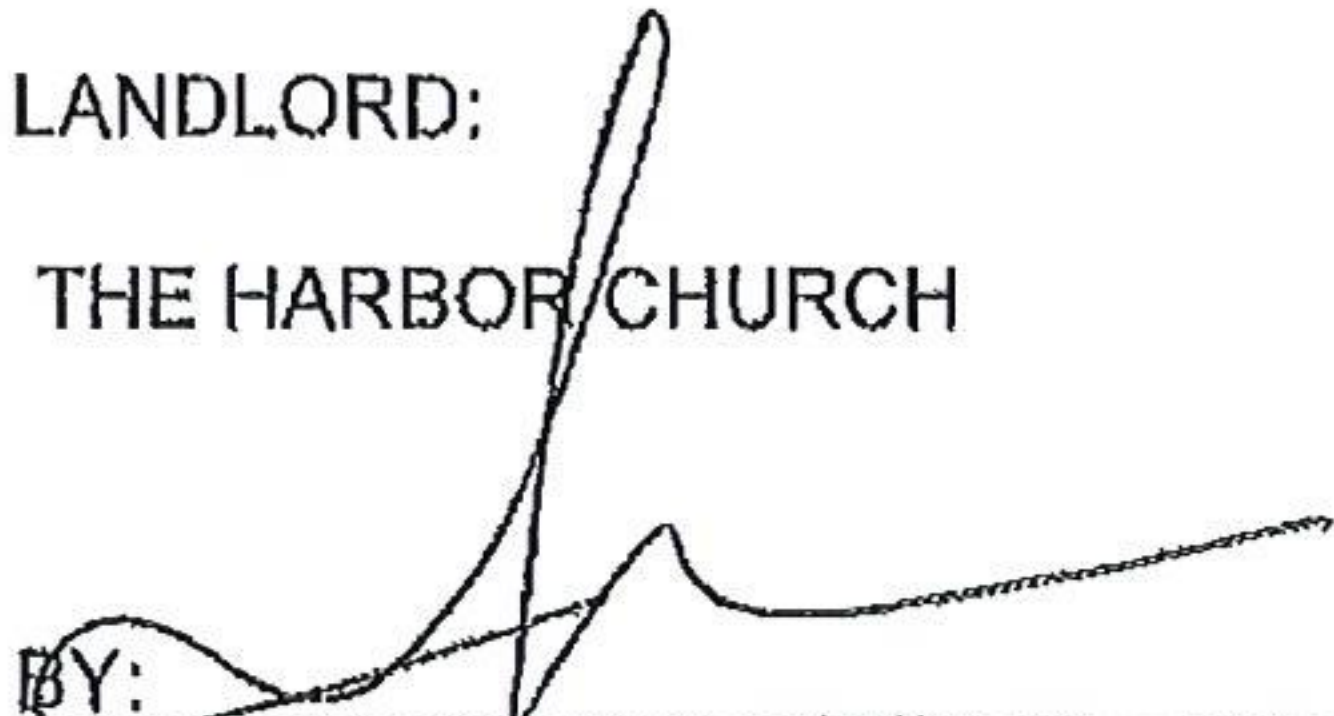
1/10/22

PROPOSED AND AGREED TO:

LANDLORD:

THE HARBOR CHURCH

BY:


DANA AARONSON

DATE:

12/29/21

ATTEST:


CITY SECRETARY

ATTEST:


(OFFICER OR SECRETARY)

APPROVED AS TO FORM:


CITY ATTORNEY



FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/27/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider ratifying the purchase of office furniture for the Blackhawk Building Renovation Project from Hallmark Office Products, Inc., through The Interlocal Purchasing System.

Originating Department: Engineering

Degree of importance:

SUMMARY / ORIGINATING CAUSE

As the remodel of 15355 Blackhawk Boulevard reaches a point where staff may begin moving into the new offices, staff has begun the process of procuring furniture, fixtures, and equipment (FFE). Included in this Hallmark Office Products quote for a furniture package for the building is that which will furnish the Public Works Department. This furniture will replace broken and outdated office furniture, items salvaged after Hurricane Harvey, and will replace hand-me-down furniture that has been used in previous departments within the City. The total quoted amount is \$69,417.

Purchase of this furniture is through TIPS, a purchasing cooperative. Delivery time is estimated 8 to 12 weeks.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. Hallmark Office Product Proposal - 3rd Order
2. Public Works Quotation Part 2 - Logiflex (S-172760-3)
3. Public Works Drawings Logiflex Part 2-S-172760-3
4. City of Friendswood Public Works Blkhwk Building Part 2 Quote 7.27.23

HALLMARK

OFFICE PRODUCTS, INC.

5650 Guhn Rd Ste 124 • Houston, TX 77040 • 713.688.1333 • f. 713.688.1412 • www.hallmarkoffice.com

July 27, 2023

City of Friendswood Public Works
15355 Blackhawk
Friendswood TX. 77546
281-996-3380

Hailee Medwedeff

Blackhawk Public Works Furniture Part 2

Description	Qty	Price	Ext Price
LogiFlex Quote #S-172760-3 TIPS # 210305	1	\$ 63,679.00	\$ 63,679.00
Delivery and Installation	1	\$ 5,738.00	\$ 5,738.00
			\$ -
Total			\$ 69,417.00

TIPS #210305

The above items are non-cancelable and non-returnable once order is placed with the factory. Please allow 6-8 weeks for delivery. a 50% deposit is required to place order. Pricing includes delivery, assembly, and installation during regular business hours (8am - 5pm, Monday - Friday). If you have any questions, please contact me at 713-560-5526.

Thank you,
Fred Wolff

Hallmark Office Products

Page 1 of 1

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 07/21/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider authorizing the final acceptance of the Challenge Elite Sports – Beamer Water Line Extension Project.

Originating Department: Engineering

Degree of importance:

SUMMARY / ORIGINATING CAUSE

The City began its one-year maintenance period for the Challenge Elite Sports - Beamer Water Line Extension Project in July 2022. The maintenance bond has reached its obligation. This agenda item is to authorize the final acceptance of the Challenge Elite Sports - Beamer Water Line Extension Project and to formally release the bond.

City Staff conducted a one-year warranty inspection and found everything to be in working order.

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

David Mai, property owner, will have his cash bond released upon final acceptance by the City Council.

RECOMMENDATIONS

Staff recommends approval.

ATTACHMENTS

1. 00645 - Release of Bond Challenge Elite

RELEASE OF BOND

Date: August 7, 2023

Project Name: Challenge Elite Sports – Beamer Water Line Extension

TO: David Mai
902 Woodcrest Drive
Friendswood, TX 77546

The property owner having complied with the provisions of the General Conditions, and all work is in accordance with the Contract Documents at the end of the one-year Warranty. This Project was brought before the City Council on July 11, 2022, for the acceptance of the One-Year Maintenance Period. The City Council accepts the One-Year Maintenance as complete and renders this obligation null and void, releasing the One-Year Maintenance Cash Bond from David Mai, 902 Woodcrest Drive, Friendswood, TX 77546, which is enclosed.

Jildardo Arias, PE, CFM
Director of Engineering, City Engineer

JA/hv

END OF DOCUMENT

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/13/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider approving the ad valorem tax report for June 2023.

Originating Department: City Manager

Degree of importance:

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS

1. GGal Co June 2023



Cheryl E. Johnson, PCC, CTOP
Assessor and Collector of Taxes
County of Galveston
722 Moody Avenue, Galveston, Texas 77550
Toll Free (877) 766-2284 Fax: (409) 766-2479
Email: galcotax@co.galveston.tx.us



July 7, 2023

The Governmental Entities of the Galveston County Tax Assessor/Collector's Office:

I, Cheryl E. Johnson, Tax Assessor and Collector of the County of Galveston do solemnly swear that this statement of collections made by me and the disposition thereof during the month of June, 2023 is true and correct.

Under my hand and seal this 7th day of July, 2023.



Cheryl E. Johnson
on behalf of Cheryl E. Johnson
Cheryl E. Johnson, PCC
Galveston County Tax Assessor/Collector

cc: Randall Rice, County Auditor
Linebarger, Goggan, Blair, & Simpson
Perdue, Brandon, Fielder, Collins, & Mott
Assessment & Collection Partners:

City of Bayou Vista
City of Clear Lake Shores (delinquent)
City of Dickinson
City of Friendswood
City of Galveston
City of Hitchcock
City of Jamaica Beach
City of Kemah
City La Marque
City of League City
City of Santa Fe
City of Texas City
City of Tiki Island
Dickinson Independent School District
Galveston Independent School District
High Island Independent School District
Hitchcock Independent School District
College of the Mainland
Bay Colony West MUD

Galveston Community College
GC Drainage District No. 1
GC Drainage District No. 2
GC Emergency Services Dist. No. 1
GC Emergency Services Dist. No. 2
GC Fresh Water Supply Dist. No. 6
Bacliff MUD
Bayview MUD
Galveston County MUD No. 12
Galveston County MUD No. 13
Galveston County MUD No. 44
San Leon MUD
Tara Glen MUD
GC Navigation District No. 1
WCID No. 1
WCID No. 12
WCID No. 19
Westwood Management District

07/03/2023 11:47:09 4309248
TC298-D SELECTION: DEPOSIT
RECEIPT DATE: ALL
LOCATION: ALL

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
FROM: 06/01/2023 THRU 06/30/2023
JURISDICTION: 0337 FRIENDWD CITY

PAGE: 33
INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2022	M & O	.388560	109,749.93	.00	4,799.31	.00	114,549.24	.00	.00	.00	114,549.24
	I & S	.098754	27,893.22	.00	1,219.77	.00	29,112.99	.00	.00	.00	29,112.99
	TOTAL	.487314	137,643.15	.00	6,019.08	.00	143,662.23	.00	.00	.00	143,662.23
2021	M & O	.385147	903.08-	.00	1,144.57	.00	241.49	880.92	.00	.00	1,122.41
	I & S	.102167	239.52-	.00	303.60	.00	64.08	.00	.00	.00	64.08
	TOTAL	.487314	1,142.60-	.00	1,448.17	.00	305.57	880.92	.00	.00	1,186.49
2020	M & O	.392153	1,226.21	.00	361.45	.00	1,587.66	145.49	.00	.00	1,733.15
	I & S	.095161	297.55	.00	87.72	.00	385.27	.00	.00	.00	385.27
	TOTAL	.487314	1,523.76	.00	449.17	.00	1,972.93	145.49	.00	.00	2,118.42
2019	M & O	.432160	1,068.00	.00	213.60	.00	1,281.60	.00	.00	.00	1,281.60
	I & S	.089379	220.63	.00	44.13	.00	264.76	.00	.00	.00	264.76
	TOTAL	.521439	1,288.63	.00	257.73	.00	1,546.36	.00	.00	.00	1,546.36
2018	M & O	.437173	707.03	.00	452.50	.00	1,159.53	282.42	.00	.00	1,441.95
	I & S	.095218	154.00	.00	98.56	.00	252.56	.00	.00	.00	252.56
	TOTAL	.532391	861.03	.00	551.06	.00	1,412.09	282.42	.00	.00	1,694.51
ALL	M & O		111,848.09	.00	6,971.43	.00	118,819.52	1,308.83	.00	.00	120,128.35
ALL	I & S		28,325.88	.00	1,753.78	.00	30,079.66	.00	.00	.00	30,079.66
ALL	TOTAL		140,173.97	.00	8,725.21	.00	148,899.18	1,308.83	.00	.00	150,208.01
DLQ	M & O		2,098.16	.00	2,172.12	.00	4,270.28	1,308.83	.00	.00	5,579.11
DLQ	I & S		432.66	.00	534.01	.00	966.67	.00	.00	.00	966.67
DLQ	TOTAL		2,530.82	.00	2,706.13	.00	5,236.95	1,308.83	.00	.00	6,545.78
CURR	M & O		109,749.93	.00	4,799.31	.00	114,549.24	.00	.00	.00	114,549.24
CURR	I & S		27,893.22	.00	1,219.77	.00	29,112.99	.00	.00	.00	29,112.99
CURR	TOTAL		137,643.15	.00	6,019.08	.00	143,662.23	.00	.00	.00	143,662.23

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2020	RF230615	10500700000048	202012	0.00	0.00	0.00	0.00 HK34	121.83-	121.83-RF
2020	RF230615	10500700000048	202012	121.83-	0.00	0.00	0.00 HK34	121.83	0.00 RF
2020	RF230615	10983300000008	202102	121.83-	0.00	8.53-	0.00 HK34	130.36	0.00 RF
2020	RF230615	10983300000008	202102	0.00	0.00	0.00	0.00 HK34	130.36-	130.36-RF
2020	RF230601	H2223406	201801	2.71-	0.00	0.00	0.00 HK32	2.71	0.00 RF
2020	RF230601	H2223406	201801	0.00	0.00	0.00	0.00 HK32	2.71-	2.71-RF
2020 TOTAL				246.37-	0.00	8.53-	0.00	0.00	254.90-

2021	RF230615	10004500000002	202112	245.54-	0.00	0.00	0.00 HK22	245.54	0.00 RF
2021	RF230615	10004500000002	202112	0.00	0.00	0.00	0.00 HK22	245.54-	245.54-RF
2021	RF230615	10500700000048	202112	0.00	0.00	0.00	0.00 HK22	183.03-	183.03-RF
2021	RF230615	10500700000048	202112	183.03-	0.00	0.00	0.00 HK22	183.03	0.00 RF
2021	RF230615	10983300000008	202201	186.95-	0.00	0.00	0.00 HK22	186.95	0.00 RF
2021	RF230615	10983300000008	202201	0.00	0.00	0.00	0.00 HK22	186.95-	186.95-RF
2021	RF230601	1206360010033	202112	0.00	0.00	0.00	0.00 HK20	121.83-	121.83-RF
2021	RF230601	1206360010033	202112	121.83-	0.00	0.00	0.00 HK20	121.83	0.00 RF
2021	RF230601	1268130020006	202112	635.66-	0.00	0.00	0.00 HK20	635.66	0.00 RF
2021	RF230601	1268130020006	202112	0.00	0.00	0.00	0.00 HK20	635.66-	635.66-RF
2021	RF230615	1277950090001	202302	294.70-	0.00	61.89-	71.32-HK22	427.91	0.00 RF
2021	RF230615	1277950090001	202302	0.00	0.00	0.00	0.00 HK22	427.91-	427.91-RF
2021	RF230615	1277950090001	202201	687.17-	0.00	0.00	0.00 HK22	687.17	0.00 RF
2021	RF230615	1277950090001	202201	0.00	0.00	0.00	0.00 HK22	687.17-	687.17-RF
2021	RF230601	1294700050006	202112	121.82-	0.00	0.00	0.00 HK20	121.82	0.00 RF
2021	RF230601	1294700050006	202112	0.00	0.00	0.00	0.00 HK20	121.82-	121.82-RF
2021	RF230626	168158	202112	246.53-	0.00	0.00	0.00 21S1	246.53-	246.53-RF
2021	RF230626	168158	202112	0.00	0.00	0.00	0.00 21S1	246.53	0.00 RF
2021	RF230626	200527	202112	771.22-	0.00	0.00	0.00 21S1	771.22	0.00 RF
2021	RF230626	200527	202112	0.00	0.00	0.00	0.00 21S1	771.22-	771.22-RF
2021	RF230626	200606	202112	0.00	0.00	0.00	0.00 21S1	563.75-	563.75-RF
2021	RF230626	200606	202112	563.75-	0.00	0.00	0.00 21S1	563.75	0.00 RF
2021	RF230626	202464	202112	0.00	0.00	0.00	0.00 21S1	175.44-	175.44-RF
2021	RF230626	202464	202112	175.44-	0.00	0.00	0.00 21S1	175.44	0.00 RF
2021	RF230626	202661	202112	251.80-	0.00	0.00	0.00 21S1	251.80	0.00 RF
2021	RF230626	202661	202112	0.00	0.00	0.00	0.00 21S1	251.80-	251.80-RF
2021	RF230626	202790	202112	0.00	0.00	0.00	0.00 21S1	459.69-	459.69-RF
2021	RF230626	202790	202112	459.69-	0.00	0.00	0.00 21S1	459.69	0.00 RF
2021	RF230626	203072	202112	0.00	0.00	0.00	0.00 21S1	310.78-	310.78-RF
2021	RF230626	203072	202112	310.78-	0.00	0.00	0.00 21S1	310.78	0.00 RF
2021	RF230626	218868	202112	307.94-	0.00	0.00	0.00 21S1	307.94	0.00 RF
2021	RF230626	218868	202112	0.00	0.00	0.00	0.00 21S1	307.94-	307.94-RF
2021	RF230626	219111	202207	0.00	0.00	0.00	0.00 21S1	155.94-	155.94-RF
2021	RF230626	219111	202207	155.94-	0.00	0.00	0.00 21S1	155.94	0.00 RF
2021	RF230626	310932	202201	424.94-	0.00	0.00	0.00 21S1	424.94	0.00 RF

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2021	RF230626	310932	202201	0.00	0.00	0.00	0.00 21S1	424.94-	424.94-RF
2021	RF230626	394248	202112	0.00	0.00	0.00	0.00 21S1	121.83-	121.83-RF
2021	RF230626	394248	202112	121.83-	0.00	0.00	0.00 21S1	121.83	0.00 RF
2021	RF230626	606709	202112	785.89-	0.00	0.00	0.00 21S1	785.89	0.00 RF
2021	RF230626	606709	202112	0.00	0.00	0.00	0.00 21S1	785.89-	785.89-RF
2021	RF230626	733892	202112	0.00	0.00	0.00	0.00 21S1	453.45-	453.45-RF
2021	RF230626	733892	202112	453.45-	0.00	0.00	0.00 21S1	453.45	0.00 RF
2021 TOTAL				7,505.90-	0.00	61.89-	71.32-	0.00	7,639.11-

2022	RF230601	1000440000003	202301	154.73-	0.00	0.00	0.00 HK08	154.73	0.00 RF
2022	RF230601	1000440000003	202301	0.00	0.00	0.00	0.00 HK08	154.73-	154.73-RF
2022	RF230615	1000450000002	202301	0.00	0.00	0.00	0.00 HK10	414.75-	414.75-RF
2022	RF230615	1000450000002	202301	414.75-	0.00	0.00	0.00 HK10	414.75	0.00 RF
2022	RF230601	1012770000026	202301	0.00	0.00	0.00	0.00 HK08	171.42-	171.42-RF
2022	RF230601	1012770000026	202301	171.42-	0.00	0.00	0.00 HK08	171.42	0.00 RF
2022	RF230601	1012810000007	202301	121.83-	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	RF230601	1012810000007	202301	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230615	1022310000009	202211	0.00	0.00	0.00	0.00 HK10	121.82-	121.82-RF
2022	RF230615	1022310000009	202211	0.00	0.00	0.00	0.00 HK10	121.82	0.00 RF
2022	RF230615	1022330000030	202305	121.82-	0.00	0.00	0.00 HK10	121.82-	121.82-RF
2022	902061323T	1022330000030	202305	151.38-	0.00	0.00	0.00 CERT	0.00	151.38-TR
2022	902061323T	1022330000030	202305	229.40-	0.00	0.00	0.00 CERT	0.00	229.40-TR
2022	RF230615	1035010000008	202301	202.36-	0.00	0.00	0.00 HK10	202.36-	202.36-RF
2022	RF230615	1035010000008	202301	0.00	0.00	0.00	0.00 HK10	202.36-	202.36-RF
2022	RF230615	1035010000008	202305	0.00	0.00	15.25-	0.00 HS04	0.00	0.00 RF
2022	86406223FHC	1043380000063	202301	117.31-	0.00	0.00	0.00 HK08	268.40-	268.40-RF
2022	RF230601	1043400000019	202301	0.00	0.00	0.00	0.00 HK08	268.40	0.00 RF
2022	RF230601	1043400000019	202301	268.40-	0.00	0.00	0.00 HK08	73.04	0.00 RF
2022	RF230601	1043980010011	202301	73.04-	0.00	0.00	0.00 HK08	73.04	0.00 RF
2022	RF230601	1043980010011	202301	0.00	0.00	0.00	0.00 HK08	73.04-	73.04-RF
2022	RF230601	1043980010011	202301	0.00	0.00	0.44-	0.00 CERT	0.00	0.00 RF
2022	902061423T	1044560000003	202306	104.17-	0.00	0.00	0.00 CERT	250.36-	250.36-RF
2022	RF230615	1050070000048	202301	250.36-	0.00	0.00	0.00 HK10	250.36-	250.36-RF
2022	RF230615	1050070000048	202301	0.00	0.00	4.84-	0.00 CERT	0.00	0.00 RF
2022	RF230615	1050090000017	202306	32.25-	0.00	0.00	0.00 CERT	0.00	0.00 RF
2022	832128062923	1050090000017	202306	900.70-	0.00	0.00	0.00 HK08	783.75-	783.75-RF
2022	902062723T	1055770000049	202211	0.00	0.00	0.00	0.00 HK08	783.75	0.00 RF
2022	RF230601	1057830000020	202210	783.75-	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1057830000020	202301	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1057910000016	202301	121.83-	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	RF230601	1057910000016	202301	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1097960000005	202301	0.00	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	RF230601	1097960000005	202301	121.83-	0.00	0.00	0.00 HK10	255.38	0.00 RF
2022	RF230615	1097990000013	202301	255.38-	0.00	0.00	0.00 HK10	255.38-	255.38-RF
2022	RF230615	1097990000013	202301	0.00	0.00	0.00	0.00 HK10	258.57-	258.57-RF
2022	RF230615	1098330000008	202301	258.57-	0.00	0.00	0.00 HK10	258.57	0.00 RF
2022	RF230615	1098330000008	202301	0.00	0.00	0.00	0.00 HK10	258.57	0.00 RF

07/03/2023 11:46:01
TC298-M SELECTION: DEPOSIT

4309248

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
REVERSALS DETAIL SCHEDULE
FROM: 06/01/2023 THRU 06/30/2023
JURISDICTION: 337 FRIENDWD CITY

PAGE: 116
INCLUDES AG ROLLBACK

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2022	RF230601	1200270020030	202212	0.00	0.00	0.00	0.00 HK08	499.53-	499.53-RF
2022	RF230601	1200270020030	202212	499.53-	0.00	0.00	0.00 HK08	499.53	0.00 RF
2022	RF230601	1206360010033	202301	288.30-	0.00	0.00	0.00 HK08	288.30	0.00 RF
2022	RF230601	1206360010033	202301	0.00	0.00	0.00	0.00 HK08	288.30-	288.30-RF
2022	RF230601	1227720020007	202211	121.83-	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	RF230601	1227720020007	202211	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1254280070016	202212	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1254280070016	202212	121.83-	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	RF230601	1268130020006	202301	733.64-	0.00	0.00	0.00 HK08	733.64	0.00 RF
2022	RF230601	1268130020006	202301	0.00	0.00	0.00	0.00 HK08	733.64-	733.64-RF
2022	RF230601	1277950090001	202302	0.00	0.00	0.00	0.00 HK10	1,275.62-	1,275.62-RF
2022	RF230615	1277950090001	202302	1,192.17-	0.00	83.45-	0.00 HK10	1,275.62	0.00 RF
2022	RF230615	1294700030008	202301	0.00	0.00	0.00	0.00 HK10	441.09-	441.09-RF
2022	RF230615	1294700030008	202301	441.09-	0.00	0.00	0.00 HK10	441.09	0.00 RF
2022	RF230601	1294700050006	202301	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1294700050006	202301	121.83-	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	807127060823	1410000020001	202305	392.48-	0.00	51.02-	0.00 CERT	0.00	443.50-TR
2022	807127060823	1410000020002	202305	392.48-	0.00	51.02-	0.00 CERT	0.00	443.50-TR
2022	RF230626	146567	202212	0.00	0.00	0.00	0.00 2250	324.24-	324.24-RF
2022	RF230626	146567	202212	324.24-	0.00	0.00	0.00 2250	324.24	0.00 RF
2022	RF230626	168158	202301	311.85-	0.00	0.00	0.00 2250	311.85	0.00 RF
2022	RF230626	168158	202301	0.00	0.00	0.00	0.00 2250	311.85-	311.85-RF
2022	RF230626	168604	202301	0.00	0.00	0.00	0.00 2250	249.48-	249.48-RF
2022	RF230626	168604	202301	249.48-	0.00	0.00	0.00 2250	249.48	0.00 RF
2022	RF230626	168899	202301	0.00	0.00	0.00	0.00 2250	356.56-	356.56-RF
2022	RF230626	168899	202301	0.00	0.00	0.00	0.00 2250	356.56	0.00 RF
2022	RF230626	169215	202301	281.54-	0.00	0.00	0.00 2250	281.54-	281.54-RF
2022	RF230626	169215	202301	0.00	0.00	0.00	0.00 2250	720.73-	720.73-RF
2022	RF230626	200527	202301	0.00	0.00	0.00	0.00 2250	720.73	0.00 RF
2022	RF230626	200527	202301	720.73-	0.00	0.00	0.00 2250	526.60	0.00 RF
2022	RF230626	200606	202301	0.00	0.00	0.00	0.00 CERT	526.60-	526.60-RF
2022	902061323T	201607	202306	178.84-	0.00	12.52-	0.00 CERT	0.00	191.36-TR
2022	902061323T	201607	202306	248.74-	0.00	37.32-	0.00 CERT	0.00	286.06-TR
2022	RF230626	202101	202211	157.55-	0.00	0.00	0.00 2250	157.55	0.00 RF
2022	RF230626	202101	202211	0.00	0.00	0.00	0.00 2250	157.55-	157.55-RF
2022	RF230626	202464	202301	175.44-	0.00	0.00	0.00 2250	175.44-	175.44-RF
2022	RF230626	202464	202301	0.00	0.00	0.00	0.00 2250	175.44	0.00 RF
2022	RF230626	202661	202301	0.00	0.00	0.00	0.00 2250	423.42-	423.42-RF
2022	RF230626	202661	202301	423.42-	0.00	0.00	0.00 2250	423.42	0.00 RF
2022	RF230626	202790	202301	654.92-	0.00	0.00	0.00 2250	654.92	0.00 RF
2022	RF230626	202790	202301	0.00	0.00	0.00	0.00 2250	654.92-	654.92-RF
2022	RF230626	202829	202301	155.94-	0.00	0.00	0.00 2250	155.94	0.00 RF
2022	RF230626	202829	202301	0.00	0.00	0.00	0.00 2250	155.94-	155.94-RF
2022	RF230626	202845	202212	0.00	0.00	0.00	0.00 2250	121.83-	121.83-RF

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
SUMMARY OF PAYMENTS AND REVERSALS
FROM: 06/01/2023 THRU 06/30/2023
JURISDICTION: 337 FRIENDWD CITY

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT
2018 TOTAL			861.03	0.00	551.06	282.42	0.00	1,694.51
2019 TOTAL			1,288.63	0.00	257.73	0.00	0.00	1,546.36
2020 TOTAL			1,770.13	0.00	457.70	145.49	0.00	2,373.32
2021 TOTAL			6,363.30	0.00	1,510.06	952.24	0.00	8,825.60
2022 TOTAL			158,795.94	0.00	6,300.17	0.00	0.00	165,096.11
TOTAL PAYMENTS			169,079.03	0.00	9,076.72	1,380.15	0.00	179,535.90
2020 TOTAL			246.37-	0.00	8.53-	0.00	0.00	254.90-
2021 TOTAL			7,505.90-	0.00	61.89-	71.32-	0.00	7,639.11-
2022 TOTAL			21,152.79-	0.00	281.09-	0.00	0.00	21,433.88-
TOTAL REVERSALS			28,905.06-	0.00	351.51-	71.32-	0.00	29,327.89-
TOTAL FOR UNIT			140,173.97	0.00	8,725.21	1,308.83	0.00	150,208.01

FISCAL START: 08/01/2022 END: 07/31/2023 JURISDICTION: 0337 FRIENDWD CITY

CERT TAXABLE VALUE		ADJUSTMENTS		ADJ TAX VALUE		TAX RATE		TAX LEVY		PAID ACCTS	
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CURRENT YEAR	4,778,686,394		115,367,550		4,894,053,944	0	00.487314		22,767,311.57		17,331
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YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL

2022	22,218,569.13	548,742.44	548,742.44	22,387,218.78	22,387,218.78	380,092.79	98.33	0.00
2021	183,112.68	69,266.57-	69,266.57-	64,013.72	64,013.72	49,832.39	56.23	0.00
2020	40,724.70	30,959.60-	30,959.60-	17,925.20-	17,925.20-	27,690.30	83.56-	0.00
2019	31,463.95	9,859.35-	9,859.35-	1,085.69	1,085.69	20,518.91	5.03	0.00
2018	20,734.77	37.21-	37.21-	5,644.93	5,644.93	15,052.63	27.27	0.00
2017	13,655.17	.00	.00	12.53	12.53	13,642.64	.09	0.00
2016	12,123.04	.00	.00	5.51	5.51	12,117.53	.05	0.00
2015	11,833.72	.00	.00	6.96	6.96	11,826.76	.06	0.00
2014	12,474.54	.00	.00	0.00	0.00	12,474.54		0.00
2013	9,677.98	.00	.00	0.00	0.00	9,677.98		0.00
2012	9,566.41	.00	.00	0.00	0.00	9,566.41		0.00
2011	6,897.31	.00	.00	0.00	0.00	6,897.31		0.00
2010	3,613.44	.00	.00	0.00	0.00	3,613.44		0.00
2009	5,164.80	.00	.00	0.00	0.00	5,164.80		0.00
2008	4,281.97	.00	.00	0.00	0.00	4,281.97		0.00
2007	1,321.11	.00	.00	0.00	0.00	1,321.11		0.00
2006	2,707.18	.00	.00	269.28	269.28	2,437.90	9.95	0.00
2005	1,298.61	.00	.00	128.00	128.00	1,170.61	9.86	0.00
2004	640.47	.00	.00	0.00	0.00	640.47		0.00
2003	647.12	.00	.00	0.00	0.00	647.12		0.00
2002	512.76	.00	.00	0.00	0.00	512.76		0.00
2001	263.32	.00	.00	0.00	0.00	263.32		0.00
****	22,591,284.18	438,619.71	438,619.71	22,440,460.20	22,440,460.20	589,443.69		0.00
CURR	22,218,569.13	548,742.44	548,742.44	22,387,218.78	22,387,218.78	380,092.79		0.00
DELQ	372,715.05	110,122.73-	110,122.73-	53,241.42	53,241.42	209,350.90		0.00

ALL PROPERTY

TAX COLLECTION SYSTEM
SUPPLEMENTAL / ADJUSTMENT CONTROL TOTALS
FOR TAX YEAR: 2022
JURISDICTION: 0337 FRIENDWD CITY

PAGE: 238
INCLUDES AG ROLLBACK

	CERTIFIED ROLL	ROLL AS OF 08/01/2022	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 06/30/2023
LAND VALUE	6,593,325,295	6,593,325,295	51,742,401	619,160-	51,123,241	6,644,448,536
AG EXCLUSION	32,486,183	32,486,183	204,746	0	204,746	32,690,929
IMPROVEMENTS	873,775,097	873,775,097	159,146,028	49,380,556-	109,765,472	983,540,569
APPRAISED VALUE	6,593,325,295	6,593,325,295	210,888,429	49,999,716-	160,888,713	6,754,214,008
EXEMPTIONS	1,782,152,718	1,782,152,718	49,429,539	3,908,376-	45,521,163	1,827,673,881
TAXABLE VALUE	4,778,686,394	4,778,686,394	161,458,890	46,091,340-	115,367,550	4,894,053,944
LEVY	22,218,569.13	22,218,569.13	1,151,509.79	602,767.35-	548,742.44	22,767,311.57
UNCOLLECTIBLE	.00	.00	.00	.00	.00	.00
RECEIVABLE					.00	
EXEMPTION COUNTS:						
HOMESTEADS	10,595	10,595	344	206	210	10,805
OVER 65	3,475	3,475	89	74	80	3,555
DISABLED	180	180	5	7	7	187
VETERAN	253	253	10	4	4	257
TOTAL EXEMPT	84	84	0	0	0	84

ALL PROPERTY

TAX COLLECTION SYSTEM
SUPPLEMENTAL / ADJUSTMENT CONTROL TOTALS
FOR TAX YEAR: 2021
JURISDICTION: 0337 FRIENDWD CITY

PAGE: 239
INCLUDES AG ROLLBACK

	CERTIFIED ROLL	ROLL AS OF 08/01/2022	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 06/30/2023
LAND VALUE	5,827,810,207	5,827,810,207	0	41,048-	41,048-	5,827,769,159
AG EXCLUSION	33,691,313	33,691,313	0	0	0	33,691,313
IMPROVEMENTS	775,157,465	775,157,465	1,544,582	8,643,572-	7,098,990-	768,058,475
APPRAISED VALUE	5,827,810,207	5,827,810,207	1,544,582	8,684,620-	7,140,038-	5,820,670,169
EXEMPTIONS	1,579,451,702	1,579,451,702	987,783	6,163,839	7,151,622	1,586,603,324
TAXABLE VALUE	4,214,667,192	4,214,667,192	556,799	14,848,459-	14,291,660-	4,200,375,532
LEVY	183,112.68	183,112.68	2,987.27	72,253.84-	69,266.57-	113,846.11
UNCOLLECTIBLE	.00	.00	.00	.00	.00	.00
RECEIVABLE						
EXEMPTION COUNTS:						
HOMESTEADS	10,298	10,298	0	60	60	10,358
OVER 65	3,255	3,255	0	21	21	3,276
DISABLED	181	181	0	3	3	184
VETERAN	240	240	0	4	4	244
TOTAL EXEMPT	84	84	0	0	0	84

ALL PROPERTY

JURISDICTION: 0337 FRIENDWD CITY

	CERTIFIED ROLL	ROLL AS OF 08/01/2022	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 06/30/2023
LAND VALUE	5,043,274,252	5,043,274,252	0	0	0	5,043,274,252
AG EXCLUSION	27,337,308	27,337,308	0	0	0	27,337,308
IMPROVEMENTS	706,413,340	706,413,340	1,361,452	5,939,983-	4,578,531-	701,834,809
APPRAISED VALUE	5,043,274,252	5,043,274,252	1,361,452	5,939,983-	4,578,531-	5,038,695,721
EXEMPTIONS	1,218,139,975	1,218,139,975	794,384	1,037,780	1,832,164	1,219,972,139
TAXABLE VALUE	3,797,796,969	3,797,796,969	567,068	6,977,763-	6,410,695-	3,791,386,274
LEVY	40,724.70	40,724.70	2,763.40	33,723.00-	30,959.60-	9,765.10
UNCOLLECTIBLE	.00	.00	.00	.00	.00	.00
RECEIVABLE					.00	
EXEMPTION COUNTS:						
HOMESTEADS	10,220	10,220	0	15	15	10,235
OVER 65	3,163	3,163	0	8	8	3,171
DISABLED	182	182	0	0	0	182
VETERAN	221	221	0	3	3	224
TOTAL EXEMPT	80	80	0	0	0	80

07/03/2023 11:47:09 4309248
TC298-D DEPOSIT
RECEIPT DATE: ALL
LOCATION: ALL

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
FROM: 06/01/2023 THRU 06/30/2023
JURISDICTION: 0337 FRIENDWD CITY

PAGE: 33
INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2022	M & O	.388560	109,749.93	.00	4,799.31	.00	114,549.24	.00	.00	.00	114,549.24
	I & S	.098754	27,893.22	.00	1,219.77	.00	29,112.99	.00	.00	.00	29,112.99
	TOTAL	.487314	137,643.15	.00	6,019.08	.00	143,662.23	.00	.00	.00	143,662.23
2021	M & O	.385147	903.08-	.00	1,144.57	.00	241.49	880.92	.00	.00	1,122.41
	I & S	.102167	239.52-	.00	303.60	.00	64.08	.00	.00	.00	64.08
	TOTAL	.487314	1,142.60-	.00	1,448.17	.00	305.57	880.92	.00	.00	1,186.49
2020	M & O	.392153	1,226.21	.00	361.45	.00	1,587.66	145.49	.00	.00	1,733.15
	I & S	.095161	297.55	.00	87.72	.00	385.27	.00	.00	.00	385.27
	TOTAL	.487314	1,523.76	.00	449.17	.00	1,972.93	145.49	.00	.00	2,118.42
2019	M & O	.432160	1,068.00	.00	213.60	.00	1,281.60	.00	.00	.00	1,281.60
	I & S	.089279	220.63	.00	44.13	.00	264.76	.00	.00	.00	264.76
	TOTAL	.521439	1,288.63	.00	257.73	.00	1,546.36	.00	.00	.00	1,546.36
2018	M & O	.437173	707.03	.00	452.50	.00	1,159.53	282.42	.00	.00	1,441.95
	I & S	.095218	154.00	.00	98.56	.00	252.56	.00	.00	.00	252.56
	TOTAL	.532391	861.03	.00	551.06	.00	1,412.09	282.42	.00	.00	1,694.51
ALL	M & O		111,848.09	.00	6,971.43	.00	118,819.52	1,308.83	.00	.00	120,128.35
ALL	I & S		28,325.88	.00	1,753.78	.00	30,079.66	.00	.00	.00	30,079.66
ALL	TOTAL		140,173.97	.00	8,725.21	.00	148,899.18	1,308.83	.00	.00	150,208.01
DLQ	M & O		2,098.16	.00	2,172.12	.00	4,270.28	1,308.83	.00	.00	5,579.11
DLQ	I & S		432.66	.00	534.01	.00	966.67	.00	.00	.00	966.67
DLQ	TOTAL		2,530.82	.00	2,706.13	.00	5,236.95	1,308.83	.00	.00	6,545.78
CURR	M & O		109,749.93	.00	4,799.31	.00	114,549.24	.00	.00	.00	114,549.24
CURR	I & S		27,893.22	.00	1,219.77	.00	29,112.99	.00	.00	.00	29,112.99
CURR	TOTAL		137,643.15	.00	6,019.08	.00	143,662.23	.00	.00	.00	143,662.23

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2020	RF230615	10500700000048	202012	0.00	0.00	0.00	0.00 HK34	121.83-	121.83-RF
2020	RF230615	10500700000048	202012	121.83-	0.00	0.00	0.00 HK34	121.83	0.00 RF
2020	RF230615	10983300000008	202102	121.83-	0.00	8.53-	0.00 HK34	130.36	0.00 RF
2020	RF230615	10983300000008	202102	0.00	0.00	0.00	0.00 HK34	130.36-	130.36-RF
2020	RF230601	H2223406	201801	2.71-	0.00	0.00	0.00 HK32	2.71	0.00 RF
2020	RF230601	H2223406	201801	0.00	0.00	0.00	0.00 HK32	2.71-	2.71-RF
2020	TOTAL			246.37-	0.00	8.53-	0.00	0.00	254.90-

2021	RF230615	10004500000002	202112	245.54-	0.00	0.00	0.00 HK22	245.54	0.00 RF
2021	RF230615	10004500000002	202112	0.00	0.00	0.00	0.00 HK22	245.54-	245.54-RF
2021	RF230615	10500700000048	202112	0.00	0.00	0.00	0.00 HK22	183.03-	183.03-RF
2021	RF230615	10500700000048	202112	183.03-	0.00	0.00	0.00 HK22	183.03	0.00 RF
2021	RF230615	10983300000008	202201	186.95-	0.00	0.00	0.00 HK22	186.95	0.00 RF
2021	RF230615	10983300000008	202201	0.00	0.00	0.00	0.00 HK22	186.95-	186.95-RF
2021	RF230601	1206360010033	202112	121.83-	0.00	0.00	0.00 HK20	121.83-	121.83-RF
2021	RF230601	1206360010033	202112	635.66-	0.00	0.00	0.00 HK20	635.66	0.00 RF
2021	RF230601	1268130020006	202112	0.00	0.00	0.00	0.00 HK20	635.66-	635.66-RF
2021	RF230615	1277950090001	202302	294.70-	0.00	61.89-	71.32-HK22	427.91	0.00 RF
2021	RF230615	1277950090001	202302	0.00	0.00	0.00	0.00 HK22	427.91-	427.91-RF
2021	RF230615	1277950090001	202201	687.17-	0.00	0.00	0.00 HK22	687.17	0.00 RF
2021	RF230615	1277950090001	202201	0.00	0.00	0.00	0.00 HK22	687.17-	687.17-RF
2021	RF230601	1294700050006	202112	121.82-	0.00	0.00	0.00 HK20	121.82	0.00 RF
2021	RF230601	1294700050006	202112	246.53-	0.00	0.00	0.00 HK20	121.82-	121.82-RF
2021	RF230626	168158	202112	0.00	0.00	0.00	0.00 21S1	246.53-	246.53-RF
2021	RF230626	168158	202112	771.22-	0.00	0.00	0.00 21S1	771.22	0.00 RF
2021	RF230626	200527	202112	0.00	0.00	0.00	0.00 21S1	771.22-	771.22-RF
2021	RF230626	200527	202112	0.00	0.00	0.00	0.00 21S1	563.75-	563.75-RF
2021	RF230626	200606	202112	563.75-	0.00	0.00	0.00 21S1	563.75	0.00 RF
2021	RF230626	202464	202112	0.00	0.00	0.00	0.00 21S1	175.44-	175.44-RF
2021	RF230626	202464	202112	175.44-	0.00	0.00	0.00 21S1	175.44	0.00 RF
2021	RF230626	202661	202112	251.80-	0.00	0.00	0.00 21S1	251.80	0.00 RF
2021	RF230626	202661	202112	0.00	0.00	0.00	0.00 21S1	251.80-	251.80-RF
2021	RF230626	202790	202112	459.69-	0.00	0.00	0.00 21S1	459.69	0.00 RF
2021	RF230626	202790	202112	0.00	0.00	0.00	0.00 21S1	459.69-	459.69-RF
2021	RF230626	203072	202112	310.78-	0.00	0.00	0.00 21S1	310.78-	310.78-RF
2021	RF230626	203072	202112	307.94-	0.00	0.00	0.00 21S1	307.94	0.00 RF
2021	RF230626	218868	202112	0.00	0.00	0.00	0.00 21S1	307.94-	307.94-RF
2021	RF230626	218868	202112	0.00	0.00	0.00	0.00 21S1	155.94-	155.94-RF
2021	RF230626	219111	202207	155.94-	0.00	0.00	0.00 21S1	155.94	0.00 RF
2021	RF230626	219111	202207	424.94-	0.00	0.00	0.00 21S1	424.94	0.00 RF
2021	RF230626	310932	202201						

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TC298-D SELECTION: DEPOSIT
RECEIPT DATE: ALL
LOCATION: ALL

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
FROM: 06/01/2023 THRU 06/30/2023
JURISDICTION: 0337 FRIENDWD CITY

PAGE: 33
INCLUDES AG ROLLBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2022	M & O	.388560	109,749.93	.00	4,799.31	.00	114,549.24	.00	.00	.00	114,549.24
	I & S	.098754	27,893.22	.00	1,219.77	.00	29,112.99	.00	.00	.00	29,112.99
	TOTAL	.487314	137,643.15	.00	6,019.08	.00	143,662.23	.00	.00	.00	143,662.23
2021	M & O	.385147	903.08-	.00	1,144.57	.00	241.49	880.92	.00	.00	1,122.41
	I & S	.102167	239.52-	.00	303.60	.00	64.08	.00	.00	.00	64.08
	TOTAL	.487314	1,142.60-	.00	1,448.17	.00	305.57	880.92	.00	.00	1,186.49
2020	M & O	.392153	1,226.21	.00	361.45	.00	1,587.66	145.49	.00	.00	1,733.15
	I & S	.095161	297.55	.00	87.72	.00	385.27	.00	.00	.00	385.27
	TOTAL	.487314	1,523.76	.00	449.17	.00	1,972.93	145.49	.00	.00	2,118.42
2019	M & O	.432160	1,068.00	.00	213.60	.00	1,281.60	.00	.00	.00	1,281.60
	I & S	.089279	220.63	.00	44.13	.00	264.76	.00	.00	.00	264.76
	TOTAL	.521439	1,288.63	.00	257.73	.00	1,546.36	.00	.00	.00	1,546.36
2018	M & O	.437173	707.03	.00	452.50	.00	1,159.53	282.42	.00	.00	1,441.95
	I & S	.095218	154.00	.00	98.56	.00	252.56	.00	.00	.00	252.56
	TOTAL	.532391	861.03	.00	551.06	.00	1,412.09	282.42	.00	.00	1,694.51
ALL	M & O		111,848.09	.00	6,971.43	.00	118,819.52	1,308.83	.00	.00	120,128.35
ALL	I & S		28,325.88	.00	1,753.78	.00	30,079.66	.00	.00	.00	30,079.66
ALL	TOTAL		140,173.97	.00	8,725.21	.00	148,899.18	1,308.83	.00	.00	150,208.01
DLQ	M & O		2,098.16	.00	2,172.12	.00	4,270.28	1,308.83	.00	.00	5,579.11
DLQ	I & S		432.66	.00	534.01	.00	966.67	.00	.00	.00	966.67
DLQ	TOTAL		2,530.82	.00	2,706.13	.00	5,236.95	1,308.83	.00	.00	6,545.78
CURR	M & O		109,749.93	.00	4,799.31	.00	114,549.24	.00	.00	.00	114,549.24
CURR	I & S		27,893.22	.00	1,219.77	.00	29,112.99	.00	.00	.00	29,112.99
CURR	TOTAL		137,643.15	.00	6,019.08	.00	143,662.23	.00	.00	.00	143,662.23

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2020	RF230615	10500700000048	202012	0.00	0.00	0.00	0.00 HK34	121.83-	121.83-RF
2020	RF230615	10500700000048	202012	121.83-	0.00	0.00	0.00 HK34	121.83	0.00 RF
2020	RF230615	10983300000008	202102	121.83-	0.00	8.53-	0.00 HK34	130.36	0.00 RF
2020	RF230615	10983300000008	202102	0.00	0.00	0.00	0.00 HK34	130.36-	0.00 RF
2020	RF230601	H2223406	201801	2.71-	0.00	0.00	0.00 HK32	2.71	0.00 RF
2020	RF230601	H2223406	201801	0.00	0.00	0.00	0.00 HK32	2.71-	2.71-RF
2020 TOTAL				246.37-	0.00	8.53-	0.00	0.00	254.90-

2021	RF230615	10004500000002	202112	245.54-	0.00	0.00	0.00 HK22	245.54	0.00 RF
2021	RF230615	10004500000002	202112	0.00	0.00	0.00	0.00 HK22	245.54-RF	0.00 RF
2021	RF230615	10500700000048	202112	0.00	0.00	0.00	0.00 HK22	183.03-	183.03-RF
2021	RF230615	10500700000048	202112	183.03-	0.00	0.00	0.00 HK22	183.03	0.00 RF
2021	RF230615	10983300000008	202201	186.95-	0.00	0.00	0.00 HK22	186.95	0.00 RF
2021	RF230615	10983300000008	202201	0.00	0.00	0.00	0.00 HK22	186.95-	186.95-RF
2021	RF230601	1206360010033	202112	0.00	0.00	0.00	0.00 HK20	121.83-	121.83-RF
2021	RF230601	1206360010033	202112	121.83-	0.00	0.00	0.00 HK20	121.83	0.00 RF
2021	RF230601	1268130020006	202112	635.66-	0.00	0.00	0.00 HK20	635.66	0.00 RF
2021	RF230615	1277950090001	202302	294.70-	0.00	61.89-	71.32-HK22	635.66-	635.66-RF
2021	RF230615	1277950090001	202302	0.00	0.00	0.00	0.00 HK22	427.91	0.00 RF
2021	RF230615	1277950090001	202302	687.17-	0.00	0.00	0.00 HK22	427.91-RF	0.00 RF
2021	RF230615	1277950090001	202201	0.00	0.00	0.00	0.00 HK22	687.17	0.00 RF
2021	RF230615	1277950090001	202201	0.00	0.00	0.00	0.00 HK22	687.17-	687.17-RF
2021	RF230601	1294700050006	202112	121.82-	0.00	0.00	0.00 HK20	121.82	0.00 RF
2021	RF230601	1294700050006	202112	0.00	0.00	0.00	0.00 HK20	121.82-	121.82-RF
2021	RF230626	168158	202112	246.53-	0.00	0.00	0.00 21S1	246.53	0.00 RF
2021	RF230626	168158	202112	0.00	0.00	0.00	0.00 21S1	246.53-	246.53-RF
2021	RF230626	200527	202112	771.22-	0.00	0.00	0.00 21S1	771.22	0.00 RF
2021	RF230626	200527	202112	0.00	0.00	0.00	0.00 21S1	771.22-	771.22-RF
2021	RF230626	200606	202112	0.00	0.00	0.00	0.00 21S1	563.75-	563.75-RF
2021	RF230626	200606	202112	563.75-	0.00	0.00	0.00 21S1	563.75	0.00 RF
2021	RF230626	202464	202112	0.00	0.00	0.00	0.00 21S1	175.44-	175.44-RF
2021	RF230626	202464	202112	175.44-	0.00	0.00	0.00 21S1	175.44	0.00 RF
2021	RF230626	202661	202112	251.80-	0.00	0.00	0.00 21S1	251.80	0.00 RF
2021	RF230626	202661	202112	0.00	0.00	0.00	0.00 21S1	251.80-	251.80-RF
2021	RF230626	202790	202112	459.69-	0.00	0.00	0.00 21S1	459.69	0.00 RF
2021	RF230626	202790	202112	0.00	0.00	0.00	0.00 21S1	459.69-	459.69-RF
2021	RF230626	203072	202112	0.00	0.00	0.00	0.00 21S1	310.78-	310.78-RF
2021	RF230626	203072	202112	310.78-	0.00	0.00	0.00 21S1	310.78	0.00 RF
2021	RF230626	218868	202112	307.94-	0.00	0.00	0.00 21S1	307.94	0.00 RF
2021	RF230626	218868	202112	0.00	0.00	0.00	0.00 21S1	307.94-	307.94-RF
2021	RF230626	219111	202207	0.00	0.00	0.00	0.00 21S1	155.94-	155.94-RF
2021	RF230626	219111	202207	155.94-	0.00	0.00	0.00 21S1	155.94	0.00 RF
2021	RF230626	310932	202201	424.94-	0.00	0.00	0.00 21S1	424.94	0.00 RF

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2021	RF230626	310932	202201	0.00	0.00	0.00	0.00 21S1	424.94-	424.94-RF
2021	RF230626	394248	202112	0.00	0.00	0.00	0.00 21S1	121.83-	121.83-RF
2021	RF230626	394248	202112	121.83-	0.00	0.00	0.00 21S1	121.83	0.00 RF
2021	RF230626	606709	202112	785.89-	0.00	0.00	0.00 21S1	785.89	0.00 RF
2021	RF230626	606709	202112	0.00	0.00	0.00	0.00 21S1	785.89-	785.89-RF
2021	RF230626	733892	202112	0.00	0.00	0.00	0.00 21S1	453.45-	453.45-RF
2021	RF230626	733892	202112	453.45-	0.00	0.00	0.00 21S1	453.45	0.00 RF
2021 TOTAL				7,505.90-	0.00	61.89-	71.32-	0.00	7,639.11-

2022	RF230601	1000440000003	202301	154.73-	0.00	0.00	0.00 HK08	154.73	0.00 RF
2022	RF230601	1000440000003	202301	0.00	0.00	0.00	0.00 HK08	154.73-	154.73-RF
2022	RF230615	1000450000002	202301	0.00	0.00	0.00	0.00 HK10	414.75-	414.75-RF
2022	RF230615	1000450000002	202301	414.75-	0.00	0.00	0.00 HK10	414.75	0.00 RF
2022	RF230601	1012770000026	202301	0.00	0.00	0.00	0.00 HK08	171.42-	171.42-RF
2022	RF230601	1012770000026	202301	171.42-	0.00	0.00	0.00 HK08	171.42	0.00 RF
2022	RF230601	1012810000007	202301	121.83-	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	RF230601	1012810000007	202301	0.00	0.00	0.00	0.00 HK10	121.83-	121.83-RF
2022	RF230615	1022310000009	202211	0.00	0.00	0.00	0.00 HK10	121.82	0.00 RF
2022	RF230615	1022310000009	202211	121.82-	0.00	0.00	0.00 HK10	121.82	0.00 RF
2022	RF230615	1022330000030	202305	151.38-	0.00	0.00	0.00 CERT	0.00	151.38-TR
2022	902061323T	1022330000030	202305	229.40-	0.00	0.00	0.00 CERT	0.00	229.40-TR
2022	RF230615	1035010000008	202301	202.36-	0.00	0.00	0.00 HK10	202.36-	202.36-RF
2022	RF230615	1035010000008	202301	0.00	0.00	0.00	0.00 HK10	0.00	0.00 RF
2022	RF230615	1035010000008	202305	117.31-	0.00	15.25-	0.00 HS04	0.00	268.40-
2022	86406223PHC	1043380000063	202301	0.00	0.00	0.00	0.00 HK08	268.40	0.00 RF
2022	RF230601	1043400000019	202301	268.40-	0.00	0.00	0.00 HK08	268.40	0.00 RF
2022	RF230601	1043400000019	202301	73.04-	0.00	0.00	0.00 HK08	73.04	0.00 RF
2022	RF230601	1043980010011	202301	0.00	0.00	0.00	0.00 HK08	0.00	0.00 RF
2022	RF230601	1043980010011	202301	104.17-	0.00	0.44-	0.00 CERT	0.00	104.61-TR
2022	902061423T	1044560000003	202306	250.36-	0.00	0.00	0.00 HK10	250.36	0.00 RF
2022	RF230615	1050070000048	202301	0.00	0.00	0.00	0.00 HK10	250.36-	250.36-RF
2022	RF230615	1050070000048	202301	0.00	0.00	0.00	0.00 CERT	0.00	37.09-TR
2022	RF230615	1050090000017	202306	32.25-	0.00	4.84-	0.00 CERT	0.00	900.70-TR
2022	832128062923	1050090000017	202306	900.70-	0.00	0.00	0.00 CERT	0.00	783.75-
2022	902062723T	1057830000020	202211	0.00	0.00	0.00	0.00 HK08	0.00	783.75-RF
2022	RF230601	1057830000020	202210	783.75-	0.00	0.00	0.00 HK08	783.75	0.00 RF
2022	RF230601	1057910000016	202301	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1057910000016	202301	121.83-	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	RF230601	1097960000005	202301	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1097960000005	202301	121.83-	0.00	0.00	0.00 HK10	121.83	0.00 RF
2022	RF230615	1097990000013	202301	255.38-	0.00	0.00	0.00 HK10	255.38-	255.38-RF
2022	RF230615	1097990000013	202301	0.00	0.00	0.00	0.00 HK10	258.57-	258.57-RF
2022	RF230615	1098330000008	202301	258.57-	0.00	0.00	0.00 HK10	258.57	0.00 RF
2022	RF230615	1098330000008	202301	0.00	0.00	0.00	0.00 HK10	0.00	0.00 RF

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TC298-W SELECTION: DEPOSIT

4309248

TAX COLLECTION SYSTEM
DEPOSIT DISTRIBUTION
REVERSALS DETAIL SCHEDULE
FROM: 06/01/2023 THRU 06/30/2023
JURISDICTION: 337 FRIENDWD CITY

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INCLUDES AG ROLLBACK

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2022	RF230601	1200270020030	202212	0.00	0.00	0.00	0.00 HK08	499.53-	499.53-RF
2022	RF230601	1200270020030	202212	499.53-	0.00	0.00	0.00 HK08	499.53	0.00 RF
2022	RF230601	1206360010033	202301	288.30-	0.00	0.00	0.00 HK08	288.30	0.00 RF
2022	RF230601	1206360010033	202301	0.00	0.00	0.00	0.00 HK08	288.30-RF	288.30-RF
2022	RF230601	1227200200007	202211	121.83-	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	RF230601	1227200200007	202211	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1254280070016	202212	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1254280070016	202212	121.83-	0.00	0.00	0.00 HK08	121.83	0.00 RF
2022	RF230601	1268130020006	202301	733.64-	0.00	0.00	0.00 HK08	733.64	0.00 RF
2022	RF230615	1277950090001	202302	0.00	0.00	0.00	0.00 HK10	733.64-RF	733.64-RF
2022	RF230615	1277950090001	202302	1,192.17-	0.00	83.45-	0.00 HK10	1,275.62-	1,275.62-RF
2022	RF230615	1294700030008	202301	0.00	0.00	0.00	0.00 HK10	1,275.62	0.00 RF
2022	RF230615	1294700030008	202301	441.09-	0.00	0.00	0.00 HK10	441.09-	441.09-RF
2022	RF230601	1294700050006	202301	0.00	0.00	0.00	0.00 HK08	441.09	0.00 RF
2022	RF230601	1294700050006	202301	0.00	0.00	0.00	0.00 HK08	121.83-	121.83-RF
2022	RF230601	1294700050006	202305	121.83-	0.00	0.00	0.00 CERT	121.83	0.00 RF
2022	807127060823	1410000020001	202305	392.48-	0.00	51.02-	0.00 CERT	0.00	443.50-TR
2022	807127060823	1410000020002	202212	0.00	0.00	51.02-	0.00 CERT	0.00	443.50-TR
2022	RF230626	146567	202212	0.00	0.00	0.00	0.00 2250	324.24-	324.24-RF
2022	RF230626	146567	202212	324.24-	0.00	0.00	0.00 2250	324.24	0.00 RF
2022	RF230626	168158	202301	311.85-	0.00	0.00	0.00 2250	311.85	0.00 RF
2022	RF230626	168158	202301	0.00	0.00	0.00	0.00 2250	311.85-RF	311.85-RF
2022	RF230626	168604	202301	0.00	0.00	0.00	0.00 2250	249.48-	249.48-RF
2022	RF230626	168604	202301	249.48-	0.00	0.00	0.00 2250	249.48	0.00 RF
2022	RF230626	168899	202301	0.00	0.00	0.00	0.00 2250	356.56-	356.56-RF
2022	RF230626	168899	202301	0.00	0.00	0.00	0.00 2250	356.56	0.00 RF
2022	RF230626	169215	202301	281.54-	0.00	0.00	0.00 2250	281.54	0.00 RF
2022	RF230626	169215	202301	0.00	0.00	0.00	0.00 2250	281.54-RF	281.54-RF
2022	RF230626	200527	202301	0.00	0.00	0.00	0.00 2250	720.73-	720.73-RF
2022	RF230626	200527	202301	720.73-	0.00	0.00	0.00 2250	720.73	0.00 RF
2022	RF230626	200606	202301	526.60-	0.00	0.00	0.00 2250	526.60	0.00 RF
2022	RF230626	200606	202301	0.00	0.00	12.52-	0.00 CERT	526.60-	526.60-RF
2022	902061323T	201607	202306	178.84-	0.00	37.32-	0.00 CERT	0.00	191.36-TR
2022	902061323T	201607	202306	248.74-	0.00	12.52-	0.00 CERT	0.00	286.06-TR
2022	RF230626	202101	202211	157.55-	0.00	0.00	0.00 2250	157.55	0.00 RF
2022	RF230626	202101	202211	0.00	0.00	0.00	0.00 2250	157.55-RF	157.55-RF
2022	RF230626	202464	202301	0.00	0.00	0.00	0.00 2250	175.44-	175.44-RF
2022	RF230626	202464	202301	175.44-	0.00	0.00	0.00 2250	175.44	0.00 RF
2022	RF230626	202661	202301	0.00	0.00	0.00	0.00 2250	423.42-	423.42-RF
2022	RF230626	202661	202301	423.42-	0.00	0.00	0.00 2250	423.42	0.00 RF
2022	RF230626	202790	202301	654.92-	0.00	0.00	0.00 2250	654.92	0.00 RF
2022	RF230626	202790	202301	0.00	0.00	0.00	0.00 2250	654.92-RF	654.92-RF
2022	RF230626	202829	202301	155.94-	0.00	0.00	0.00 2250	155.94	0.00 RF
2022	RF230626	202829	202301	0.00	0.00	0.00	0.00 2250	155.94-RF	155.94-RF
2022	RF230626	202845	202212	0.00	0.00	0.00	0.00 2250	121.83-	121.83-RF

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TAX COLLECTION SYSTEM
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INCLUDES AG ROLLBACK

JURISDICTION: 337 FRIENDWD CITY

YEAR	DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT CAT
2022	RF230626	202845	202212	121.83-	0.00	0.00	0.00 2250	121.83	0.00 RF
2022	RF230626	203072	202212	335.16-	0.00	0.00	0.00 2250	335.16	0.00 RF
2022	RF230626	203072	202212	0.00	0.00	0.00	0.00 2250	335.16-	335.16-RF
2022	RF230626	218868	202301	333.41-	0.00	0.00	0.00 2250	333.41	0.00 RF
2022	RF230626	218868	202301	0.00	0.00	0.00	0.00 2250	333.41-	333.41-RF
2022	RF230626	218957	202212	99.23-	0.00	0.00	0.00 2250	99.23	0.00 RF
2022	RF230626	218957	202212	0.00	0.00	0.00	0.00 2250	99.23-	99.23-RF
2022	RF230626	219111	202306	27.75-	0.00	1.94-	0.00 2250	29.69	0.00 RF
2022	RF230626	219111	202306	0.00	0.00	0.00	0.00 2250	29.69	0.00 RF
2022	RF230626	219206	202210	0.00	0.00	0.00	0.00 2250	121.83-	121.83-RF
2022	RF230626	219206	202210	121.83-	0.00	0.00	0.00 2250	121.83	0.00 RF
2022	RF230626	231873	202301	24.95-	0.00	0.00	0.00 2250	24.95	0.00 RF
2022	RF230626	231873	202301	0.00	0.00	0.00	0.00 2250	24.95-	24.95-RF
2022	RF230626	231939	202305	273.65-	0.00	0.00	0.00 CERT	24.95-	24.95-RF
2022	RF230626	233431	202301	0.00	0.00	0.00	0.00 2250	1,396.13-	1,396.13-RF
2022	RF230626	233431	202301	1,396.13-	0.00	0.00	0.00 2250	1,396.13	0.00 RF
2022	RF230626	310932	202301	0.00	0.00	0.00	0.00 2250	643.01-	643.01-RF
2022	RF230626	310932	202301	643.01-	0.00	0.00	0.00 2250	643.01	0.00 RF
2022	RF230626	394248	202212	184.70-	0.00	0.00	0.00 2250	184.70-	184.70-RF
2022	RF230626	394248	202212	0.00	0.00	0.00	0.00 2250	184.70-	184.70-RF
2022	RF230626	405826	202301	594.29-	0.00	0.00	0.00 2250	594.29	0.00 RF
2022	RF230626	405826	202301	0.00	0.00	0.00	0.00 2250	594.29-	594.29-RF
2022	RF230626	424605	202212	0.00	0.00	0.00	0.00 2250	841.56-	841.56-RF
2022	RF230626	424605	202212	841.56-	0.00	0.00	0.00 2250	841.56	0.00 RF
2022	RF230626	601278	202305	179.15-	0.00	23.29-	0.00 CERT	0.00	202.44-RF
2022	RF230626	606709	202212	1,069.96-	0.00	0.00	0.00 2250	1,069.96	0.00 RF
2022	RF230626	606709	202212	0.00	0.00	0.00	0.00 2250	1,069.96-	1,069.96-RF
2022	RF230626	733892	202301	478.91-	0.00	0.00	0.00 2250	478.91	0.00 RF
2022	RF230626	733892	202301	0.00	0.00	0.00	0.00 2250	478.91-	478.91-RF
2022	RF230626	733962	202301	423.19-	0.00	0.00	0.00 2250	423.19	0.00 RF
2022	RF230626	733962	202301	0.00	0.00	0.00	0.00 2250	423.19-	423.19-RF
2022	RF230615	H0823877	202212	77.77-	0.00	0.00	0.00 HK10	77.77	0.00 RF
2022	RF230615	H0823877	202212	0.00	0.00	0.00	0.00 HK10	77.77-	77.77-RF
2022 TOTAL		21,152.79-			0.00	281.09-	0.00	0.00	21,433.88-
TOTAL REVERSALS		28,905.06-			0.00	351.51-	71.32-	0.00	29,327.89-

YEAR DEPOSIT	ACCOUNT NUMBER	EFF YR/MO	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	ATTORNEY CAUSE /REV	REFUND AMOUNT	PAYMENT AMOUNT
2018 TOTAL			861.03	0.00	551.06	282.42	0.00	1,694.51
2019 TOTAL			1,288.63	0.00	257.73	0.00	0.00	1,546.36
2020 TOTAL			1,770.13	0.00	457.70	145.49	0.00	2,373.32
2021 TOTAL			6,363.30	0.00	1,510.06	952.24	0.00	8,825.60
2022 TOTAL			158,795.94	0.00	6,300.17	0.00	0.00	165,096.11
TOTAL PAYMENTS			169,079.03	0.00	9,076.72	1,380.15	0.00	179,535.90
2020 TOTAL			246.37-	0.00	8.53-	0.00	0.00	254.90-
2021 TOTAL			7,505.90-	0.00	61.89-	71.32-	0.00	7,639.11-
2022 TOTAL			21,152.79-	0.00	281.09-	0.00	0.00	21,433.88-
TOTAL REVERSALS			28,905.06-	0.00	351.51-	71.32-	0.00	29,327.89-
TOTAL FOR UNIT			140,173.97	0.00	8,725.21	1,308.83	0.00	150,208.01

FISCAL START: 08/01/2022 END: 07/31/2023 JURISDICTION: 0337 FRIENDWD CITY

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	4,778,686,394	115,367,550	4,894,053,944	00.487314	22,767,311.57	17,331

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2022	22,218,569.13	548,742.44	548,742.44	22,387,218.78	22,387,218.78	380,092.79	98.33	0.00
2021	183,112.68	69,266.57-	69,266.57-	64,013.72	64,013.72	49,832.39	56.23	0.00
2020	40,724.70	30,959.60-	30,959.60-	17,925.20-	17,925.20-	27,690.30	83.56-	0.00
2019	31,463.95	9,859.35-	9,859.35-	1,085.69	1,085.69	20,518.91	5.03	0.00
2018	20,734.77	37.21-	37.21-	5,644.93	5,644.93	15,052.63	27.27	0.00
2017	13,655.17	.00	0.00	12.53	12.53	13,642.64	.09	0.00
2016	12,123.04	.00	0.00	5.51	5.51	12,117.53	.05	0.00
2015	11,833.72	.00	0.00	6.96	6.96	11,826.76	.06	0.00
2014	12,474.54	.00	0.00	0.00	0.00	12,474.54		0.00
2013	9,677.98	.00	0.00	0.00	0.00	9,677.98		0.00
2012	9,566.41	.00	0.00	0.00	0.00	9,566.41		0.00
2011	6,897.31	.00	0.00	0.00	0.00	6,897.31		0.00
2010	3,613.44	.00	0.00	0.00	0.00	3,613.44		0.00
2009	5,164.80	.00	0.00	0.00	0.00	5,164.80		0.00
2008	4,281.97	.00	0.00	0.00	0.00	4,281.97		0.00
2007	1,321.11	.00	0.00	0.00	0.00	1,321.11		0.00
2006	2,707.18	.00	0.00	269.28	269.28	2,437.90	9.95	0.00
2005	1,298.61	.00	0.00	128.00	128.00	1,170.61	9.86	0.00
2004	640.47	.00	0.00	0.00	0.00	640.47		0.00
2003	647.12	.00	0.00	0.00	0.00	647.12		0.00
2002	512.76	.00	0.00	0.00	0.00	512.76		0.00
2001	263.32	.00	0.00	0.00	0.00	263.32		0.00
****	22,591,284.18	438,619.71	438,619.71	22,440,460.20	22,440,460.20	589,443.69		0.00
CURR	22,218,569.13	548,742.44	548,742.44	22,387,218.78	22,387,218.78	380,092.79		0.00
DELQ	372,715.05	110,122.73-	110,122.73-	53,241.42	53,241.42	209,350.90		0.00

ALL PROPERTY

TAX COLLECTION SYSTEM
SUPPLEMENTAL / ADJUSTMENT CONTROL TOTALS
FOR TAX YEAR: 2022
JURISDICTION: 0337 FRIENDWD CITY

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	CERTIFIED ROLL	ROLL AS OF 08/01/2022	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 06/30/2023
LAND VALUE	6,593,325,295	6,593,325,295	51,742,401	619,160-	51,123,241	6,644,448,536
AG EXCLUSION	32,486,183	32,486,183	204,746	0	204,746	32,690,929
IMPROVEMENTS	873,775,097	873,775,097	159,146,028	49,380,556-	109,765,472	983,540,569
APPRAISED VALUE	6,593,325,295	6,593,325,295	210,888,429	49,999,716-	160,888,713	6,754,214,008
EXEMPTIONS	1,782,152,718	1,782,152,718	49,429,539	3,908,376-	45,521,163	1,827,673,881
TAXABLE VALUE	4,778,686,394	4,778,686,394	161,458,890	46,091,340-	115,367,550	4,894,053,944
LEVY	22,218,569.13	22,218,569.13	1,151,509.79	602,767.35-	548,742.44	22,767,311.57
UNCOLLECTIBLE	.00	.00	.00	.00	.00	.00
RECEIVABLE						
EXEMPTION COUNTS:						
HOMESTEADS	10,595	10,595	344	206	210	10,805
OVER 65	3,475	3,475	89	74	80	3,555
DISABLED	180	180	5	7	7	187
VETERAN	253	253	10	4	4	257
TOTAL EXEMPT	84	84	0	0	0	84

ALL PROPERTY

JURISDICTION: 0337 FRIENDWD CITY

	CERTIFIED ROLL	ROLL AS OF 08/01/2022	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 06/30/2023
LAND VALUE	5,827,810,207	5,827,810,207	0	41,048-	41,048-	5,827,769,159
AG EXCLUSION	33,691,313	33,691,313	0	0	0	33,691,313
IMPROVEMENTS	775,157,465	775,157,465	1,544,582	8,643,572-	7,098,990-	768,058,475
APPRAISED VALUE	5,827,810,207	5,827,810,207	1,544,582	8,684,620-	7,140,038-	5,820,670,169
EXEMPTIONS	1,579,451,702	1,579,451,702	987,783	6,163,839	7,151,622	1,586,603,324
TAXABLE VALUE	4,214,667,192	4,214,667,192	556,799	14,848,459-	14,291,660-	4,200,375,532
LEVY	183,112.68	183,112.68	2,987.27	72,253.84-	69,266.57-	113,846.11
UNCOLLECTIBLE	.00	.00	.00	.00	.00	.00
RECEIVABLE					.00	
EXEMPTION COUNTS:						
HOMESTEADS	10,298	10,298	0	60	60	10,358
OVER 65	3,255	3,255	0	21	21	3,276
DISABLED	181	181	0	3	3	184
VETERAN	240	240	0	4	4	244
TOTAL EXEMPT	84	84	0	0	0	84

ALL PROPERTY

JURISDICTION: 0337 FRIENDWD CITY

	CERTIFIED ROLL	ROLL AS OF 08/01/2022	SUPPLEMENTS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 06/30/2023
LAND VALUE	5,043,274,252	5,043,274,252	0	0	0	5,043,274,252
AG EXCLUSION	27,337,308	27,337,308	0	0	0	27,337,308
IMPROVEMENTS	706,413,340	706,413,340	1,361,452	5,939,983-	4,578,531-	701,834,809
APPRAISED VALUE	5,043,274,252	5,043,274,252	1,361,452	5,939,983-	4,578,531-	5,038,695,721
EXEMPTIONS	1,218,139,975	1,218,139,975	794,384	1,037,780	1,832,164	1,219,972,139
TAXABLE VALUE	3,797,796,969	3,797,796,969	567,068	6,977,763-	6,410,695-	3,791,386,274
LEVY	40,724.70	40,724.70	2,763.40	33,723.00-	30,959.60-	9,765.10
UNCOLLECTIBLE	.00	.00	.00	.00	.00	.00
RECEIVABLE					.00	
EXEMPTION COUNTS:						
HOMESTEADS	10,220	10,220	0	15	15	10,235
OVER 65	3,163	3,163	0	8	8	3,171
DISABLED	182	182	0	0	0	182
VETERAN	221	221	0	3	3	224
TOTAL EXEMPT	80	80	0	0	0	80

	CERTIFIED ROLL	ROLL AS OF 08/01/2022	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 06/30/2023
LAND VALUE	4,537,437,822	4,537,437,822	0	0	0	4,537,437,822
AG EXCLUSION	24,683,691	24,683,691	0	0	0	24,683,691
IMPROVEMENTS	645,931,872	645,931,872	0	2,183,270-	2,183,270-	643,748,602
APPRAISED VALUE	4,537,437,822	4,537,437,822	0	2,183,270-	2,183,270-	4,535,254,552
EXEMPTIONS	1,018,439,121	1,018,439,121	0	187,588-	187,588-	1,018,251,533
TAXABLE VALUE	3,494,315,010	3,494,315,010	0	1,995,682-	1,995,682-	3,492,319,328
LEVY	31,463.95	31,463.95	.00	9,859.35-	9,859.35-	21,604.60
UNCOLLECTIBLE	.00	.00	.00	.00	.00	.00
RECEIVABLE						
EXEMPTION COUNTS:						
HOMESTEADS	10,000	10,000	0	1-	1-	9,999
OVER 65	2,975	2,975	0	1-	1-	2,974
DISABLED	181	181	0	0	0	181
VETERAN	205	205	0	0	0	205
TOTAL EXEMPT	74	74	0	0	0	74

ALL PROPERTY

JURISDICTION: 0337 FRIENDWD CITY

	CERTIFIED ROLL	ROLL AS OF 08/01/2022	SUPPLEMENTALS THIS PERIOD	ADJUSTMENTS THIS PERIOD	NET CHANGE THIS PERIOD	ROLL AS OF 06/30/2023
LAND VALUE	4,207,374,518	4,207,374,518	0	0	0	4,207,374,518
AG EXCLUSION	23,842,910	23,842,910	0	0	0	23,842,910
IMPROVEMENTS	617,900,409	617,900,409	0	1,990-	1,990-	617,898,419
APPRAISED VALUE	4,207,374,518	4,207,374,518	0	1,990-	1,990-	4,207,372,528
EXEMPTIONS	891,117,422	891,117,422	0	5,000	5,000	891,122,422
TAXABLE VALUE	3,292,414,186	3,292,414,186	0	6,990-	6,990-	3,292,407,196
LEVY	20,734.77	20,734.77	*.00	37.21-	37.21-	20,697.56
UNCOLLECTIBLE	-.00	.00	.00	-.00	*.00	-.00
RECEIVABLE						
EXEMPTION COUNTS:						
HOMESTEADS	10,001	10,001	0	0	0	10,001
OVER 65	2,897	2,897	0	0	0	2,897
DISABLED	0	0	0	0	0	0
VETERAN	204	204	0	1	1	205
TOTAL EXEMPT	0	0	0	0	0	0

Summary of Jurisdiction Remittances Processed Property Tax File

For Remitted Deposit Dates 06/01/2023 thru 06/30/2023 as of 07/03/2023

Batch Seq
4309528

Report run on: July 3, 2023 3:26 PM

Tax Unit		M & O Total	I & S Total	TIF Levy	TIF Interest	Fee Total	Total
337 FRIENDWD CITY							
ACH 82977	Print Date:06/07/2023						
	Current	7,802.18	1,982.95	0.00	0.00	0.00	9,785.13
	Delq	(416.81)	(111.55)	0.00	0.00	0.00	(528.36)
Last Deposit Date	06/02/2023	\$7,385.37	\$1,871.40	\$0.00	\$0.00	\$0.00	\$9,256.77
ACH 83023	Print Date:06/12/2023						
	Current	37,917.03	9,636.71	0.00	0.00	0.00	47,553.74
	Delq	5,234.31	1,321.35	0.00	0.00	0.00	6,555.66
Last Deposit Date	06/09/2023	\$43,151.34	\$10,958.06	\$0.00	\$0.00	\$0.00	\$54,109.40
ACH 83071	Print Date:06/20/2023						
	Current	18,291.21	4,648.75	0.00	0.00	0.00	22,939.96
	Delq	2,853.73	659.09	0.00	0.00	0.00	3,512.82
Last Deposit Date	06/16/2023	\$21,144.94	\$5,307.84	\$0.00	\$0.00	\$0.00	\$26,452.78
ACH 83119	Print Date:06/26/2023						
	Current	24,562.35	6,242.63	0.00	0.00	0.00	30,804.98
	Delq	10.38	2.76	0.00	0.00	0.00	13.14
Last Deposit Date	06/23/2023	\$24,572.73	\$6,245.39	\$0.00	\$0.00	\$0.00	\$30,818.12
ACH 83166	Print Date:07/03/2023						
	Current	25,976.47	6,601.95	0.00	0.00	0.00	32,578.42
	Delq	(3,411.33)	(904.98)	0.00	0.00	0.00	(4,316.31)
Last Deposit Date	06/30/2023	\$22,565.14	\$5,696.97	\$0.00	\$0.00	\$0.00	\$28,262.11
Total:		\$118,819.52	\$30,079.66	\$0.00	\$0.00	\$0.00	\$148,899.18

FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: August 7, 2023

Date submitted: 06/30/2023

Prepared by: Karen Horner, City Attorney

Subject: Recess into and conduct an executive session pursuant to Section 551.071 of the Texas Government Code to seek the advice of the City's attorneys regarding pending or contemplated litigation involving the City of Friendswood.

Originating Department: City Attorney

Degree of importance:

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

RECOMMENDATIONS

ATTACHMENTS