

# CITY COUNCIL MEETING

March 10, 2020

# AGENDA

**City of Hale Center – Regular City Council Meeting Agenda**  
**LeMond Community Center, 110 E Stevenson, Hale Center, TX 79041**  
**7:00 P.M. – Tuesday – March 10, 2020**

**A. CALL TO ORDER / WELCOME GUESTS / PLEDGE OF ALLEGIANCE / INVOCATION**

**B. PUBLIC COMMENT:** An opportunity for the public to address the City Council on any subject not on the Agenda. In accordance with the Texas Open Meetings Act, the City Council may not discuss issues or make any decision at this time. Issues raised may be referred to City staff for research and possible future action.

**C. CONSENT AGENDA**

- 1) Approve minutes of Regular Council Meeting 02/11/2020
- 2) Approve monthly department report(s): (a) ~~Police Department~~ (b) Municipal Court (c) Water/Sewer/Street/Parks/Animal Control/Building Inspector (d) Hale Center EDC (e) Hale Center EMS Hale Center Library (f) ~~Hale Center Vol Fire Dept~~ (g) Hale Center Senior Citizen-disperse at meeting
- 3) Review and approve financial reports for February 2020

**D. REGULAR AGENDA**

- 1) Hale Center Beautification Committee presentation
- 2) Presentation then consider approval of FY2019 audit – Terry & King CPA's P.C.
- 3) Call for Proposals - Caudle Lake Concrete
- 4) Review bids, consider lease of City Farm
- 5) Consider offer of unsolicited lease of land - Closed Landfill
- 6) Call for Bids-Sell of Real Property - Applewhite Addition
- 7) Consider Amendment Resolution 20200310A to Personnel Policy - Summer Hours defined
- 8) FY20-21 Budget discussion - Payroll
- 9) Consider assignment of vehicle - Civil Defense
- 10) Discussion of water system upgrades associated with future CDBG grant application
- 11) Consider and take appropriate action to ratify hearing officers for public hearings in Hale Center, Texas and San Antonio, Texas related to finance certain facilities in San Antonio with proceeds of the Hale Center Education Facilities Corporation Revenue Bonds (Wayland Baptist University Project), Series 2020
- 12) Consider and take appropriate action to appoint board members to the Hale Center Education Facilities Corporation pursuant to Section 53A.14, Texas Education Code
- 13) Consider and approve Hale Center City General Election Early Voting schedule as follows:  
April 20 – April 28, from 8 am to 5 pm, then April 21 and April 23 from 7am to 7pm
- 14) Consider and approve Elections Voting Judge Patricia Isaguirre and Clerks: Josie Chia, Donna "Dee" Lynch, and James Ray "J.R." Lynch for City General Elections "Early Voting" schedule and Election Day, Saturday, May 2, 2020 at LeMond Community Center, 110 E. Stevenson, Hale Center, Texas
- 15) City Manager Administrative Report
  - a. update on codification project
  - b. update on USDA loan process
  - c. update on JAG grant applications
  - d. update on FAST grant
  - e. update on park trails grant
- 16) Consider items to be placed on City Council meeting agenda for 04/14/2020 city council meeting

**E. ADJOURNMENT**

The Council may enter closed session at any time during the meeting in accordance with the Open Meetings Act, Gov. Code 551. This meeting is also being conducted in accordance with the Disabilities Act (42 U.S.C. of 1991). The facility where the meeting is held is wheelchair accessible and handicapped parking is available. Other handicapped services are available upon request if received at least 48 hours prior to the meeting.

# CONSENT AGENDA



# MINUTES

City of Hale Center  
Regular Council Meeting Minutes, February 11, 2020

Attendance: Mayor W.H. Johnson, Councilmembers: Richard Castillo, Christine Reyna, Mario Martinez, Karen Boyce      Absent: Mayor Pro-Tem, Janet Peoples

Others Present: City Manager, Mike Cypert; City Secretary, Patricia Isaguirre; Public Works Director, Johnny Ruiz; Police Chief, Brandon Richardson; Hale Center News, Dee Rice; EMS Director and Staff, Anthony Juarez and Sarah Summerford

Mayor W.H. Johnson called meeting to order at 7:00 pm with a quorum present. The Pledge of Allegiance was led by Mayor Johnson and the invocation was given by City Manager Cypert.

PUBLIC COMMENT: No one was present for public comment.

Councilperson Reyna made a motion, Councilperson Castillo seconded, to approve the minutes of the Regular City Council meeting from January 11, 2020. Motion passed unanimously.

Councilperson Martinez pulled the EMS report. EMS Director, Anthony Juarez and EMS Staff, Sarah Summerford were present to respond to Councilperson Martinez questions and explain the issues with the Quickbooks software which is affecting the reports and causing figures to be incorrect. EMS Director Juarez assured council they are in good financial status. EMS Staff, Sarah Summerford explained EMS end goal is to reform and improve the financials and have started by having Peggy Shaeffer process an internal audit.

Juarez explained that due to the inaccurate Quickbooks reporting it is causing inaccurate reports and the corrective action should be to update the budget in the system. The budget was input years ago and Juarez is unsure of who put budget into their Quickbooks software and is no longer an accurate reflection of their operations. The budget is compiled and presented by the EMS board, however, it has not been updated in Quickbooks. Juarez will be attending Quickbooks training in the near future to gain knowledge on how to update the budget in the software, most importantly, in the payroll department and to account for the increased number of vehicles that are in operation.

Currently, Lea Stukeley, C.P.A. accountant, is working on getting reports and filings caught up with the Internal Revenue Service.

Councilperson Boyce pulled the Hale Center Senior Citizens report, presented oral report as Hale Center Senior Citizens Center (HCSCC) Director, apologized to the council that they have not been receiving a monthly council report. Boyce explained that due to timing limitations she is not able to obtain the figures in a timely manner.

Boyce reported there has been growth in the home delivered meals along with the congregants, home delivered meals went from 48 to 55 meals. Board member Eugene Carter has put information on his facebook page, as has Dee Rice, and seems to have increased awareness of HCSCC in and around the community.

Boyce reported HCSCC was approved for the "Prisoner Labor Program", where there will be prisoners available to provide labor for much needed repairs and maintenance in and around the center up to four days a week.

Boyce said HCSCC was awarded "Texans Feeding Texans" Ag Grant in the amount of \$2500.00. HCSCC and staff are constantly brainstorming for fundraisers and just had a pancake dinner fundraiser, Friday, February 7, 2020, which profited approximately \$2248.00. The pancake fundraiser will become a recurring event to be held each February.

Councilperson Reyna made a motion, Councilperson Martinez seconded, after explanations and discussions of Hale Center EMS and Hale Center Senior Citizens Center reports, to approve the monthly department reports for January 2020. Motion passed unanimously.

Councilperson Martinez made a motion, Councilperson Boyce seconded, to approve financial reports for January 2020. Motion passed unanimously.

Non action item: council discussed the employee summer work schedule, City Manager Cypert will propose change to personnel policy to reflect the hours in the future.

Non action item: Municipal Judge hours was table due to the absence of Mayor Pro-Tem Peoples.

Councilperson Reyna made a motion, Councilperson Castillo seconded to approve Interlocal Cooperation Contract for Fire Protection Services Amendment for Hale Center Fire Department Grant. Motion passed Unanimously.

Councilperson Boyce made a motion, Councilperson Martinez seconded to order May 2, 2020 Hale Center City General Election. Motion passed unanimously.

Councilperson Boyce made a motion, Councilperson Castillo seconded to approve Resolution 20200211 for City of Hale Center Joint Election with Hale Center Independent School District. Motion passed unanimously.

Councilperson Reyna made a motion, Councilperson Boyce seconded to approve the annual Hale Center Police Department Racial Profile Report as presented by Chief Richardson. Motion passed unanimously.

Non action item: City Manager Cypert presented his Administrative Report and updated the council on the following city projects:

- a. Update on Fire Department Grant
- b. Update on Caudle Park Grant
- c. Update on USDA loan process for Ground Water Storage Tank
- d. Codification of Ordinances
- e. Repairs to backhoe
- f. Deeds received on Applewhite Addition

Items to be placed on City Council meeting agenda for March 10, 2020 city council meeting:

- a. City Farm Lease
- b. Summer Hour Employee Policy
- c. Municipal Judge hours

Mayor Johnson adjourned the meeting at 8:29 p.m.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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W.H. Johnson, Mayor

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Patricia Isaguirre, TRMC, City Secretary

# MUNICIPAL COURT REPORT

City of Hale Center  
Municipal Court Council Report  
From 2/1/2020 to 2/29/2020

3/4/2020 3:48 PM

**Violations by Type**

Traffic	Penal	City Ordinance	Parking	Other	Total
31	0	0	0	0	31

**Financial**

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$2,603.39	\$1,011.61	\$2,803.10	\$116.15	\$116.75	\$6,651.00

**Warrants**

Issued	Served	Closed	Total
0	0	2	2

**FTAs/VPTAs**

FTAs	VPTAs	Total
0	0	0

**Dispositions**

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
22	0	1	0	1	24

**Trials & Hearings**

Jury	Bench	Appeal	Total
0	0	0	0

**Omni/Scofflaw/Collection**

Omni	Scofflaw	Collections	Total
0	0	0	0

**WATER/SEWER/STREET/PARKS/  
ANIMAL CONTROL AND  
BUILDING INSPECTOR REPORT(S)**

# March 2020 Monthly Report

## Public Works

### Water

\*See attached report for water consumption. Both samples came back Negative for both E.Coli and Total Coliforms.

\*We had one major water leak a 2" water main on w.10<sup>th</sup> and ave J

### Sewer

\*pH was 7.9 this month. We had several sewer backups this month the one on Ave J and sunset about 3 times .

### Parks and Rec.

\*Nothing going on in the parks yet we will be to spray for weeds . Need to do some repairs to the sprinkler systems . Replace some broke heads and values.

\*Have been working on the park nature trail grant. Working on constructing the bridges and the ground work for the concrete bases. We have finished up the construction 20' bridge with the exception of the floor. It has been painted. We have also built another 20' section of the 60' bridge.

### Streets

\*Will begin to do repairs on pothole in the streets and continue to repair alleys. We will also begin to spray the weeds in the street! Hopefully get ahead of the weeds and stay ahead this year.

### Other

\*Arthur Lee will be attending basic water school at of March first part of April. He will also be testing for his class D water license!

### Building Inspector Report

\*Brewer Boydston home , they have finished the electrical installation install all the windows also have installed the HVAC system.

\* Marla Howard home, the poured the floor for the garage and have also stick framed and sheathed the garage with OSB board.

\*I have asked both builder to please clean up the construction sites !!



Sewer					
Plant	Mar-20				
	Flow Meter				
Date	Meter reading	USAGE	Irrigation	Flow	Meter
			Today	yesterday	usage
1	109440187	118331	807600	807600	0
2	109551161	110947	807600	807600	0
3	109662031	110870	807600	807600	0
4	109777127	115096	807600	807600	0
5	109901255	124128	807600	807600	0
6	110015330	114075	807600	807600	0
7	110135197	119867	807600	807600	0
8	110235417	100220	807600	807600	0
9	110349066	113649	807600	807600	0
10	110454263	105197	807600	807600	0
11	110574291	120028	807600	807600	0
12	110696441	122150	807600	807600	0
13	110805538	109097	807600	807600	0
14	110915905	110367	807600	807600	0
15	111024150	108245	807600	807600	0
16	111139700	115550	807600	807600	0
17	111258005	118305	807600	807600	0
18	111377224	119219	807600	807600	0
19	111495855	118361	807600	807600	0
20	111616208	120353	807600	807600	0
21	111725513	109305	807600	807600	0
22	111836098	110585	807600	807600	0
23	111954161	118063	807600	807600	0
24	112067697	113536	807600	807600	0
25	112180543	112846	807600	807600	0
26	112294274	113731	807600	807600	0
27	112410093	115819	807600	807600	0
28	112529593	119500	807600	807600	0
29	112647229	1173636	807600	807600	0
30					
31					
	Totals	4381076			0

14 Street	City Hall	Total		Chlorine Lbs. (1)	Chlorine Lbs. (2)	Total
117100	98900	216000		1	3	4
0	131400	131400		1	1	2
0	170900	170900		0	3	3
0	141600	141600		1	1	2
94000	102100	196100		3	2	5
150500	40200	190700		1	2	3
95700	61500	157200		2	2	4
66300	49400	115700		2	2	4
90500	108100	198600		2	2	4
143800	1400	145200		1	2	3
150400	49900	200300		2	2	4
34700	42500	77200		3	2	5
68700	190200	258900		3	2	5
101500	88200	189700		2	2	4
125100	27500	152600		1	2	3
104800	25900	130700		1	2	3
125900	78700	204600		2	2	4
164000	19300	183300		3	2	5
71800	48500	120300		3	2	5
75600	124400	200000		2	2	4
78700	68000	146700		2	2	4
80300	48400	128700		2	2	4
111500	36000	147500		2	2	4
126000	76400	202400		2	2	4
99600	28900	128500		2	2	4
163200	10800	174000		1	2	3
99200	91200	190400		2	2	4
139600	49300	188900		3	2	5
86100	49300	135400		3	2	5
		0				0
		0				0
		4823500		55	58	113
Mar-20						

# HALE CENTER EDC REPORT

HALE CENTER ECONOMIC DEVELOPMENT CORPORATION

Revenue and Expense for 01/01/20 through 01/31/20

12/31/19	71,136.90
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REVENUE/RECEIPTS

Sales Tax Payment for January 2020	Deposited in February 2020
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TOTAL RECEIPTS	.00
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EXPENSES

TOTAL EXPENSES	.00
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Checking account balance 01/31/20	71,136.90
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CERTIFICATE OF DEPOSIT VISTA BANK	100,812.04
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Interest paid January 2020	105.68
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VALUE OF CERTIFICATE OF DEPOSIT 1/31/20	100,917.72
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TOTAL HOLDINGS 01/01/20	172,054.62
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HALE CENTER ECONOMIC DEVELOPMENT CORPORATION

Revenue and Expense for 02/01/20 through 02/29/20

01/31/20	71,136.90
REVENUE/RECEIPTS	
Sales Tax Payment for January 2020	2,824.00
Sales Tax Payment for February	4,091.26
TOTAL RECEIPTS	6,915.26
EXPENSES	.00
TOTAL EXPENSES	.00
Checking Account Balance 02/29/20	78,052.16
CERTIFICATE OF DEPOSIT VISTA BANK	100,917.72
Interest paid February 2020	106.85
VALUE OF CERTIFICATE OF DEPOSIT 02/29/20	101,024.57
TOTAL HOLDINGS 02/29/20	179,076.73

# HALE CENTER EMS REPORT

## **Hale Center EMS Association**

**116 W 6<sup>th</sup> Street \* PO Box 1027**

**Hale Center TX 79041**

**806-590-8042 \* Fax 806-590-8043**

*Anthony Juarez, Director*

### **February Run Report**

- 21 Transfers                      all were Advance Life Support transfers (ALS)
  - 16 EMS calls
  - 09 Within City Limits
  - 05 Out of City
- 37 Total Calls
  - 06 No Transport
- 31 ***Billable Runs***

### **Transfers from Covenant Hospital Plainview**

- 13 Covenant Medical Center
- 04 University Medical Center
- 00 Lubbock Heart Hospital
- 01 Covenant Lakeside
- 00 Amarillo Veteran's
- 00 BSA Amarillo
- 00 Northwestern Amarillo
- 01 The Pavilion, Amarillo
- 01 The Plaza, Lubbock
- 01 River crest, SanAngel

10:57 AM  
03/04/20  
Cash Basis

**Ambulance Service of Hale Center**  
**Profit & Loss**  
February 2020

	Feb 20
Ordinary Income/Expense	
Income	
City Supplement	4,000.00
Donations	45.00
EMS Coverage	1,250.00
EMT Class Income	250.00
Insurance Billing	78,857.55
O'Reilly Auto Parts refund	212.14
Total Income	84,614.69
Gross Profit	84,614.69
Expense	
ATM	24.00
Computer Equipment & Software	25.98
Consulting Services	2,436.97
Labor	2,619.72
Medical Supplies/Equipment	
Medical Supplies	2,547.49
Medical Supplies/Equipment - Other	522.00
Total Medical Supplies/Equipment	3,069.49
Office Supplies	181.67
Payroll Expenses	25,288.99
Phone, TV & Internet Expenses	533.09
Security	64.94
Station Supplies	253.84
Uniforms	300.00
Vehicle Expense	
Miscellaneous Expense	240.42
Vehicle Fuel	787.58
Vehicle Maintenance	1,233.00
Vehicle Repair	54.13
Vehicle Expense - Other	3,176.06
Total Vehicle Expense	5,491.19
Total Expense	40,289.88
Net Ordinary Income	44,324.81
Net Income	44,324.81



10:55 AM  
03/04/20  
Cash Basis

**Ambulance Service of Hale Center**  
**Balance Sheet**  
As of February 29, 2020

	Feb 29, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
aGeneral Operating	77,145.88
Fund Raiser Acct	1,351.53
Petty Cash	81.16
Total Checking/Savings	78,578.57
Total Current Assets	78,578.57
Fixed Assets	
Furniture and Equipment	
Amb Equipment	27,754.00
Total Furniture and Equipment	27,754.00
Vehicles	
3901 - 2010 Chevy Ambulance	57,491.00
3902 - 1997 Ford Ambulance	16,816.00
3904 - 1997 Chevy Ambulance	15,000.00
Total Vehicles	89,307.00
Total Fixed Assets	117,061.00
<b>TOTAL ASSETS</b>	<b>195,639.57</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,196.75
Total Accounts Payable	-1,196.75
Other Current Liabilities	
Payroll Liabilities	165,124.26
Total Other Current Liabilities	165,124.26
Total Current Liabilities	163,927.51
Total Liabilities	163,927.51
Equity	
Opening Balance Equity	112,135.13
Unrestricted Net Assets	-134,992.88
Net Income	54,569.81
Total Equity	31,712.06
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>195,639.57</b>

# HALE CENTER LIBRARY REPORT

# February 2020

Date	Checked Out Adult Books	Checked Out Children's Books	DVD's	Computer Users	Reference Questions	Gate Count	Fines	Copies	Fax	New Patrons	Garage Sale	New Books
02/03/20	3	0	0	2	0	8	\$0.00	\$1.00	\$0.00	0	\$0.00	0
02/05/20	1	4	0	1	1	7	\$0.00	\$0.00	\$0.00	0	\$0.00	0
02/07/20	2	0	0	0	1	5	\$0.00	\$0.00	\$0.00	0	\$0.00	10
02/10/20	4	6	0	0	3	10	\$0.00	\$0.00	\$0.00	1	\$0.00	0
02/12/20	3	8	0	2	1	10	\$2.50	\$0.75	\$0.00	0	\$0.00	0
02/14/20	0	0	0	5	1	8	\$0.00	\$1.50	\$0.00	0	\$3.00	10
02/17/20	6	0	0	4	0	6	\$0.80	\$1.00	\$0.00	0	\$0.00	9
02/19/20	4	0	0	1	3	7	\$0.00	\$0.00	\$0.00	0	\$0.00	0
02/21/20	4	0	3	2	0	15	\$0.00	\$9.00	\$0.00	0	\$1.00	0
02/24/20	0	7	0	3	1	12	\$0.70	\$1.90	\$2.00	0	\$0.00	0
02/26/20	9	7	3	0	0	12	\$0.00	\$0.00	\$0.00	1	\$0.00	3
02/28/20	0	0	0	5	2	15	\$0.10	\$1.00	\$0.00	0	\$0.25	0
Totals:	36	32	6	25	13	115	\$4.10	\$16.15	\$2.00	2	\$4.25	32

Comments:

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# FINANCIAL REPORT

**CITY OF HALE CENTER  
HALE CENTER, TEXAS  
MONTHLY REPORT OF BANK BALANCES  
March 2, 2020**

**Bank Account Balances**

(Demand Deposits)

**48.42%**

Operational Account	502219	0.05%	\$255,096.78
Back the Blue	7018059	0%	\$1,754.28
USDA Construction	7018669	0%	\$1.00
Water 2060 I&S MMA	70186644	0.05%	\$1.00
<b>Total</b>			<b>\$256,853.06</b>

**Schedule of Investments**

(Time Deposits)

**51.58%**

Budget	Fund	Account	Origin	Date	Current	Length	Original	Current Value
Certificate of Deposit		6318810		2/19/16	1.65%	3 Month	\$100,000.00	\$101,290.88
Certificate of Deposit		6322412		11/9/16	1.65%	6 Month	\$150,000.00	\$151,682.64
Certificate of Deposit		6328563		3/21/18	2.00%	6 Month	\$50,000.00	\$20,609.14
<b>Totals</b>							<b>\$300,000.00</b>	<b>\$273,582.66</b>

<b>Total Cash Accounts</b>	<b>\$256,853.06</b>
<b>Total Investments</b>	<b>\$273,582.66</b>
<b>Total Cash and Investments</b>	<b>\$530,435.72</b>
<b>Restricted Funds</b>	<b>\$1.00</b>
<b>Unrestricted Funds</b>	<b>\$530,434.72</b>




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Mike Cypert  
City Manager

This report complies with the City's Investment Policy and all federal, state, and local statutes, rules, or regulations.

City of Hale Center  
Financial Statement  
As of February 29, 2020

<b>15 - General Fund</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Not Categorized</b>					
15-4000 Current Taxes	33,353.90	223,624.71	264,811.00	84.45%	41,186.29
15-4001 Current Discounts	0.00	(3,730.53)	(4,000.00)	93.26%	(269.47)
15-4002 Current P&I	266.07	443.13	5,000.00	8.86%	4,556.87
15-4003 Delinquent Taxes	643.88	8,401.44	11,000.00	76.38%	2,598.56
15-4004 Delinquent P&I	296.85	3,006.89	5,000.00	60.14%	1,993.11
15-4006 City Sales Tax	8,182.54	31,418.46	125,000.00	25.13%	93,581.54
15-4007 Franchise Taxes	24,696.86	51,967.82	105,000.00	49.49%	53,032.18
15-4010 Permits	306.80	2,078.40	5,000.00	41.57%	2,921.60
15-4011 Food Permits	0.00	0.00	800.00	0.00%	800.00
15-4013 Notary Fees	20.00	25.00	100.00	25.00%	75.00
15-4111 Interest Income	0.00	0.00	135.00	0.00%	135.00
15-4202 Copies	0.25	2.25	20.00	11.25%	17.75
15-4203 Animal Control Income	75.00	300.00	3,000.00	10.00%	2,700.00
15-4204 Reimbursement	0.00	(12.64)	0.00	0.00%	12.64
15-4211 Misc Income	0.00	1,332.08	6,945.00	19.18%	5,612.92
15-4300 Leases and Rent	125.00	425.00	10,000.00	4.25%	9,575.00
15-4401 Sanitation Service Fees	0.00	65,889.68	160,000.00	41.18%	94,110.32
15-4403 Landfill Fees	0.00	19,575.74	45,000.00	43.50%	25,424.26
15-4406 Sale of Land	1,900.00	11,150.00	5,000.00	223.00%	(6,150.00)
15-4408 Mosquito Spraying Fee	0.00	3,881.80	9,000.00	43.13%	5,118.20
15-4418 Grant Revenue - TP&W	0.00	0.00	84,091.00	0.00%	84,091.00
15-4419 Grant Revenue - Fire	0.00	0.00	471,808.00	0.00%	471,808.00
15-4420 Grant Revenue (Planning)	0.00	0.00	37,765.00	0.00%	37,765.00
15-4600 Uncategorized Income	0.00	225.00	0.00	0.00%	(225.00)
15-4900 Transfer from Water and Sewer Fund	0.00	23,532.50	141,195.00	16.67%	117,662.50
Not Categorized Totals	<u>69,867.15</u>	<u>443,536.73</u>	<u>1,491,670.00</u>	<u>29.73%</u>	<u>1,048,133.27</u>
<b>Court Revenue</b>					
15-4008 MUN Court SVC Fee Retained	629.84	3,573.42	0.00	0.00%	(3,573.42)
15-4493 Local Truancy and Prevention	78.00	116.79	0.00	0.00%	(116.79)
15-4494 Municipal Jury Fund	1.56	2.35	0.00	0.00%	(2.35)
15-4495 Time Payment Reimbursement Fee	15.00	15.00	0.00	0.00%	(15.00)
15-4496 Municipal Court Fines	2,803.10	15,733.18	100,000.00	15.73%	84,266.82
15-4500 Warrant Fee	100.00	315.16	0.00	0.00%	(315.16)
Court Revenue Totals	<u>3,627.50</u>	<u>19,755.90</u>	<u>100,000.00</u>	<u>19.76%</u>	<u>80,244.10</u>
Revenue Totals	<u><u>73,494.65</u></u>	<u><u>463,292.63</u></u>	<u><u>1,591,670.00</u></u>	<u><u>29.11%</u></u>	<u><u>1,128,377.37</u></u>

City of Hale Center  
Financial Statement  
As of February 29, 2020

<b>15 - General Fund</b>	<b>Administration</b>	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
15-10-5000 Salaries		11,396.86	70,669.47	142,618.00	49.55%	71,948.53
15-10-5020 FICA - Employer		706.30	4,369.18	8,842.00	49.41%	4,472.82
15-10-5021 MEDI - Employer		160.31	994.72	2,068.00	48.10%	1,073.28
15-10-5023 TMRS - Employer		232.13	1,441.41	2,870.00	50.22%	1,428.59
15-10-5028 Workers Comp		0.00	0.00	600.00	0.00%	600.00
15-10-5029 Employee Insurance		1,627.97	4,261.87	11,163.00	38.18%	6,901.13
15-10-5031 Professional Development		399.00	399.00	8,500.00	4.69%	8,101.00
15-10-5032 Dues and Fees		1,040.60	1,790.65	5,000.00	35.81%	3,209.35
15-10-5034 Travel Expense		511.64	3,400.19	3,000.00	113.34%	(400.19)
15-10-5061 Bonding		0.00	175.00	0.00	0.00%	(175.00)
15-10-5117 Office Supplies		76.94	112.85	2,700.00	4.18%	2,587.15
15-10-5908 TWC Unemployment Compensation		8.19	28.81	279.00	10.33%	250.19
Administration Totals		<u>16,159.94</u>	<u>87,643.15</u>	<u>187,640.00</u>	<u>46.71%</u>	<u>99,996.85</u>
<b>15 - General Fund</b>	<b>General</b>	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
15-11-5028 Workers Comp		0.00	2,903.50	7,200.00	40.33%	4,296.50
15-11-5032 Dues and Fees		376.99	5,657.99	3,000.00	188.60%	(2,657.99)
15-11-5035 Leases and Rent Deposits		0.00	100.00	0.00	0.00%	(100.00)
15-11-5060 Property and Liability		0.00	6,848.50	16,800.00	40.76%	9,951.50
15-11-5101 Postage		44.45	553.90	1,000.00	55.39%	446.10
15-11-5112 Election		0.00	0.00	3,000.00	0.00%	3,000.00
15-11-5117 Office Supplies		371.06	696.99	2,000.00	34.85%	1,303.01
15-11-5119 Copy Machine Rental		615.21	1,704.46	3,885.00	43.87%	2,180.54
15-11-5120 Repairs and Maintenance		0.00	462.03	5,000.00	9.24%	4,537.97
15-11-5200 Street Lighting		2,189.26	12,905.76	27,000.00	47.80%	14,094.24
15-11-5201 Gas		1,021.00	4,429.27	7,000.00	63.28%	2,570.73
15-11-5202 Electricity		902.16	3,268.82	9,800.00	33.36%	6,531.18
15-11-5203 Telephone		722.42	2,552.93	5,300.00	48.17%	2,747.07
15-11-5300 Grant Expense - Planning		0.00	6,665.00	44,430.00	15.00%	37,765.00
15-11-5600 Transfer to Capital Reserve Fund		0.00	0.00	31,714.00	0.00%	31,714.00
15-11-5700 Transfer to Other Funds-Special Rever		0.00	0.00	5,450.00	0.00%	5,450.00
15-11-5906 Misc. Expense		21.18	1,840.79	0.00	0.00%	(1,840.79)
General Totals		<u>6,263.73</u>	<u>50,589.94</u>	<u>172,579.00</u>	<u>29.31%</u>	<u>121,989.06</u>

<b>15 - General Fund</b>	<b>Police Department</b>	<b>Current Month Actual</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% Budget Used</b>	<b>Budget Remaining</b>
15-20-5000 Salaries		10,108.26	59,726.00	142,895.00	41.80%	83,169.00
15-20-5020 FICA - Employer		621.15	3,656.33	8,185.00	44.67%	4,528.67
15-20-5021 MEDI - Employer		145.27	855.14	1,914.00	44.68%	1,058.86
15-20-5022 SUTA		0.00	0.00	2,891.00	0.00%	2,891.00
15-20-5023 TMRS - Employer		223.44	1,310.05	0.00	0.00%	(1,310.05)
15-20-5029 Employee Insurance		2,444.82	7,724.64	14,561.00	53.05%	6,836.36
15-20-5031 Professional Development		25.00	25.00	0.00	0.00%	(25.00)
15-20-5032 Dues and Fees		0.00	475.00	1,750.00	27.14%	1,275.00
15-20-5100 Gas, Oil, Service		1,158.89	6,283.59	13,000.00	48.34%	6,716.41
15-20-5117 Office Supplies		124.02	724.11	600.00	120.69%	(124.11)
15-20-5120 Repairs and Maintenance		1,701.63	3,849.92	20,580.00	18.71%	16,730.08
15-20-5124 Equipment		4,665.25	5,045.25	5,000.00	100.91%	(45.25)
15-20-5125 Uniforms		0.00	45.03	1,300.00	3.46%	1,254.97
15-20-5906 Misc. Expense		0.00	35.00	2,025.00	1.73%	1,990.00
15-20-5908 TWC Unemployment Compensation		10.10	20.38	270.00	7.55%	249.62
Police Department Totals		<u>21,227.83</u>	<u>89,775.44</u>	<u>214,971.00</u>	<u>41.76%</u>	<u>125,195.56</u>
<b>15 - General Fund</b>	<b>Municipal Court</b>	<b>Current Month Actual</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% Budget Used</b>	<b>Budget Remaining</b>
15-30-5000 Salaries		759.68	4,863.90	10,622.00	45.79%	5,758.10
15-30-5020 FICA - Employer		47.11	274.46	659.00	41.65%	384.54
15-30-5021 MEDI - Employer		11.01	64.17	154.00	41.67%	89.83
15-30-5023 TMRS - Employer		16.79	97.10	233.00	41.67%	135.90
15-30-5031 Professional Development		0.00	0.00	2,000.00	0.00%	2,000.00
15-30-5150 State Traffic Fee		0.00	0.00	40,000.00	0.00%	40,000.00
15-30-5154 Court Expense		109.99	163.99	2,500.00	6.56%	2,336.01
15-30-5908 TWC Unemployment Compensation		0.76	1.54	0.00	0.00%	(1.54)
Municipal Court Totals		<u>945.34</u>	<u>5,465.16</u>	<u>56,168.00</u>	<u>9.73%</u>	<u>50,702.84</u>
<b>15 - General Fund</b>	<b>Ambulance</b>	<b>Current Month Actual</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% Budget Used</b>	<b>Budget Remaining</b>
15-40-5052 Monthly EMS		8,000.00	24,000.00	48,000.00	50.00%	24,000.00
Ambulance Totals		<u>8,000.00</u>	<u>24,000.00</u>	<u>48,000.00</u>	<u>50.00%</u>	<u>24,000.00</u>
<b>15 - General Fund</b>	<b>City Council</b>	<b>Current Month Actual</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% Budget Used</b>	<b>Budget Remaining</b>
15-50-5000 Council Stipends		0.00	2,400.00	2,400.00	100.00%	0.00
15-50-5030 Council Expense		0.00	3,636.11	10,100.00	36.00%	6,463.89
City Council Totals		<u>0.00</u>	<u>6,036.11</u>	<u>12,500.00</u>	<u>48.29%</u>	<u>6,463.89</u>



<b>15 - General Fund</b>	<b>Professional Services</b>	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
15-70-5027 IT Maintenance		226.86	1,134.30	7,250.00	15.65%	6,115.70
15-70-5050 Senior Citizens		1,000.00	3,000.00	6,000.00	50.00%	3,000.00
15-70-5051 Library		900.00	2,700.00	4,800.00	56.25%	2,100.00
15-70-5056 Contracted Services		0.00	3,500.00	3,000.00	116.67%	(500.00)
15-70-5110 LeMond CC		0.00	209.64	0.00	0.00%	(209.64)
15-70-5115 Audit Fees		0.00	0.00	8,000.00	0.00%	8,000.00
15-70-5121 Pest Control		55.00	275.00	1,100.00	25.00%	825.00
15-70-5122 Janitorial Service		287.36	714.86	4,500.00	15.89%	3,785.14
15-70-5242 Media and Advertising		0.00	560.00	4,000.00	14.00%	3,440.00
15-70-5251 Legal Fees		0.00	0.00	5,000.00	0.00%	5,000.00
15-70-5252 Tax Appraisal District		443.44	2,459.81	5,000.00	49.20%	2,540.19
15-70-5255 Sanitation Expense		12,060.18	60,028.38	141,500.00	42.42%	81,471.62
15-70-5256 Sanitation Roll Off Expense		0.00	0.00	12,500.00	0.00%	12,500.00
15-70-5510 Inspection/Permit Expense		150.00	750.00	1,000.00	75.00%	250.00
Professional Services Totals		<u>15,122.84</u>	<u>75,331.99</u>	<u>203,650.00</u>	<u>36.99%</u>	<u>128,318.01</u>
<b>15 - General Fund</b>	<b>Public Works</b>	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
15-80-5102 Weed Killer		0.00	0.00	3,500.00	0.00%	3,500.00
15-80-5106 Animal Control Expense		189.24	1,294.47	2,500.00	51.78%	1,205.53
15-80-5220 Street Repair and Maintenance		0.00	8,141.88	50,000.00	16.28%	41,858.12
15-80-5221 City Parks and Grounds		0.00	343.12	7,250.00	4.73%	6,906.88
15-80-5222 Grant Expense - TP&W		7,458.13	7,458.13	84,091.00	8.87%	76,632.87
15-80-5223 Mosquito Control		0.00	0.00	5,000.00	0.00%	5,000.00
15-80-5231 Disposal and Recycling Fees		0.00	0.00	1,200.00	0.00%	1,200.00
15-80-5505 Street Equipment & Repair		0.00	239.99	11,490.00	2.09%	11,250.01
Public Works Totals		<u>7,647.37</u>	<u>17,477.59</u>	<u>165,031.00</u>	<u>10.59%</u>	<u>147,553.41</u>
<b>15 - General Fund</b>	<b>Fire Department</b>	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
15-85-5054 Monthly Fire Department		1,650.00	4,950.00	9,900.00	50.00%	4,950.00
15-85-5055 Capital Outlay		0.00	0.00	476,808.00	0.00%	476,808.00
Fire Department Totals		<u>1,650.00</u>	<u>4,950.00</u>	<u>486,708.00</u>	<u>1.02%</u>	<u>481,758.00</u>
<b>15 - General Fund</b>	<b>Civil Defense</b>	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
15-90-5053 Civil Defense Expense		0.00	0.00	5,000.00	0.00%	5,000.00
Civil Defense Totals		<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00%</u>	<u>5,000.00</u>
Expense Totals		<u>77,017.05</u>	<u>361,269.38</u>	<u>1,552,247.00</u>	<u>23.27%</u>	<u>1,190,977.62</u>

City of Hale Center  
Financial Statement  
As of February 29, 2020

<b>20 - Water and Sewer</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Not Categorized</b>					
20-4015 Recycle Income	0.00	0.00	200.00	0.00%	200.00
20-4211 Misc Income	0.00	1,000.67	3,500.00	28.59%	2,499.33
20-4401 Sanitation Profit	0.00	39,371.54	0.00	0.00%	(39,371.54)
20-4403 Landfill Fees	0.00	15,723.49	0.00	0.00%	(15,723.49)
20-4408 Mosquito Spraying Fee	0.00	2,327.61	0.00	0.00%	(2,327.61)
20-4410 Water Revenue	0.00	231,618.92	500,000.00	46.32%	268,381.08
20-4411 Sewer Revenue	0.00	86,433.98	140,000.00	61.74%	53,566.02
20-4412 Water Tap Fees	0.00	0.00	500.00	0.00%	500.00
20-4414 Late Penalties	1,623.64	15,281.96	20,000.00	76.41%	4,718.04
20-4416 Turn on Fee	0.00	5,164.28	5,000.00	103.29%	(164.28)
20-4417 Return Check Fees	0.00	125.00	250.00	50.00%	125.00
20-4418 USDA Bond Proceeds	0.00	0.00	432,000.00	0.00%	432,000.00
20-4800 Transfer From Other Funds	0.00	0.00	17,450.00	0.00%	17,450.00
20-4911 'Returns / Overread / Adj.	0.00	(4,164.23)	0.00	0.00%	4,164.23
Not Categorized Totals	<u>1,623.64</u>	<u>392,883.22</u>	<u>1,118,900.00</u>	<u>35.11%</u>	<u>726,016.78</u>
Revenue Totals	<u><u>1,623.64</u></u>	<u><u>392,883.22</u></u>	<u><u>1,118,900.00</u></u>	<u><u>35.11%</u></u>	<u><u>726,016.78</u></u>

City of Hale Center  
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<b>20 - Water and Sewer</b>	<b>General</b>	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-11-5027 IT Maintenance		0.00	0.00	3,800.00	0.00%	3,800.00
20-11-5028 Workers Comp		0.00	1,451.75	2,400.00	60.49%	948.25
20-11-5029 Employee Insurance		3,118.40	8,876.09	22,812.00	38.91%	13,935.91
20-11-5031 Professional Development		0.00	800.00	1,200.00	66.67%	400.00
20-11-5032 Dues and Fees		25.00	4,845.50	12,000.00	40.38%	7,154.50
20-11-5033 Water Samples		120.00	2,230.99	4,200.00	53.12%	1,969.01
20-11-5060 Property and Liability		0.00	7,063.50	15,000.00	47.09%	7,936.50
20-11-5100 Gas, Oil, Service		1,054.02	6,083.24	14,750.00	41.24%	8,666.76
20-11-5101 Postage		622.65	2,482.73	5,400.00	45.98%	2,917.27
20-11-5108 Materials and Supplies		934.91	4,185.83	10,000.00	41.86%	5,814.17
20-11-5117 Office Supplies		125.18	475.00	5,100.00	9.31%	4,625.00
20-11-5119 Copy Machine Rental		103.23	271.53	900.00	30.17%	628.47
20-11-5120 Repairs and Maintenance		5,034.89	26,862.41	57,250.00	46.92%	30,387.59
20-11-5124 Supplies		367.83	515.36	9,000.00	5.73%	8,484.64
20-11-5125 Uniforms		0.00	0.00	2,400.00	0.00%	2,400.00
20-11-5201 Gas		0.00	459.99	3,500.00	13.14%	3,040.01
20-11-5202 Electricity		3,548.24	12,429.08	43,000.00	28.90%	30,570.92
20-11-5203 Telephone		722.40	2,552.33	5,300.00	48.16%	2,747.67
20-11-5500 Capital Outlay - USDA Bond		0.00	0.00	432,000.00	0.00%	432,000.00
20-11-5505 Equipment Purchases		0.00	6,933.87	6,500.00	106.67%	(433.87)
20-11-5901 Transfer to General Fund		0.00	23,532.50	141,195.00	16.67%	117,662.50
20-11-5903 Transfer to Debt Service Fund		0.00	0.00	34,652.00	0.00%	34,652.00
20-11-5906 Misc. Expense		12.00	778.72	1,000.00	77.87%	221.28
20-11-5912 City Employee Discount		0.00	975.15	(13,650.00)	(7.14%)	(14,625.15)
General Totals		15,788.75	113,805.57	819,709.00	13.88%	705,903.43
<b>20 - Water and Sewer</b>	<b>Professional</b>	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-70-5027 IT Maintenance		226.86	1,134.30	9,000.00	12.60%	7,865.70
20-70-5121 Pest Control		55.00	275.00	400.00	68.75%	125.00
20-70-5122 Janitorial Service		287.36	714.86	2,000.00	35.74%	1,285.14
20-70-5231 Disposal and Recycling Fees		0.00	0.00	300.00	0.00%	300.00
20-70-5250 Audit Fees		0.00	0.00	8,200.00	0.00%	8,200.00
20-70-5251 Legal Fees		0.00	0.00	6,000.00	0.00%	6,000.00
20-70-5253 Engineering		0.00	9,025.00	18,000.00	50.14%	8,975.00
Professional Services Totals		569.22	11,149.16	43,900.00	25.40%	32,750.84

<b>20 - Water and Sewer</b>	<b>Public Works</b>	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-80-5000 Salaries		14,702.89	83,809.55	177,267.00	47.28%	93,457.45
20-80-5020 FICA - Employer		901.30	5,165.85	10,991.00	47.00%	5,825.15
20-80-5021 MEDI - Employer		210.79	1,208.16	2,570.00	47.01%	1,361.84
20-80-5023 TMRS - Employer		294.51	1,681.31	3,494.00	48.12%	1,812.69
20-80-5028 Workers Comp		0.00	1,451.75	5,400.00	26.88%	3,948.25
20-80-5120 Repairs and Maintenance		399.29	918.58	0.00	0.00%	(918.58)
20-80-5908 TWC Unemployment Compensatic		14.71	38.43	589.00	6.52%	550.57
Public Works Totals		<u>16,523.49</u>	<u>94,273.63</u>	<u>200,311.00</u>	<u>47.06%</u>	<u>106,037.37</u>
Expense Totals		<u><u>32,881.46</u></u>	<u><u>219,228.36</u></u>	<u><u>1,063,920.00</u></u>	<u><u>20.61%</u></u>	<u><u>844,691.64</u></u>

# City of Hale Center Payment Listing Report 2/1/2020 to 2/29/2020

3/2/2020 04:46 PM

Check #	Vendor	Invoice Number	Invoice Description	Invoice Amount	Payment Amount	Check Date	Payment Type
	Texas Municipal Retiremer PY1102020		Biweekly Payroll 1/10/2020	1,665.00	1,665.00	2/19/2020	BankDraftECheck
	Texas Municipal Retiremer PY1242020		TMRS - Employer	7.12	7.12	2/19/2020	BankDraftECheck
	Texas Municipal Retiremer PY1242020		TMRS - Employee	891.90	891.90	2/19/2020	BankDraftECheck
	Texas Municipal Retiremer PY1242020		TMRS - Employer	390.63	390.63	2/19/2020	BankDraftECheck
	Texas Municipal Retiremer PY1242020		TMRS - Employee	16.25	16.25	2/19/2020	BankDraftECheck
	TML Health (Health Ins) PY1242020		Miscellaneous	26.73	26.73	2/6/2020	BankDraftECheck
	General Fund PY2212020		Vol. Employee Ded.(PD) for	40.00	40.00	2/21/2020	BankDraftECheck
	Internal Revenue Service PY2212020		Unscheduled 2/21/2020	65.94	65.94	2/21/2020	BankDraftECheck
	TML Health (Health Ins) PY2212020		Miscellaneous	26.73	26.73	2/26/2020	BankDraftECheck
	Internal Revenue Service PY2212020		Biweekly Payroll 2/21/2020	4,483.35	4,483.35	2/21/2020	BankDraftECheck
	General Fund PY272020		Vol. Employee Ded.(PD) for	40.00	40.00	2/7/2020	BankDraftECheck
	TML Health (Health Ins) PY272020		Miscellaneous	26.73	26.73	2/26/2020	BankDraftECheck
	Internal Revenue Service PY272020		Biweekly Payroll 2/7/2020	4,334.48	4,334.48	2/7/2020	BankDraftECheck
45319	Postmaster 2020-0204white		postage for white cards	262.85	262.85	2/4/2020	Check
45320	Robert Zapata 446749		gas line inspection for perm	75.00	75.00	2/4/2020	Check
45321	Card Service Center 2020-0117		various department charges	412.97	412.97	2/4/2020	Check
45322	Gauntlett, Inc. Db a S And 2190939		SERVICE TO T/S POWER TO	115.00	115.00	2/4/2020	Check
45323	General Steel Warehouse, K 16780		Rebar	151.37	151.37	2/4/2020	Check
45324	Hale Center EMS Associati 2020-0201		Monthly stipend	4,000.00	4,000.00	2/4/2020	Check
45325	Hale Center Fire Dept. 2020-0204		Monthly stipend	825.00	825.00	2/4/2020	Check
45326	Hale Center Library 2020-0204		Monthly stipend	450.00	450.00	2/4/2020	Check
45327	Hale Center Senior Citizen 2020-0204		Monthly stipend	500.00	500.00	2/4/2020	Check
45328	Hale County Appraisal Disi 2020_Feb		Feb2020	443.44	443.44	2/4/2020	Check
45329	Paramount Leasing (Inc) 5008940393		copy machine(s) lease	284.00	284.00	2/4/2020	Check
45330	Pneudart, Inc 276717		Dart gun repair kit	66.77	66.77	2/4/2020	Check
45331	Sierra Springs 13588506 011820		water cooler rental	28.53	28.53	2/4/2020	Check
45332	Timeclock Plus 524015		additional Annual dues Rene	50.00	50.00	2/4/2020	Check
45333	Tml Admin Services-Dues 2020_C-1139		TML Admin (Member SVC fe	779.00	779.00	2/4/2020	Check
45334	Triple "C" Waste (Inc) 15737		Monthly payable	11,414.95	11,414.95	2/4/2020	Check

45334	Triple "C" Waste (Inc)	15742	Rolloff Disposal & Transport	645.23	645.23	2/4/2020	Check
45335	Wal-Mart	2020-0124	PD oil change for Officer Co'	85.63	85.63	2/4/2020	Check
45336	Xcel	670091740	windmill park electricity	20.76	20.76	2/4/2020	Check
45336	Xcel	670292830	Electricity payable for CH, V	3,602.33	3,602.33	2/4/2020	Check
45337	Blanca Contreras	2020-0205	Refund for closed water acc	100.00	100.00	2/6/2020	Check
45338	Don J Ketchum	2020-0205	Refund for closed water acc	100.00	100.00	2/6/2020	Check
45339	General Steel Warehouse, K	17196	fencing supplies for LCC	605.60	605.60	2/6/2020	Check
45340	Gloria Olvera	692951	janitorial service-cleaning ci	289.72	289.72	2/6/2020	Check
45341	Hale Center Gin LLC	3940	Public works fuel	315.28	315.28	2/6/2020	Check
45342	J C Terminex	577671_578494_57	monthly pest	110.00	110.00	2/6/2020	Check
45343	Kiser Auto Parts	ID.153384	20-11-5108	18.43	18.43	2/6/2020	Check
45344	McDonald Trading Post, In	465175	20-11-5108	43.35	43.35	2/6/2020	Check
45345	Office Of The Attorney Gen	PY272020	Obligor: Arthur L SanchezOl	23.08	23.08	2/6/2020	Check
45345	Office Of The Attorney Gen	PY272020	Obligor: Dustin WatersOblig	45.23	45.23	2/6/2020	Check
45345	Office Of The Attorney Gen	PY272020	Obligor: Brandon S Richards	324.00	324.00	2/6/2020	Check
45346	Roger Mahagan	2020-0205	Refund for closed water acc	100.00	100.00	2/6/2020	Check
45347	Sherry Evans	2020-0205	Refund for closed water acc	100.00	100.00	2/6/2020	Check
45348	Tim Bartley DBA Waller's (	2020-01	January charges	731.79	731.79	2/6/2020	Check
45349	Tim Silva	2020-0205	Refund for closed water acc	100.00	100.00	2/6/2020	Check
45350	TML Health (Health Ins)	2020-02	Employee_health_insurance	3,555.50	3,555.50	2/6/2020	Check
45350	TML Health (Health Ins)	PY1102020	Biweekly Payroll 1/10/2020	92.75	92.75	2/6/2020	Check
45350	TML Health (Health Ins)	PY1242020	Dental	18.90	18.90	2/6/2020	Check
45350	TML Health (Health Ins)	PY1242020	FSA	38.46	38.46	2/6/2020	Check
45350	TML Health (Health Ins)	PY1242020	Vision	8.66	8.66	2/6/2020	Check
45351	McCoy's	2020-0131	well 4 & pump house	70.52	70.52	2/7/2020	Check
45352	Metal Mart	2020-0207	metal sheets for Paw Pals	980.43	980.43	2/7/2020	Check
45353	Lowe's Home Improvemer	Bridge Decking	Bridge Decking	1,793.00	1,793.00	2/13/2020	Check
45354	Lubbock Bolt Bin	Bridge Screws	Bridge Screws	220.00	220.00	2/13/2020	Check
45355	CTSI (Inc)	183667_183857HD	CTSI (Inc)	453.72	453.72	2/14/2020	Check
45356	DPC Industries Inc.	DE75000057-20	Dpc - Chlorine	40.00	40.00	2/14/2020	Check

45357	Environmental Monitoring	20200048	Test Period January	120.00	120.00	2/14/2020	Check
45358	General Steel Warehouse, K 17428_PawPals		fence for Paw Pals_will be re	510.00	510.00	2/14/2020	Check
45359	Henley Tire LLC	2020-0126	police repairs	60.00	60.00	2/14/2020	Check
45360	K. W. Sharp, Inc.	2000105	20-11-5108	274.84	274.84	2/14/2020	Check
45361	Lowe's Pay-N-Save	2020-0131	Jan2020_charges	95.31	95.31	2/14/2020	Check
45362	NTS Communications (Inc)	2020-0201	Phone Charges(corrected)	452.29	452.29	2/14/2020	Check
45362	NTS Communications (Inc)	due 2.17.20	Phone Charges(corrected)	452.29	452.29	2/14/2020	Check
45363	Robert Zapata	446750	gas line inspection permit#	75.00	75.00	2/14/2020	Check
45364	Vadim Municipal Software	270443	Vadim Municipal Software Ir	19.68	19.68	2/14/2020	Check
45365	Valero Marketing And Supl	2020-0120	fuel for city vehicles	1,897.63	1,897.63	2/14/2020	Check
45366	Verizon	9847377101	Cell phone charges	540.24	540.24	2/14/2020	Check
45367	Xcel	671378307St.Lgts	Street Lights	2,189.26	2,189.26	2/14/2020	Check
45368	Ziph Corporation (Inc)	2020-0120	20-11-5120	245.00	245.00	2/14/2020	Check
45369	General Steel Warehouse, K 17475_Bridge		Bridge supply	1,604.20	1,604.20	2/14/2020	Check
45370	Atmos Energy	due2.20.20	Atmos Gas payable	1,021.00	1,021.00	2/19/2020	Check
45371	Gauntlett, Inc. Db S And	2200085	Service to T/S well #12 - ba	172.50	172.50	2/19/2020	Check
45372	Hale Center Economic Dev	2020-0214	EDC payable	4,091.26	4,091.26	2/19/2020	Check
45373	Hale County Appraisal Dist	Mar2020	Mar2020	443.44	443.44	2/19/2020	Check
45374	Postmaster	2020-0218pink	Postage for Pink cards	81.55	81.55	2/19/2020	Check
45376	Office Of The Attorney Gen	PY2212020	Obligor: Arthur L SanchezOl	23.08	23.08	2/21/2020	Check
45376	Office Of The Attorney Gen	PY2212020	Obligor: Dustin WatersOblig	45.23	45.23	2/21/2020	Check
45376	Office Of The Attorney Gen	PY2212020	Obligor: Brandon S Richards	324.00	324.00	2/21/2020	Check
45377	DPC Industries Inc.	757000187-20	Dpc - Chlorine	359.29	359.29	2/21/2020	Check
45378	Texas City Management A	13138_2020_Cypert membership		261.60	261.60	2/21/2020	Check
45379	Unifirst	3057_5723	janitorial supplies & employ	102.97	102.97	2/21/2020	Check
45380	Warren Cat (Inc)	PS020383752	20-11-5120	41.32	41.32	2/21/2020	Check
45381	Aflac	PY2212020	AFLAC	70.38	70.38	2/27/2020	Check
45381	Aflac	PY2212020	AFLAC-TXB	46.62	46.62	2/27/2020	Check
45381	Aflac	PY272020	AFLAC	70.38	70.38	2/27/2020	Check
45381	Aflac	PY272020	AFLAC-TXB	46.62	46.62	2/27/2020	Check

45382	Card Service Center	2020-0214	Various department charges	2,646.53	2,646.53	2/27/2020	Check
45383	Data-Line Office Systems	IN111593	copy machine (updated)	237.69	237.69	2/27/2020	Check
45384	General Steel Warehouse, K	17535	W F Beams for Caudle lake l	935.84	935.84	2/27/2020	Check
45384	General Steel Warehouse, K	17858	W F Beams for Caudle lake l	935.84	935.84	2/27/2020	Check
45384	General Steel Warehouse, K	17955	bridge	494.21	494.21	2/27/2020	Check
45385	Gloria Olvera	692952	janitorial service-cleaning ci	285.00	285.00	2/27/2020	Check
45386	Hale Center EMS Associati	2020-0225	Monthly stipend	4,000.00	4,000.00	2/27/2020	Check
45387	Hale Center Fire Dept.	2020-0225	Monthly stipend	825.00	825.00	2/27/2020	Check
45388	Hale Center Library	2020-0225	Monthly stipend	450.00	450.00	2/27/2020	Check
45389	Hale Center Senior Citizen	2020-0225	Monthly stipend	500.00	500.00	2/27/2020	Check
45390	High Plains Concrete Co.	12087	15-80-5222_Bridge	997.50	997.50	2/27/2020	Check
45391	South Plains Electric	3/1/20	Electricity for Well 13	814.74	814.74	2/27/2020	Check
45392	Tml Admin Services-Dues	2020	Renewal member SVC fee 4	779.00	779.00	2/27/2020	Check
45393	TML Health (Health Ins)	2020-03	Employee_health_insurance	3,582.23	3,582.23	2/27/2020	Check
45393	TML Health (Health Ins)	PY2212020	Dental	18.90	18.90	2/27/2020	Check
45393	TML Health (Health Ins)	PY2212020	FSA	38.46	38.46	2/27/2020	Check
45393	TML Health (Health Ins)	PY2212020	Vision	8.66	8.66	2/27/2020	Check
45393	TML Health (Health Ins)	PY272020	Dental	18.90	18.90	2/27/2020	Check
45393	TML Health (Health Ins)	PY272020	FSA	38.46	38.46	2/27/2020	Check
45393	TML Health (Health Ins)	PY272020	Vision	8.66	8.66	2/27/2020	Check
45394	Warren Cat (Inc)	PS020383753	backhoe belts	20.72	20.72	2/27/2020	Check
45395	Watchguard Video	4ELXINV0006749	1101 video equipment	4,780.00	4,780.00	2/27/2020	Check
45395	Watchguard Video	BCMINV0009098	1101 video equipment	1,215.00	1,215.00	2/27/2020	Check
45396	Millstead Hardware	A219916_A220612_	Oxygen/acetleynne & Bridge	456.88	456.88	2/28/2020	Check
45397	Postmaster	2020-0228	white bills	278.25	278.25	2/28/2020	Check
45398	Sierra Springs	13588506 021520	water cooler rental	45.02	45.02	2/28/2020	Check
45399	TML Health (Health Ins)	2020-03.0	employee health ins	53.46	53.46	2/28/2020	Check
45400	Wolf Pump Service (Inc)	20000196	Well 12 repairs	1,329.00	1,329.00	2/28/2020	Check
Total				88,037.04	88,037.04		



# CITY MANAGER REPORT

# CITY OF HALE CENTER

TO: Honorable Mayor and City Council Members  
SUBJECT: Caudle Lake Trail – Call for Bids

Work is progressing on the bridges associated with the “Caudle Lake Walking Trail” project. With the cooperation of weather, the project should be ready to begin sidewalk installation beginning around late April.

Anticipated cost for flatwork could exceed the \$50,000 bid threshold, therefore, it will be necessary to make a call for bids for this phase of the project. (LGC 252.021)

The basic need for concrete includes an estimated 12,000 sq. ft. of flatwork. Should the bid price allow, an additional 3,000 sq. ft. may be added to the project.

Respectfully submitted,

Mike Cypert

# CITY OF HALE CENTER

TO: Honorable Mayor and City Council Members  
SUBJECT: Offer to Lease – Closed Landfill Property

The City received the attached offer to lease the now closed city landfill property.

Since the amount offered is not a significant financial consideration, and given the cost of researching and drafting the lease agreement could be higher (due to TCEQ rules governing use of a closed landfill) than the lease will financially produce, careful consideration would be in order.

Additionally, the Hale County Sheriff has recently expressed interest in locating a firing range on the same property.

**Recommendation:** at this time I recommend tabling this request until such time that the Hale County Sheriff has had time to determine the feasibility of locating a facility on the property.

Respectfully submitted,

Mike Cypert

February 24, 2020

Hale Center City Council & Mayor,

I am interested in leasing the property which formerly served as the city's landfill, animal shelter, and gun range, located at 1850 Nix Road.

I would like to develop this into a public gun range that would allow local and area residents a place to safely shoot. It would be maintained and operated in a manner to attract gun enthusiasts.

The range would provide a safe site for gun enthusiasts who have very limited options at this time. Currently, many local and area residents travel to Lubbock to use gun ranges.

Tentative plans would include more space for handgun shooting, adding metal targets, possibly adding an area for long guns, shot guns and archery, and a portable building that would offer supplies (ammo, targets, etc) as well as a classroom for teaching.

Plans also include working with local and area school organizations such as FFA and the Cub/Boy/Girls Scouts for the development of a youth shooting program that would provide a safe and learning environment for them, at no cost.

The gun range would of course remain available to local law enforcement, also at no cost.

Though this property is outside of the city limits, I believe persons utilizing the range would include out-of-town visitors who would purchase gas, meals, and refreshments in Hale Center, which results in additional sales tax revenue for the city.

I propose a lease of \$10 an acre, the same rate the city presently charges for leasing the city farm. The area is 15 acres in size, which would be \$150 annually.

I am interested in a long term lease, of at least 5 years, 10 if possible.

Your serious consideration of this offer would be most appreciated.

Sincerely,

Dennis Burton

# CITY OF HALE CENTER

TO: Honorable Mayor and City Council Members

SUBJECT: Applewhite Addition – Call for Bids

As discussed at the February meeting, I have prepared bid sheets that would support a bidding process for the sale of land in the Applewhite Addition.

Suggestive terms for you to consider would be to offer the land for sale by sealed bid on a lot-by-lot basis with an acceptable bid minimum to be equal to the appraised tax value for each lot.

For this purpose, the lots are appraised as follows:

Lot #	Market Value
5	\$6,800
9	\$7,200
10	\$7,200
11	\$7,200
16	\$5,120
17	\$7,255
18	\$7,200
19	\$7,200

Attached are the terms proposed for Lot 5. Upon your approval, additional terms would be created for the remainder of lots, adjusted for appraised tax values.

Respectfully submitted,

Mike Cypert

March 12, 2020

## **BID 20-001**

### **Notice of Sealed Bid for Sale of Real Property**

The City of Hale Center is accepting sealed bids for the purchase of the following real property (the "Property") described as:

**Lot 5, Applewhite Addition, Hale Center, Hale County, Texas**

The appraised tax value for the property is **\$6,800**. The real property will not be conveyed, sold, or exchanged for less than the appraised tax value.

Additionally, the property is offered for sale with the restriction that it will be developed as a single-family residential property in accordance with any and all established zoning, deed restrictions and/or existing covenants.

Sealed bids shall be delivered in writing on the attached bid proposal form, signed by the bidder or an authorized representative, and enclosed in a sealed envelope to the City of Hale Center, City Secretary, P.O. Box 532, 702 Main Street, Hale Center, TX 79041. All bids shall be plainly marked **"Sealed Bid 20-001 To Purchase Real Property."** Bids must be received no later than **2:00 p.m., Thursday, April 9, 2020**. City staff will publicly open, read and tabulate the bids at this time at City Hall, City of Hale Center, Hale Center, TX 79041.

Upon consideration of the bids, the City of Hale Center reserves the right to accept or to reject any or all bids, to waive any informality or technicality, to make any investigation deemed necessary concerning the bidder's ability to complete the sale, and accept what, in the City's judgment, is the most advantageous bid. The city council is not required to accept any bid or offer or to complete a sale or exchange. If the city council decides that offers for the property are not high enough, it may simply reject all offers. Tex. Loc. Gov't Code §272.001(d). Bidders may contact the City of Hale Center, Patricia Isaguirre at (806) 839-2411 or [cityhall@cityofhalecenter.com](mailto:cityhall@cityofhalecenter.com) to request a bid packet.

Patricia Isaguirre, City Secretary  
City of Hale Center  
806-839-2411

Sunday, March 11, 2020 – 1st Advertisement  
Sunday, March 18, 2020 – 2nd Advertisement

# RESOLUTION 20200310A

**Resolution 20200310A**

**BY**

**THE CITY OF HALE CENTER, TEXAS**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALE CENTER, TEXAS, AMENDING THE CITY'S PERSONNEL POLICIES AND MANUAL.**

WHEREAS: The governing body of the City of Hale Center has adopted Personnel Policies; and

WHEREAS: The City Council finds it in the City's best interest to make changes and updates to the policies; and

WHEREAS: Any deletions, amendments, revisions or additions to the policies must be approved by resolution of the Hale Center City Council; and

WHEREAS: The Hale Center City Council has conducted a review of proposed changes and updates to the policies;

NOW THEREFORE, be it resolved by the Hale Center City Council that:

1. Section 2.04 of the City of Hale Center's personnel policies is hereby amended to read as follows:

**2.04     Working Hours**

All City full-time employees have a standard workweek of forty (40) hours. All City Police Department employees have a standard workweek of fifty-six (56) hours. This includes eight (8) "on-call" hours. On-call hours are defined as: "When a police officer is "on-call" he/she must be ready to return to work immediately. The expectations and restrictions of being "on-call" are the same as being on duty (i.e. remain in the city limits, no alcohol consumption, and able to respond to calls for service in a prompt and timely manner).

Employment hours for all Full-Time employees, except Police Department personnel, are divided into Summer Hours and Winter Hours. Summer Hours shall begin annually at the end of the pay period prior to Memorial Day, and shall continue until the end of the pay period prior to Labor Day.

**Summer Hours**

City offices will be open from 7:00 a.m. to 5:00 p.m. Monday-Thursday and 8:00 a.m. to 12:00 noon on Friday. City Hall is closed on Saturday, Sunday and certain holidays.



## **Winter Hours**

City offices will be open from 8:00 a.m. to 5:00 p.m. Monday-Friday. City Hall is closed on Saturday, Sunday and certain holidays.

All employees will receive a one (1) hour lunch break. The City Manager must approve any adjustment to these hours of operation. This will only be approved in order to better serve the public.

For purposes of time cards – The workweek begins at 5:01 pm on Thursday and ends the following Thursday at 5:00 pm.

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

Employees are required to be available for call-outs in addition to services rendered during regular office hours. Employees are responsible for notifying their supervisors when they will not be available for call-out, even when this period is during “normal off duty” times.

Employees are responsible for keeping accountability of their time on a weekly basis. Hours worked, in any one week, will be used for the purpose on computing forty (40) hours worked including:

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

**Passed, adopted and approved at a meeting of the City Council of the City of Hale Center, Texas on the 10<sup>th</sup> day of March, 2020.**

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W. H. Johnson, Mayor

Attest:

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Patricia Isaguirre, TRMC, City Secretary

# CITY OF HALE CENTER

TO: Honorable Mayor and City Council Members

SUBJECT: FY20-21 Budget

In the next few weeks, work will begin on preparing the FY 20-21 budget. My technique is to start with calculating expenditures. The largest percentage of the expenditures involve payroll, that being roughly 1/3 of the combined expense when anticipated grant funds are removed. I then move outward to the more "fixed expenses" before the items that see variable change from year to year.

Being new to the city, I would like to have a discussion with you on payroll cost of living adjustments (COLA) so that I can prepare a product that will be acceptable when the final budget is presented.

In the past, I have found a consistent method of calculating inflation by using the March Consumer Price Index (CPI) report issued by the U. S. Bureau of Labor Statistics which is released mid-April of each year. Typically, I would use the percentage for unadjusted 12-month change for all items from this report to calculate increases to payroll. By doing this, the payroll rate increases equal to inflation.

In years where inflation is less than 1.5%, I would bring the COLA to the Council for consideration and action prior to inserting payroll into the budget.

Additionally, if there were merit raises for an employee to be included in the budget, the amount of the raise only would be used to set payroll for the year. In other words, the employee wouldn't get a merit raise plus a COLA.

To give you an idea of how this would look, the January, 2020, CPI report details an increase of 2.5%.

If you would like to use this method, I can implement it and move forward with preparing the budget. If there is a different method you would like for me to use to calculate payroll, I need to know how you, as a council, would like to proceed.

Respectfully submitted,

Mike Cypert

# CITY OF HALE CENTER

TO: Honorable Mayor and City Council Members

SUBJECT: Use of City Vehicle - Suburban

The City owns a Chevrolet Suburban which it rarely uses.

It has been brought to my attention that Civil Defense is in need of a vehicle.

In speaking with Glen Baker, he stated they would be able to use it and would be willing to allow other departments such as Fire and EMS to use it if they needed to travel for training.

I am asking for consideration to assign this vehicle to Civil Defense for their purposes.

Respectfully submitted,

Mike Cypert